

# Sherwood High School

## Handbook and Calendar

2022 - 2023



*OneSherwood*

**Sherwood High School**  
**300 Olney-Sandy Spring Road**  
**Sandy Spring, MD 20860-1098**

Main Office telephone number: (301) 924-3200

Sherwood Website: <http://www.montgomerycountymd.org/schools/sherwoodhs>

**Sherwood High School Administrative Team**

- Principal: Mr. Tim Britton
- Grade 9: Ms. Heidi Vermillion, Assistant Principal  
Departments supervised: Math, Science, Alternative Programs
- Grade 10: Ms. Tamara Jennings, Assistant School Administrator  
Departments supervised: Social Studies, World Languages & Music
- Grade 11: Ms. Jennifer Herman, Assistant Principal  
Departments supervised: Career & Technology Education & Art, Counseling, English, EML
- Grade 12: Mr. Maychel Harris, Assistant Principal  
Departments supervised: Physical Education & Health, Special Education, E-SESES
- Business Administrator: Mrs. Linda Berkheimer  
Departments supervised: Building Services, Cafeteria, Media Center, Media Services Technician, Instructional Technology Support Services

**Frequently Called Telephone Numbers**

Main Office.....	301-924-3200	Health Room.....	301-924-3209
Art.....	301-924-3237	Mathematics.....	301-924-3253
Athletic Director.....	301-924-3230	Media Center.....	301-924-3217
Attendance.....	301-924-3206	Music (Choral).....	301-924-3246
Building Services.....	301-924-3225	Music (Instrumental).....	301-924-3264
Business Education.....	301-924-3247	Photography.....	301-924-3238
Business Administrator...	301-924-3208	Physical Education (boys)...	301-924-3222
Cafeteria.....	301-924-3224	Physical Education (girls)...	301-924-3223
Career Center.....	301-924-3219	Registrar.....	301-924-3286
Computer Science.....	301-924-3247	S.G.A.....	301-924-3227
Counseling.....	301-924-3210	Science.....	301-924-3250
CTE.....	301-924-3241	Security.....	301-924-3262
Engineering.....	301-924-3229	SESES.....	301-924-3228
English.....	301-924-3235	Social Studies.....	301-924-3121
FACS (Child Dev/Foods).....	301-924-3249	Special Education.....	301-924-3228
World Languages.....	301-924-3231		

## Offices and Guide to Services

Office	Hours	Point of Contact	Phone #	Services Offered
Main Office	7:00-3:30	Carolyn Holonich Bonita Pelzer Caitlin Ring	301-924-3200	Principal's Office, Administrators' Offices, Student ID Replacement, Lost and Found
Attendance Office	7:00-3:30	Diana Wilson	301-924-3206	Attendance Issues, Early Departure, Absence Notes, Late Arrival, Tardy Notes and Passes
Security Office	7:00-3:30	Dominique Dixon	301-924-3262	Security Issues, Locks, Locker Issues, Lost Items
Registrar	7:00-3:00	Jaime Fuller	301-924-3286	Registration Information, Change of Address, Transcript Request
Business Office	7:20-2:50	Linda Berkheimer Pam Money	301-924-3208	Financial Matters, Obligations (Textbooks, Lockers, Calculators)
Counseling Office	7:00-2:50	Kristen Mann	301-924-3210	Personal Guidance, Student Service Learning Form, Report Card and Grade Information, Scheduling P/T Conferences and EMT meetings
Career Center	7:20-2:50	Joseph Hock	301-924-3219	College and Career Information ASVAB, Naviance
Health Office	7:00-3:30	Irene Gumucio Maria Gyorgy	301-924-3209	Student Health Issues, Provide Health Department Services, Treatment of Injuries
Media Center	7:05-3:20	Stephanie Flaherty Catherine Boshart	301-924-3217	Student Media services, myMCPS Classroom Help
Cafeteria	7:00-12:30	Lisa Nestor	301-924-3224	Breakfast, Lunch <i>Cafeteria does accept checks to open an account for a student</i>
Sherwood Fax		Main Office	301-924-3220	
Transportation		Randolph Depot	240-740-2610	

