

# Parent Handbook

*"A Community of Excellence"*



Mrs. Renay C. Johnson, Principal

## SEVEN KEYS TO COLLEGE READINESS

A pathway for students to follow to increase their chances of being ready

- KEY 7: 1650 SAT, 24 ACT
- KEY 6: 3 on AP exam, 4 on IB exam
- KEY 5: Algebra 2 by Grade 11, 'C' or higher
- KEY 4: Algebra 1 by Grade 8, 'C' or higher
- KEY 3: Advanced math in Grade 5
- KEY 2: Advanced reading MSA in Grades 3-8
- KEY 1: Advanced reading in Grades K-2

# Montgomery Blair High School

2011-2012

## ***School Calendar for 2011-2012***

Jul. 4	Holiday—Independence Day Offices & schools closed
Aug. 22-26	Professional days for teachers - No school for students
Aug. 29	First day of school for students
Sep. 5	Holiday—Labor Day Offices & schools closed
Sep. 28	Grading/planning - Early release day K-12
Sep. 29	Rosh Hashanah - No school for students and teachers
Oct. 21	MSTA Convention - No school for students and teachers
Oct. 28	1st marking period ends
Oct. 31	Professional day for teachers. No school for students.
Nov. 10	Parent conferences. Early release day K-8
Nov. 11	Parent conferences Early release day K-8
Nov. 23	Day before Thanksgiving Early release day K-12
Nov. 24-25	Holidays—Thanksgiving Offices & schools closed
Dec. 26	Holidays—Christmas Offices & schools closed
Dec. 27-30	Winter break No school for students and teachers
Jan. 2	Holiday—New Year's Day Offices & schools closed
Jan. 16	Holiday—Martin L. King, Jr., Day - Offices & schools closed
Jan. 20	2 <sup>nd</sup> marking period ends
Jan. 23	Professional day for teachers - No school for students.
Feb. 1	Report cards distributed
Feb. 20	Holiday—Presidents' Day Offices & schools closed
Mar. 2	Grading/planning Early release day K-12
Mar. 29	3 <sup>rd</sup> marking period ends
Mar. 30	Professional day for teachers – No school for students
Apr. 2-9	Spring break. No school for students and teachers
Apr. 12	Report cards distributed
May 28	Holiday—Memorial Day Offices & schools closed
Jun. 12	Last day of school for students
Jun. 13	Professional day for teachers

## **School Contingency Calendar, 2011–2012**

If the school year should be disrupted by emergencies and schools are closed, it will be extended:

- 5 days... one day to June 13, 2012
- 6 days... two days to June 13 and 14, 2012
- 7 days... three days to June 13, 14, and 15, 2012
- 8 days... four days to June 13, 14, 15, and 16, 2012
- 9 days... five days to June 13, 14, 15, 16 and 17, 2012

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**Montgomery Blair High School**  
**51 University Boulevard East**  
**Silver Spring, Maryland 20901**  
**301-649-2800; fax: 301-649-2830**

September 2011

*Dear Parents and Guardians,*

*Welcome to Montgomery Blair High School! I am excited about the opportunity to provide leadership to a wonderful group of students and staff and to work with the most dedicated and supportive parents and community groups. We have had many successes over the years and these successes come from a strong working relationship between home and school. The theme this year is “Respect Each Other, Respect Learning, and Respect Our School.” Our goal is to continue the tradition of academic excellence, community service, school involvement, and personal achievement as students make progress toward high school graduation.*

*The information in this handbook will familiarize you with the school’s policies and services and will help you find answers to questions you may have about our school. I urge you to read it carefully and to keep it as a reference throughout the school year. In addition to the parent handbook, we will be giving a student planner to every student at the beginning of the school year. This will help the student effectively organize his/her time and assignments, enable parents/guardians to follow, on a day-to-day basis, both classwork and assigned homework, and offer a place where teachers and parents can communicate, in writing, concerning their child/student. You are encouraged to establish regular times each week to review the contents of your child’s planbook, to check grades and attendance on Edline, and to monitor class assignments and upcoming quizzes, tests, and projects. Our mission is “to ensure that all students graduate equipped with the skills to navigate their chosen path successfully” and this mission statement is posted in every classroom and in the main hallway. As proof of this statement, Blair has many notable graduates who give testament to the traditions and depth of academic and personal attainment possible for all students who avail themselves of all that Blair has to offer.*