## Business Office

The business office handles all receipts and disbursements of school monies. Students settle all school financial obligations for lost books and any other monies owed to the school at the business office. Fees and financial obligations should be paid on-line using a VISA or Master Card, credit or debit card. From the Sherwood High School web page, click on the "*Sherwood High School Payments*" button. To pay obligations on line, please follow the instructions below:

1. Go to Sherwood High School's website.
2. Scroll down and click on "Sherwood High School Payments Click Here."
3. This will take you to the online payments website for Sherwood High School. Scroll up and click on "Student Debt." This will take you to student obligations where you can view and pay your student's obligations.

Seniors are expected to have paid for such items as lost and damaged textbooks and media center fines so that they will be able to receive their diplomas or transcripts. Seniors who do not satisfy their obligation will not be allowed to participate in the graduation ceremony.

## Sherwood High School Staff

### **ADMINISTRATION**

Ms. Linda Berkheimer, Business Administrator  
Mr. Tim Britton, **Principal**  
Mr. Maychel Harris, Assistant Principal  
Ms. Jennifer Herman, Assistant Principal  
Ms. Tamara Jennings, Asst. School Admin.  
Ms. Heidi Vermillion, Assistant Principal

### **ALTERNATIVE PROGRAMS**

Angelic Searles-Thompson

### **BUILDING SERVICES**

Ms. Barbara Adams  
Ms. Miracilde Ambroise  
Ms. Melody Baggett  
Mr. Nicholas Batres  
Mr. Frank Debrah  
Mr. Vagas Diggs  
Mr. Jose Guevara, **Plant Equipment Operator**  
Mr. Kevin Hill  
Mr. Ward (Pete) Jones, Sr., **Asst. BSM (Night Ldr.)**  
Mr. Kun Kim  
Ms. Mirna Macias  
Ms. Sussy Pena  
Ms. Idalia Rivas Ponce  
Ms. Nohemy Ruiz Hernandez  
Mr. Bernard Turner  
Ms. Shelley Washington, **Building Services Manager**

### **CAREER AND TECHNOLOGY EDUC./ART**

Ms. Tania Barbera, Photography  
Mr. Jason Daigle, **Resource Teacher**  
Ms. Gina Fera, Art  
Ms. Lisa Gilbert, Family & Consumer Science  
Mr. John Gillenwater, Technology Education  
Mr. Hugo Harrison, Technology Education  
Ms. Pam Johnson, Technology Education  
Mr. Brendan Lees, Engineering Teacher  
Ms. Margaret Lynch, College & Career Research & Dev.  
Ms. Catina Mandis-Wist, Academy & Internship Coord.  
Ms. Hailey Mitkoff, Art  
Ms. Nicole Schneider, Family & Con. Science  
Ms. Michelle Spangle, Art  
Ms. Keri Sykora, Medical Careers

### **COUNSELING**

Ms. Jamii Avery  
Ms. Nancy Baglin, **School Psychologist**  
Ms. Susan Bray  
Ms. Amarah Faizan  
Ms. Jaime Fuller, **Registrar**  
Ms. Elizabeth Giffen  
Mr. Joseph Hock, Career/College Information Asst.

### **COUNSELING (continued)**

Ms. Katlyn Kopnitsky  
Ms. Kristen Mann, **Secretary**  
Ms. LaJuana Maynard, **PPW**  
Mr. William Sartori  
Ms. Kelly Singleton, **Resource Counselor**

### **ENGLISH**

Ms. Samantha Ager, EML  
Ms. Jean Arthur, **English Composition Asst.**  
Ms. Lynnette Evans-Williams, **Resource Teacher**  
Mr. Christopher Goodrich  
Ms. Ashley Graham-Bell  
Ms. Alexandra Green  
Mr. Shawn Hillman, EML  
Mr. Mark Holman  
Mr. Peter Huck  
Dr. Shelley Jackson  
Ms. Patricia Jasnow  
Ms. Elizabeth Kominski  
Ms. Lori Leonard  
Ms. Christiane Lock  
Ms. Suzanne Lofhjelm, **English Composition Asst.**  
Ms. Beth Petralia  
Ms. Brianna Russell  
Ms. Kelly Schlutz

### **FINANCIAL SPECIALIST**

Ms. Pam Money

### **FOOD SERVICES/CAFETERIA**

Ms. Anna Kash  
Ms. Olivia Miles  
Ms. Lisa Nestor, **Manager**  
Ms. Lori Norris  
Ms. Rose Zelaya

### **IT SYSTEMS SPECIALIST**

Mr. Ashton Foster

### **MAIN OFFICE**

Ms. Carolyn Holonich, **Principal's Secretary**  
Ms. Bonita Pelzer  
Ms. Caitlin Ring  
Ms. Diana Wilson, **Attendance Secretary**

### **MATHEMATICS**

Mr. Edward Ayuk  
Ms. Heather Baxter  
Mr. Jordan Bennett, **Resource Teacher**  
Ms. Michelle Harriger  
Ms. Debbie Hiltner  
Ms. Deloris Martin

### **MATHEMATICS (continued)**

Mr. Babasola Ogunsanya  
Mr. Tim Phelps  
Ms. Ingrid Ramirez  
Ms. Debbie Randolph  
Ms. Kathy Siarkas  
Mr. Claude Young

### **MEDIA CENTER**

Ms. Catherine Boshart, Assistant  
Ms. Stephanie Flaherty, Specialist  
Mr. John Williams, Media Services Tech.

### **MONTGOMERY COUNTY HEALTH DEPARTMENT**

Ms. Maria Gyorgy, Health Tech  
Ms. Irene Gumucio, Nurse

### **PHYSICAL EDUCATION/HEALTH**

Ms. Ashley Barber-Strunk  
Mr. Sean Davis  
Ms. Heather Giovenco  
Ms. Sydney Parra  
Mr. Pete Siarkas  
Mr. Marc Thomas, **Resource Teacher**  
Mr. Jason Woodward, **Athletic Specialist**

### **SCIENCE**

Dr. Mary Baker  
Ms. Christina Baldwin  
Ms. Allison Erdman  
Ms. Janet Frensilli  
Mr. Glenn Gerhardt  
Ms. Britani Greco  
Mr. Nathan Hilburger  
Dr. Gina Martin, **Resource Teacher**  
Mr. Michael Miehl  
Mr. Glenn Miller  
Ms. Kristina Orange  
Mr. Steven Wright

### **SECURITY**

Mr. Brandon Childers  
Mr. Dominique Dixon, **Team Leader**  
Ms. Yesenia Gonzales  
Mr. Brian Morgan  
Mr. Juan Rivera

### **SOCIAL STUDIES**

Mr. Scott Allen  
Mr. Ryan Burnsky  
Ms. Michelle Games  
Ms. Katie Jaffe  
Mr. Michael King  
Mr. Joshua Kinnetz  
Ms. Christine McKeldin, **Resource Teacher**  
Mr. Thomas Nakamura

### **SOCIAL STUDIES (continued)**

Mr. Matthew Schneider  
Ms. Karen Sinclair  
Mr. Daniel Soso-Alacante  
Ms. Rebecca Taylor  
Ms. Caitlin Thompson

### **SPECIAL EDUCATION**

Mr. Kevin Andre  
Ms. Sonya Austin, **Resource Teacher**  
Mr. Christopher Banks, Paraeducator  
Ms. Elisabeth Carroll, Paraeducator  
Mr. Donovan Clark  
Ms. Krista Cosby, Paraeducator  
Ms. Jodie Friedman (Speech)  
Ms. Jill Galt (SCB)  
Ms. Erica Gardner  
Ms. Jessica Garlick, Transition Support Teacher  
Ms. Linda Glixon  
Ms. Heidy Gutierrez, Paraeducator  
Ms. Kathryn Handel  
Ms. Carla Kaufman, (LFI)  
Ms. Christina Kontoyianis, **Secretary**  
Ms. Esther Lazarowitz, Paraeducator  
Ms. Jodi Levy, Paraeducator  
Ms. Janet Lopez, Paraeducator  
Mr. Dave Morton, Paraeducator  
Ms. Katherine Nichols  
Ms. Marquia Parker  
Ms. Jordan Pontious  
Ms. Anita Prashar, Paraeducator  
Ms. Anne Rood, Paraeducator  
Ms. Rene Shihadi, Paraeducator  
Ms. Mary Thomas  
Mr. William Warren, Paraeducator  
Mr. Lamont Williams, Paraeducator