*I look forward to working with you and serving you and your student as the school provides another opportunity for student achievement. Once again, welcome to Montgomery Blair High School. Let’s work together to make this the best year ever!*

*Sincerely,  
Renay C. Johnson  
Principal*

## ***Blair Mission Statement***

***The mission of Montgomery Blair High School is to ensure that all students graduate equipped with the skills to navigate their chosen path successfully.***

### ***Belief Statements:***

- Education is the shared responsibility of the school, student, family, community, and government.
- Education works best when there is mutual respect among teachers, parents, students, and the community.
- The school environment meets the emotional, academic, social, and physical needs of each student along with stimulating the desire to explore and participate in activities in and beyond the classroom.
- Preparation for career decisions and higher education is essential to the future success of every student.
- A collaborative learning environment fosters a sense of belonging, cultivating creative thinking, and problem-solving.
- The school sets high expectations and provides meaningful and challenging instruction, allowing students to achieve their highest potential.
- The school community respects, protects, and celebrates the diversity, talent, and potential to learn of each student.

## ***How to Use This Handbook***

The Blair Parent Handbook is full of important, useful information that will help you support your child's education and extracurricular involvement at Blair High School. Read it now, and refer to it all year long. You will naturally have questions, and this handbook can either answer your questions directly, or give you the names and telephone numbers of the volunteers or staff members who can help you.

Please take a few minutes to review the table of contents, and spend some time reading important sections such as the attendance policy. Attending school is the first requirement for academic achievement. Make sure that you and your student understand his or her rights and responsibilities; how to access counseling, college planning, and career services; as well as safety and security policies. Review these sections with your child.

The PTSA information toward the back of the handbook guides your involvement as parent/guardian. Your student's academic success is directly linked with your connection to your student's school, so *get connected*. And don't forget about resources such as Edline, an interactive communication tool that helps you stay informed about your child's classes and lets you communicate directly with teachers on-line. Remember, you can use computers to access the internet for free at local public libraries. Contact Montgomery County Public Libraries at 240-777-0001 for location and information.

Once you've become familiar with the Parent Handbook, file it in a handy place so you can find it easily, then use it throughout the year to answer or help you answer the questions you WILL have. Whenever you have a question about anything going on at Blair, turn to your Parent Handbook first.

## ***Principal and Assistant Principal E-mail Addresses***

Principal

Asst. Principal, Grade 9

Asst. Principal, Grade 10

Asst. Principal, Grade 11

Asst. Principal, Grade 12

[Renay\\_C\\_Johnson@mcpsmd.org](mailto:Renay_C_Johnson@mcpsmd.org)

[Dirk\\_D\\_Cauley@mcpsmd.org](mailto:Dirk_D_Cauley@mcpsmd.org)

[Edith\\_Verdejo@mcpsmd.org](mailto:Edith_Verdejo@mcpsmd.org)

[Suzanne\\_J\\_Harvey@mcpsmd.org](mailto:Suzanne_J_Harvey@mcpsmd.org)

[Andrew\\_W\\_Coleman@mcpsmd.org](mailto:Andrew_W_Coleman@mcpsmd.org)