### **E-SESES**

Ms. Helena Baker, Paraeducator  
Ms. Erin Hand Lakin, Paraeducator  
Ms. Jennifer Hiscock, **Program Coordinator**  
Mr. Paul Homon, **Social Worker**  
Mr. Darnell Myers, Paraeducator  
Ms. Rachel Oblitas  
Mr. Tom Sheahin  
Ms. Janet Solan-Doris, Paraeducator  
Mr. Anthony Sosnoskie  
Ms. Erica Weintrop

### **STAFF DEVELOPMENT**

Ms. Anne Taylor

### **STUDENT SERVICE LEARNING**

Mr. Bill Sartori

## **WORLD LANGUAGES/MUSIC**

Ms. Michele Bloom

Ms. Saida Dim

Mr. Johnathan Dunn, **Resource Teacher**

Mr. John Falls

Ms. Annette Hamilton

Mr. Difien Lewis

Ms. Ariana Peralta

Mr. Alex Silverbook, Music

### **E-Mail Addresses**

Staff can be reached through the SHS Website

<http://www.montgomerycountymd.org/schools/sherwoodhs>.

Follow these steps:

(1) Click on "information"

(2) Click on "Staff Directory"

(3) Scroll down to the staff member's name

(4) Click on the email symbol

## Emergency Communications for School Closings & Early Dismissal

Montgomery County Public Schools uses a wide variety of methods to provide information during emergency or weather related issues that affect schools. In order to inform parents, students, and staff in a timely, accurate and efficient manner, MCPS issues important emergency information through the following multimedia channels:

- MCPS QuickNotes e-mail notification
- *AlertMCPS* text messaging to cell phones, smart phones, pagers and/or e-mail
- Twitter updates to computer, cell phone, or other mobile device
- MCPS website
- A recorded message on the MCPS telephone information line 301-279-3673
- MCPS TV Channel 34
- Local TV, radio and news media channels and websites

All of the methods for receiving notification are listed on the MCPS website:

[www.montgomeryschoolsmd.org/emergency/sources.aspx](http://www.montgomeryschoolsmd.org/emergency/sources.aspx)

## Attendance Policy

Students are expected to be in class and on time for class each day. Attendance is vital for student success. Poor attendance and tardiness impact the continuity of the student's instructional program and impact the student's grade in a class.

**Lawful Absence:** In the event that a student needs to be lawfully absent, the student is expected to have an excused absence. In accordance with the *Code of Maryland Regulations (COMAR)*, a student will be considered lawfully absent from school for any portion of the school day under the following conditions:

- a. Death in the immediate family
- b. Illness of the student (the principal may require a physician's certificate from the parent/guardian in cases of extended absences for an illness)
- c. Court summons
- d. Religious holiday
- e. State emergency
- f. Suspension
- g. Hazardous weather conditions (weather conditions that would endanger a student on the way to or from school)
- h. Lack of authorized transportation (for example, if a bus does not show up)
- i. Permission from the principal

Parents/guardians must call (301-924-3206) or email ([Diana.Wilson@mcpsmd.org](mailto:Diana.Wilson@mcpsmd.org)) the attendance office when their student is absent. When a student returns to school after a lawful absence, the student must present a written excuse signed by the parent/guardian to the attendance office within three days after the student returns to school. Failure to do so may result in the absence becoming an unexcused absence.

The written excuse must include the following:

- a. The student's full name and ID number
- b. The student's grade
- c. The date(s) of the absence(s) or tardy(ies)
- d. A phone number where the note can be verified
- e. A signature of the parent/guardian

Students who are requesting an early dismissal must present notes from a parent explaining the reason for leaving to the attendance secretary between 7:30 and 7:45 a.m. in order to receive authorization. Upon leaving, students must sign out at the attendance office, even if they are being excused from the health room to go home. Students who do not obtain permission to leave early or who fail to sign out are violating attendance procedures and will be charged an unexcused absence.

**Tardy Policy:** All students are able to complete class changes within the five minute passing time.

Tardiness is defined as not being in the assigned classroom when the bell rings signaling the beginning of the instructional period. Tardiness of more than twenty minutes of any class period will be recorded as an unexcused absence. Three unexcused tardies in a class equals one unexcused absence for that period.

If a student is tardy for class without a legitimate excuse, the following continuum will be enforced:

- a. The teacher will issue a verbal warning to the student for the first offense.
- b. The teacher will issue a detention for the second offense.
- c. The teacher will contact the student's parent/guardian and issue a consequence for the third offense.
- d. If the student receives four unexcused tardies in a class, the teacher will refer the student to the administrator.

A student who receives four unexcused tardies will meet with his or her grade level administrator for disciplinary action and interventions. If the student receives the equivalent of three unexcused absences in a class, the student and parent/guardian will be warned of the possibility of failure by the student's administrator. The administrator will consult with the student or the parent/guardian to verify the reason for the absences and determine the appropriate interventions.

**Unlawful Absence:** If students are marked as having an unexcused absence, the student or parent/guardian may appeal the absence. Usually students having lawful absences are marked as unexcused when the student does not bring an excusal note to the attendance office within three days of returning to school. Students and parents/guardians may appeal the recording of their absences if they believe that any absences were recorded incorrectly. The appeal can be made to the student's administrator.

### **Other Information & Expectations**

**Age of Majority:** Students who reach age of majority and write their own notes must get an application from an assistant principal, whose confirmed approval and clearance are required before their notes will be accepted. They should also be advised that doctor's notes may be requested to verify excused absences due to illness. Also, a student's parent(s) or guardian(s) may be informed of tardies, absences, and academic progress (interim reports and report cards) if a student is dependent on them for financial support.

**Delayed openings:** Delayed openings will be announced on the radio, television and other media after 5:00 a.m. (or the night before if possible). Do not call the school to inquire.

**Edison Students:** Before departure and upon return, students are assigned to the cafeteria under the supervision of a security team member.

**Excusing Students from Class:** Students are responsible for attending all their scheduled classes. No student is allowed in the hallway without a pass. Teachers may not dismiss students early. Students should be excused only for legitimate reasons and are to be directed to specific locations.

**Grading Policy:** The MCPS grading and reporting policy can be found on the MCPS Web site @ [www.montgomeryschoolsmd.org/info/grading](http://www.montgomeryschoolsmd.org/info/grading)



**Grading Policy for Homework:** Homework is graded when assessing whether students have learned a concept. Homework is reported as a learning skill when students are practicing a new concept.

**Interim Progress Reports and Report Cards:** Report cards will be issued four times during the school year, each one covering a nine-week grading period. In the middle of each nine-week grading period, an interim progress report will be issued.

**Locks and Lockers:** Every student at Sherwood High School is assigned a locker at the beginning of each school year. The student is responsible for the condition of the locker and keeping the combination secure. The fee for lost/damaged locks is \$5. The school is not responsible for the security of items left in the locker. *The school has the right to open any locker if there is a reasonable belief that an illegal item may be present inside the locker.*

**Lost and Found:** Anyone who finds an article should immediately turn it in to the main office.

**Lunch:** Sherwood has one single period lunch. The following rules are in effect during lunch:

- Students are to eat only in designated areas.
- Students are expected to clean up after themselves by removing all trash.
- Students can use part of their single period lunch for extracurricular activities and accessing academic support (i.e. tutoring, completion of make-up work, teacher and/or counselor contacts. etc.)
- Loud music played over speakers (portable) or cell-phones is prohibited.