## ***Blair Administration and Staff Numbers***

<b>Office of</b>	<b>Name</b>	<b>301-649-</b>	<b>Department</b>	<b>Name</b>	<b>301-649-</b>
Principal	Mrs. Johnson	2806	Registrar	Ms. Berardi	2822
Asst. Prin, Grade 10	Ms. Verdejo-Johnson	2808	Business/Computer CAP	Mr. Hopkins	2875
Asst. Prin, Grade 12	Dr. Coleman	2808	Career & Tech	Ms. Cullen	2854
Asst. Prin, Grade 11	Ms. Harvey	2809	Counseling	Mr. Hopkins	2845
Asst. Prin, Grade 9	Mr. Cauley	2807	English	Ms. Johnson	2810
Business Manager	Mr. Funk	2825	ESOL	Ms. Adamson	2860
Financial Secretary	Ms. Franklin	2824	Fine Arts	Ms. Bohorquez	2829
Attendance Secretary	Ms. Fus	2820	World Languages	Ms. Josey	2867
Nurse	Ms. Bitonti	2855	Magnet	TBD	8240
Community Service Hours	Mr. Hopkins	2845	Math	Mr. Ostrander	2870
Media Center	Ms. Lamphier	2831	Physical Education	Ms. Sherman	2841
Career/College Information	Ms. West	2819	Science	Ms. Changuris	8246
			Social Studies	Ms. Roark	2851
			Special Education	Ms. Selman	2847
				Ms. Rankin	2849

## ***If You Have Questions About...***

	<b>Name</b>	<b>Room</b>	<b>301-649-</b>
Academies	Mr. Moose	342	2880
Approval for Posters	Dr. Coleman	240	2808
Athletics	Mr. Miller	Athletic Office	2841
Audio-visual/Library Materials	Ms. Lamphier/Mr. Nance	Media Center	2831
Building Issues	Mr. Funk/Mr. Agbonselebh	Main Office	2825/2826
Bus Issues	Ms. Fus	Main Office	2820
Computer/Tech Support	Mr. Hammond	316	8244
Curriculum Issues	Resource Teacher	Department Office	see dept numbers above
Discipline Problems/Referrals	Academy Assistant Principal	Main Office/240/340	2807/2808/2809
Edline Support	Ms. Lamphier	Media Center	2831
Extracurricular activities/Stipends	Ms. Verdejo-Johnson	240	2808
Field Trip Approval	Dr. Campbell	Main Office	2807
Field Trip Forms	Ms. Franklin	Main Office	2800
Grade Changes	Counselors	Counseling Office	2810
Health Services	Ms. Bitonti, RN	140	2855
Home and Hospital Instruction	Counselors	Counseling Office	2810
Locker Problems	Mr. Boatman	Security Office	2828
Media Center Issues	Ms. Lamphier	Media Center	2831
Payroll Questions	Ms. Biggs	Main Office	2806
Personal Problems	Employee Assistance		240-314-1040
Pinnacle/Gradebook	Grade Book Advisors	Department Office	See dept numbers
Room Usage After School	Ms. Addison	Main Office	2803
Security Issues	Mr. Funk/Mr. Boatman	Main Office	2825/2828
Senior Class Issues	Ms. Smith	Main Office	2827
Student Government Issues	Ms. Craft/Ms. Smith	120	2821
Student Records	Ms. Berardi	Counseling Office	2822
Student Service Learning Hours	Mr. Hopkins	330	2844
Student's Assistant Principal	Filemaker		
Student's Counselor	Filemaker		
Substitute Issues	Ms. Rivera	Main Office	2800

Please go to <http://www.mbhs.edu/about/directory/> for more information.

## *PTSA Officers, 2011-2012*

<b>President</b>	Sheri Verdonk	301-920-0612 H 301-910-4635 C	<a href="mailto:sheriverdonk@gmail.com">sheriverdonk@gmail.com</a>
<b>1<sup>st</sup> Vice President</b>			
<b>VP Academic Achievement</b>	Ron McClain	301-642-0001	<a href="mailto:rmclain@parkmont.org">rmclain@parkmont.org</a>
<b>VP Administration</b>	Jane Norman	301-565-8066 H 301-908-7745 C	<a href="mailto:janemnorman@gmail.com">janemnorman@gmail.com</a>
<b>Secretary</b>	Francesca Macchiarini	301-588-9103	Fmvol3@gmail.com
<b>Treasurer</b>	Jerry Kickenson	301-649-5684	jerry.kickenson@verizon.net

## *Communications*

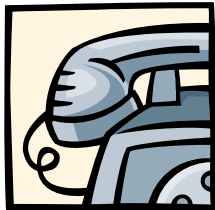
### *Communications mailed to the home of Blair families:*

- PTSA Newsletter – *The Blair Blazer*
- Notification, by registered mail, of possibility of failure in course work necessary for graduation (seniors only)
- Interim grade reports
- Loss of credit warning notices and actual loss of credit notices
- 4<sup>th</sup> marking period report card
- Obligations – notice of money/books students owe the school



**\*\*\*Please call School Counseling Services at 301-649-2810 if your address or phone number changes.\*\*\***

### *Communications distributed to students in school or to families by phone:*



- Report cards for marking periods 1-3
- *Silver Chips*, Blair's award-winning newspaper
- ***Silver International* (newspaper written by Blair's international students)**
- Course/Scheduling Information Guide
- Insurance and free meal forms
- Trailblazer Packet (college information for 11<sup>th</sup> graders)
- Robophone announcements (automated telephone message service)

## *Edline Accounts*

Online Achievement and Reporting System (OARS) is comprised of two integrated systems, Pinnacle and Edline. Pinnacle is an electronic grade book accessible only by school staff to record student classroom performance. Edline is a Web-based classroom-to-home communication tool that allows parents/guardians and students to monitor students' classroom performance online, and to communicate with teachers.

Edline is an interactive educational tool used by Montgomery County to allow students, teachers, and parents to communicate with each other about school and other related issues. Because it is Internet-based, Edline can be accessed from school, home, or any other location connected to the Internet. Edline's features include e-mail, on-line classes (announcement, discussion forums, calendar and class agendas, on-line handouts, and links to helpful web resources). Although Edline uses modern technology to accomplish its purpose, it is easy to use. To access Edline, go to [http://www.edline.net/pages/Montgomery Blair High School](http://www.edline.net/pages/Montgomery_Blair_High_School). For help with accounts, send an e-mail to: [edlinehelp@mbhs.edu](mailto:edlinehelp@mbhs.edu). Students can request Edline help before school, after school, or during lunch in the media center.

Students will be provided with a username and password for their Edline account during homeroom within the first few weeks of school.

For a parent account, go to the following website and follow the instructions provided:  
<http://www.montgomeryschoolsmd.org/departments/oars/activate.shtm>

**Step 1** — Go to [http://www.edline.net/pages/montgomery\\_cps/](http://www.edline.net/pages/montgomery_cps/)

**Step 2** — Click on "Click here if you have a new activation code."

**Step 3** — Type in the activation code provided for you. If you have more than one parent code because you have more than one child at a school, or at more than one MCPS school, enter each parent code, one after the other. After typing in each code, click "Enter."

**Step 4** — Then you see a screen that identifies you as your child's, or children's, parent. Click "Activate this Code."

**Step 5** — Terms of Use Policy appears. Click "I Agree."

**Step 6** — On the next screen, click "New Account." Type in your screen name and a password. We suggest you choose something you'll easily remember, perhaps the same screen name and password for your existing email account. Click "Continue."

**Step 7** — Type in your email address and choose your preferences for receiving email.

**Step 8** — Click on the down arrow in the Security question box, choose a topic, and type in the answer. Click "Update."

**Step 9** — Click "Done" in the upper right hand corner of the Edline screen. You'll now see your Edline home page with your child's name, or your children's names, linked to it.

- Click on your child's name to see his or her schedule.
- Click on a class to see any assignments posted for that class.
- Click on Private Reports to see grades posted for your child.

### ***Nondiscrimination Notice***

The Montgomery County Public Schools (MCPS) prohibits discrimination on the basis of race, color, national origin, marital status, religion, gender, age, disability or sexual orientation in employment or in any of its education programs and activities. Make inquiries or complaints concerning discrimination to the Diversity and Training Unit, Room 211, 850 Hungerford Dr., Rockville, MD, 20850; telephone (301)279-3167 and TDD (301)279-3323.