**Make-up Work:** When a student is legally absent from classes, he/she will have the equivalent of the number of days absent to make up class work, homework, quizzes, and tests. For example, if a student is absent on Monday, October 10, and Tuesday, October 11, all make up work will be due on Thursday, October 13. For long-term legal absences (five days or longer), the teacher and student will work together to formulate their own plan. All make up work must be completed within 10 days following the absence.

**Medication at School:** In accordance with MCPS policy, no student should be carrying medication to school. If a student needs to be on medication at school, the following procedure is to be followed:

- Obtain a medication administration form from the health room.
- Form must be completed by parent and doctor.
- Medication must be brought to the school by an adult. It must be in the original prescription bottle or, for over-the-counter medications, in a brand new bottle.
- The form discussed in step 2 must accompany the medication.

In the event the health room is closed, students should report to the main office.

**MyMCPS Classroom:** MyMCPS Classroom is a web-based system which allows communication between home and student. Students will see modules for each of their courses each semester for which they are enrolled. MyMCPS Classroom is synchronized with Pinnacle Gradebook, allowing students and parents to view grades in real time. They can also view announcements, calendar items (due dates for assignments and upcoming events), assignments, academic records (grades, attendance, schedules) and resources (services, supports, curriculum materials). Teachers and administration at Sherwood HS will use this as a means of communication with students, parents, or a single class. Clubs, groups, activities and class groups can also have their own module so sponsors can communicate easily with those students and parents.

**School Emergency (Student guidelines):** In an emergency situation all students are expected to behave in a safe and orderly manner. In the event of an emergency where we need to **evacuate the building**, students are expected to use the following guidelines:

- Follow the evacuation route posted on signs in each classroom/instructional area.
- Walk quietly and quickly to the designated areas as directed.
- Remain quiet and attentive for further directions.
- Remain in your designated area, unless directed otherwise.

In the case of **Shelter in Place**, students are expected to use the following guidelines:

- All students in the hallway should report to their assigned classroom
- Instruction will continue
- Listen to the P.A. for instructions

In the case of an **Active Shooter scenario**, students are expected to use the following guidelines:

- Immediately move to the closest securable location
- Ignore all bells and alarms
- Remain in a lockdown until you are instructed differently by the administration or a public safety official

In the case of **Severe Weather Shelter**, students are expected to use the following guidelines:

- Immediately report to the identified weather-safe areas inside the building

In the case of **Earthquake or Drop, Cover and Hold scenario**, students are expected to use the following guidelines:

- Drop to the ground and take cover by getting under a sturdy table or other piece of furniture
- Hold on until the shaking stops
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building
- Stay away from glass
- Use a doorway as shelter only if it is near you
- If outdoors, stay there. Move away from building, streetlights and utility wires

**Parking Permit:** Student parking is a privilege. Any student who violates parking rules or school rules may lose their privilege to park on school property.

**Student Identification Cards:** Each student will be given one free ID card which is to be in the student's possession at all times for the next four years. It will be needed to enter all activities and to purchase tickets or pick up items such as rings, announcements & yearbooks. It is to be shown upon request by a staff member. Students without ID's will be required to purchase a new one at the cost of \$5.00. The ID card is used for all four years the student is at Sherwood High School.

**Truancy:** Truancy is an illegal absence from school. Parents and teachers will be notified and disciplinary action may be taken for each class missed. Continued truancy can lead to suspension, and referral to the truancy review board.

**Turnitin.com:** To assist students checking their writing and avoiding improperly used content, inadvertent plagiarism or quotation errors teachers may require students to turn in their written assignments through turnitin.com.

**Visitors:** Visitors to school are limited to those who have official business at Sherwood High. All visitors to the school must report to the main office, sign in and receive a visitor's pass. Parents are encouraged to visit classrooms and to confer with teachers; however, visits to classrooms should be arranged through the counseling office. Parents are asked to contact the school at least 24 hours in advance. Student visitors are prohibited.