### ***Student Privacy Notice***

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitation on disclosure of information in educational records, the opportunity to seek to amend inaccurate or misleading information in educational records, and provisions for filing a complaint with the U.S. Department of Education. These rights are spelled out in the Family Educational Rights and Privacy Act of 1974 and can be referenced in 99.7 of 34 CFR part 99.

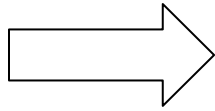
The law and regulations require educational institutions such as the Montgomery County Public Schools to:

- provide parents and eligible students the opportunity to inspect student educational records. This can be done by contacting the school principal.
- provide parents opportunities for a hearing to challenge the content of the student's education record when they believe it contains information that is inaccurate, misleading or in violation of the student's rights to privacy. (Grades are not subject to challenge.)
- limit disclosure of information from the student's record to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law, such as MCPS officials.

Parents and eligible students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proven satisfactory. Complaints should be addressed to: Family Policy and Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605; telephone 202-260-3887.

In addition, the law requires each school system to define “directory information,” to inform parents and eligible students what that is and to explain how they can prevent it from being given out. The MCPS definition of directory information is that suggested in the Final Rule on Education Records, Section 93.3:

“The student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.”



MCPS is required to release directory information to anyone who requests it, but parents and eligible students have the right to prevent schools from giving it out. To restrict the release of directory information, a parent or eligible student must notify the school principal and describe the specific information to be withheld.

Information about privacy rights is included in MCPS Regulation JOA-RA, “Student Records.” A PDF version is available online at: <http://www.montgomeryschoolsmd.org/departments/policy/pdf/joara.pdf>.

## ***Rights and Responsibilities***

### **Parent’s Role**

- Keep informed and involved in decisions concerning your child’s education. Positive parent involvement is important to a student’s success in school. We also encourage you to attend PTSA meetings every third Tuesday of the month, to contact the staff with any questions or concerns, and to read the student handbook and newspapers. Finally, we encourage you to exercise your right to review your child’s records.
- Provide the school with correct, updated home address and telephone information to help Blair staff keep you informed or your child’s progress. If you move or change your phone number, you need to call Ms. Shub at 301-649-2810 in the counseling office, who oversees residency compliance.
- Parents are urged to join the online parent discussions at [blairptsanet@yahoogroups.com](mailto:blairptsanet@yahoogroups.com)

### **Privacy Rights**

Federal and state laws restrict the information that schools can make public about their students. Each year a “Notice of Privacy Rights” is published by the County and sent to all families.

### **Filing a Complaint**

A high quality educational program for students in Montgomery County Public Schools (MCPS) can be achieved by all individuals working together harmoniously. There will be times, however, when an individual may need to make an inquiry of school-system employees or to file a complaint. Complaints and concerns are best addressed and resolved at the local school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals. Nevertheless, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school-system staff members.

The MCPS publication “Responding to Inquiries and Complaints from the Public” explains the procedures for resolving concerns or complaints through the informal process, how to proceed if more assistance is needed, how to file a formal complaint, and what to do if you are not satisfied with the decision. The information is available to you at all MCPS schools, the Department of Information at 301-279-3391 or TDD 301-279-3323, the Department of Human Relations at 301-279-3168, or the Ombudsman/Staff Assistant to the Board of Education at 301-279-3301.

## Student Rights and Responsibilities

Student Due Process Rights	Student Responsibilities
<p><b><i>If a student has a problem or complaint, including a complaint of discrimination, the student may:</i></b></p> <ul style="list-style-type: none"> <li>• meet with the principal to seek an informal resolution, or</li> <li>• request, in writing, that the principal formally review the complaint.</li> </ul> <p>If the student chooses the first option and is not satisfied with the informal process or with the proposed resolution, or if no resolution is reached within 15 school days, the student may file a written request for formal review of the complaint by the principal. When the principal formally reviews a student's complaint, the principal shall provide the student with the opportunity to present witnesses and evidence in support of the complaint from the student.</p> <p style="text-align: center;"><b>Appeal of the Decision of the Principal</b></p> <p><b><i>If a student is not satisfied with the decision rendered after a formal review by the principal, he or she may appeal to the Superintendent or to his or her designee within 10 school days of the principal's written decision. The appeal statement should include (1) a request for a review of the complaint and the decision of the principal, (2) all pertinent factual information, (3) the remedy requested.</i></b></p> <p>Following submission of the appeal statement, the superintendent or designee reviews the issue and related information. Within 10 school days of receipt of the appeal, the superintendent or designee renders a decision and notifies the student and principal in writing.</p> <p>You may initiate an appeal of the superintendent's decision by contacting the Office of the Board of Education.</p>	<p>Students will develop...</p> <p><b>Effective communication skills</b> by reading and writing across the curriculum.</p> <p><b>Critical thinking skills</b> by gathering, processing, and evaluating evidence and information to form opinions, make decision, and solve problems.</p> <p><b>Personal responsibility</b> by learning strategies for time management, utilizing study skills, and developing the capacity for effective self-advocacy and self-reflection.</p> <p><b>Social responsibility</b> by modeling behavior appropriate to an academic setting, respecting our school environment, and actively contributing to the Blair community.</p>
<p>A guide to MCPS rights and responsibilities will be distributed during the first weeks of school.</p>	

## Graduation Requirements

### Credits (minimum 22)

4 English  
 4 Math  
 3 Social Studies (U.S. History, NSL Govt, Modern World History)  
 3 Science (Biology, Physical Science, 3lective)  
 1 Physical Education

1 Fine Arts  
 1 Technology Education  
 ½ Health Education  
 2 Foreign Language or advanced technology or career development

### Additional Requirements:

High School Assessments (Algebra, Biology, NSL Govt, and English)  
 75 Student Service Learning Hours



## ***Success for Every Student***

Montgomery Blair's staff will continue to implement and strengthen a number of initiatives developed over the past several years to ensure success for every student.

### **Academic Support**

Blair's academic departments will continue to provide students academic support after school and during 5<sup>th</sup> and 6<sup>th</sup> period lunches. Any student who needs help with any subject or with a specific assignment is encouraged to take advantage of the Academic Support Program. Departments will post exact times and locations of their sessions. For additional information, contact individual department resource teachers.

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>TIMES</b>
Business/Computer Science	222/223	Tuesday-Thursday: Per. 5 and 6, After School
English	174	Monday-Thursday: Per. 5 and 6, After School
ESOL	154	Monday-Friday: Per. 5 and 6 Tuesday – Thursday: After School
Foreign Language	166	Tuesday-Thursday: Per. 5 and 6, After School Also By Appointment
Math	223	Monday-Friday: Per. 5 and 6 Tuesday-Thursday: After School
Health	117, 119	Monday-Friday: By Appointment
Science	341	Monday-Friday: Per. 5 and 6 Tuesday-Thursday: After School
Social Studies	147	Tuesday-Thursday: Per. 5 and 6, After School
Technology	120	Tuesday-Thursday: Per. 5 and 6, After School

### **Attendance Initiatives**

To enhance student attendance, two successful initiatives will continue:

- **To inform.** Blair will notify parents and guardians when their child is in danger of losing credit to give them the opportunity to intervene before attendance problems become serious.
- **To prevent loss of credit.** Blair will continue to use early intervention strategies.

For further information about these initiatives, contact your child's academy administrator. For detailed information about the Blair attendance policy, see page 15 of this booklet.

### **Blair Sports Academy**

An academic support program, organized by the Montgomery County Department of Recreation, offers a variety of after-school sports and gaming activities in conjunction with a study hall session for student to get extra help and complete homework assignments.

### **Block Scheduling**

Educational research has concluded that students learn more easily and retain more information if they are taught in longer blocks of time; therefore Montgomery Blair has adopted alternating odd/even block scheduling days. Periods 1-3-5-6-7-9 meet on Odd Days and Periods 2-4-5-6-8-9 on Even Days. Periods 5, 6, and 9 meet every day for 45 minutes; all other classes meet every other day for 90 minutes.