## Student Parking Permits

Parking on campus is a privilege. For the safety of each, students must drive respectfully and responsibly. Failure to drive responsibly could result in the loss of parking privileges and a possible referral to the police. It is the student's responsibility to adhere to the school's discipline policy and listed parking regulations. Permits must be displayed hanging from the rear view mirror facing outward for easy viewing. Permits are assigned to a specific vehicle and may not be shared among students. Any changes must be reported to the Security

Office. Students must maintain a 2.0 GPA per semester to qualify for parking privileges. Students must also abide by the rules that are outlined in the parking agreement.

Because of the limited number of parking spaces available on campus, it is necessary to prioritize the issuance of permits for spaces. A priority list, developed by Montgomery County Public Schools Regulations and Policies Manual (ECG-RA), is used at Sherwood. The priority list is as follows:

- Students with disabilities
- Students in school work programs
- Students attending other learning centers
- Students with part time school schedules
- Students who participate in after school activities
- Students with unusual needs

To apply for a parking permit, students need to complete a Sherwood High School Parking Agreement/Parent Request for Student Use of Private Vehicle Form. This form is available on-line via the Sherwood High School web page and within the Security Office. Students can purchase a yearly parking permit for \$75 or a second semester permit for \$37.50. Purchases are made on-line with VISA/Master Card, credit or debit card. From the Sherwood High school web page, click on the "*Sherwood High School Payments*" button. Select the appropriate payment option. Students must be free of all financial obligations to receive a parking permit. Once the permit has been purchased on-line, complete the "Parking Permit Application," available on the Sherwood High School web page, and return it to the security office (room 201) before and/or after school to pick up your parking permit. Please note that MCPS policy does not allow refunds on parking permits purchases. Failure to comply with the parking regulations will result in the following consequences: first offense- warning sticker, parent notification; second offense- warning sticker, parent notification, loss of parking privilege for five (5) school days; third offense- warning sticker, parent notification, loss of parking privilege for 10 school days and towing. If you park on the property without a permit, you will receive an automatic obligation for that semester.

### **Course –Related Fees**

Changes to the existing practices regarding assessment of course-related fees have been implemented. The new guidelines are intended to achieve a balance that reduces the number of course-related fees families are asked to pay while preserving the broad array of course offerings our community expects and our students deserve. A list of those courses being offered at our school which include a course-related fee is included with this information.

Course-related fees are not charged for textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationery items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools.

The approved course-related fees primarily fit into three categories as follows:

- Items consumed by the student as a part of the course (example: recipe ingredients).
- Component parts of a product that will become student property (example: sculpting clay, model airplane kit).
- Materials of instruction or items of personal use that become the property of the student (example: career prep uniforms, hard hats, cosmetology kit).

Students are still expected to bring individual organizational tools and personal supplies (such as notebooks, pencils, and paper) from home. In addition, there are student fees which are not course-related but local

school decisions made by the principal in collaboration with the school and parent leadership. These may include class fees, special grade level assemblies, etc. These fees are indicated in the following section. There also may be fees related to field trips, but these will be shared each time there is a trip and not in advance as a course-related fee.

In circumstances when a course is selected with a fee, we are committed to providing all students, regardless of their economic circumstances, with full access to all courses, including the instructional materials required for those courses and the instructional program. A student, his/her parent or guardian, or any student advocate may request an adjustment to the course-related fee. Please contact the teacher, the counselor, or the administrator who will work with you to meet your needs. You and your child will have options that include a schedule of payments, a reduced fee, or a complete waiver.

Please note that these waiver options may not apply to fees paid to outside organizations, such as the College Board, ETS, International Baccalaureate, or for services including testing (Advanced Placement, SAT, ACT, etc.). Other waiver options MAY apply and you should contact the school counselor to review those options.

At Sherwood High School we are committed to the intent of these changes and plan to successfully reduce course-related fees while maintaining the instructional program our students expect and deserve

Course Fees should be paid on-line using a VISA or Mastercard, credit or debit card. From the Sherwood High School web page, click on the "*Sherwood High School Payments*" button. Select the appropriate payment option. First semester course fees must be paid in full no later than September 30, 2022. Second semester course fees must be paid in full no later than February 28, 2023. Financial obligations will be issued to students after those due dates.