### **Ninth Grade Teaming**

Blair High School provides 9<sup>th</sup> grade students with a special support team of teachers whose primary focus is to mentor, nurture, and support the 9<sup>th</sup> grade student body. Core academic classes offered to 9<sup>th</sup> grade students are in a designated area in the building so that students can more easily transition to the challenges of high school. English and social studies teachers work in teams to address the needs of the students on each team. This interdisciplinary instructional approach benefits students in many ways. Students learn more efficiently because, where possible, content is interconnected. In addition, teachers working together provide students increased individual attention and enhance communication between the teachers and parents/guardians.

### **Media Center Internet Databases**

Blair students and their families can access a number of internet-based instructional, research, and search tools from both school, home, or public library computers. From home, go to <http://imc.mbhs.edu/links/links.html>. Contact the media center for a list of user names and passwords

### **Student Planner**

Students in all four grades use the school-issued handbook/planner to help them organize their time, keep track of their assignments, and improve study skills. The handbook/planner also enables parents/guardians to follow on a day-by-day basis what students are doing in each of their classes.

### **Summer Reading**

To encourage students to become more enthusiastic, thoughtful, and skillful readers, all incoming ninth graders and returning students are required to complete specified reading and writing assignments by the opening of school.

## ***To Create a Safe and Secure School***

**PEDESTRIAN SAFETY** Students are advised to cross the streets only in lined crosswalks and to use caution. If arriving to school by car, students should be dropped off and picked up only in the parking lot located on the Colesville Road side of Blair. If a student is seen jaywalking, he/she will be sent to his/her administrator.

**A TEAM OF SAFETY AND SECURITY ASSISTANTS**, coordinated by Blair's business manager, makes certain that Blair is a safe and secure campus. Security assistants patrol the school and school grounds and are responsible for intervening in student behavior problems as necessary or as directed by the school administration.

**THE SAFETY COMMITTEE** is a group of students under the supervision of a faculty advisor who assists with student and staff direction during fire drills and school building evacuations. These students also assist the administration in monitoring halls during lunch periods so that instruction continues uninterrupted.

### **EMERGENCY PROCEDURES**

- **Fire and Emergency Drills:** All emergency announcements must be taken seriously. During an emergency, students and staff must walk quickly and quietly to designated assembly areas and follow directions of staff and student safety committee members.
- **Code Blue:** Code Blue announcements are used as a general alert for students and staff. A Code Blue situation, such as a weather emergency or the need to evacuate the building, requires that all persons be accounted for.
- **Code Blue, Shelter in Place:** An alert that has been established as part of the Homeland Security system, is designed specifically for chemical, biological, and/or radiological incidents. If this alert is announced, staff and students should remain calm and quiet in the nearest classroom and await instructions as to how to proceed.
- **Code Red:** Code Red announcements are alerts which indicate that there is imminent danger in or outside the school. A Code Red situation requires an immediate lockdown: all classrooms are locked, lights are turned off, and silence is established until the emergency is cleared by local authorities.
- **Off-Site Evacuation:** Blair staff and students practice an off-site evacuation procedure in the event it becomes necessary to evacuate everyone from the building to another location.

**IDs** All staff and students are required to have IDs in their possession at all times while on school grounds. In addition to helping provide a safe environment for the Blair community, the IDs are used for administering free and reduced lunch tickets, checking out library materials, and gaining admission to school events. They may also serve as debit cards for cafeteria services. Ride-On buses allow students with an ID to ride free between 2pm and 7pm. While in the school building, IDs must be immediately produced upon demand by any staff member. Students without an ID badge can obtain one from the Security Desk. The first replacement ID badge is free. Each additional replacement ID badge will result in a \$5.00 obligation fee.

## ***School Services***

**After School Transportation.** When students who normally ride a school bus remain after school for make-up work or school sponsored activities, they may use the Ride-On buses for free when they show the driver their school IDs.

**Cafeteria.** The cafeteria serves breakfast and snacks from 7:00 - 7:20 a.m. A hot meal and a la carte items are available at lunch. Blair is a closed campus and students may not leave during lunch time. Courtyard areas are open to students during lunch.

**Career Information Center.** The Career Information Center is located within the School Counseling Services Suite. The Career Coordinator helps students obtain information about colleges and careers, provides information about college testing programs and part-time summer employment, and assists students to obtain work permits.

**Counseling Services.** Students' assigned counselors are located in the school counseling service suite located on Blair Blvd. Counselors are available to help students with personal, social, or educational issues, and are responsible for advising students regarding course selection and scheduling for progress toward graduation.

**Credit Union ("The Vault").** The in-school-branch of the Montgomery County Teachers Federal Credit Union (MCT FCU) is located on Blair Blvd. next to the Attendance Office. Ms. Rogner and a staff of trained students will provide banking services to staff and to students and their parents. The Vault will be open on Tuesday and Thursday from 11:00 – 12:15.



**Edline.** Edline is an interactive educational tool used by Montgomery County to allow students, teachers, and parents to communicate with each other about school and other related issues. Because it is Internet-based, Edline can be accessed from school, home, or any other location connected to the Internet. Edline's features include e-mail, on-line classes (announcement, discussion forums, calendar and class agendas, on-line handouts, and links to helpful web resources). Although Edline uses modern technology to accomplish its purpose, it is easy to use. For access and help, go to Blair's Edline link at [https://www.edline.net/pages/Montgomery Blair High School](https://www.edline.net/pages/Montgomery_Blair_High_School), <http://www.mbhs.edu>, send and e-mail to [edlinehelp@mbhs.edu](mailto:edlinehelp@mbhs.edu), or visit the media center during lunch or after school.

**Free and Reduced Lunch.** Students receive forms to take home so parents or guardians can determine if their child is entitled to free or reduced meals. Students eligible for free or reduced breakfast and lunch scan the barcode on their ID cards at the cafeteria cash registers. These cards are non-transferable and cannot be shared. Additional applications are available in the Attendance Office.



**Health Room Services.** The health room, located in Rm. 140, is open to students between the hours of 7:00 a.m. and 2:30 p.m. The Community Health Nurse provides consultation, counseling, and health education on all aspects of health, including emotional, mental, physical, social, and environmental. **Students who feel ill may not excuse themselves from school; doing so will result in administrative consequences.**

**Infoflow.** InfoFlow, a TV program produced by and for students, is transmitted into all classrooms. The daily programs include information and features that are of interest to Blair's student community.

**Instructional Media Center.** The IMC, located on Blair Boulevard, is open from 6:30 a.m. – 3:15 p.m., Monday – Thursday and 6:30 a.m. – 3:00 p.m. on Friday. Students are welcome to use the IMC before and after school and during their lunch period. The IMC is equipped with more than 50 computers that provide access to the Internet, to academic databases, and to word processing and other software applications. The media center's web page, <http://imc.mbhs.edu>, provides a wealth of information to students and staff. Students can get help with computer network problems during lunch from Mr. Peter Hammond and Edline Help from any of the Media Center staff during lunch as well. The Media Center is also home to the Peer Tutoring Center, where students can work with students to get help and eat lunch. The Peer Tutoring Center operates before school and during both lunch periods. In order to protect the print collection and the computer network, food and drink are not permitted. Students must present their student ID card in order to use media center computers or borrow library materials.

**Lost and Found.** Students should bring any textbooks and items such as keys and clothing that they find to the Security Desk. Those who have lost something should check in at the Security Desk to see if it has been turned in.

**Parking.** Limited student parking is available. Students must submit a completed application each semester for consideration. Permits are issued on a first-come, first served basis. Each student issued a parking space is required to pay a \$37.50 fee each semester.

**Pictures.** Each year students have their pictures taken for the yearbook and for picture IDs, which must be worn at all times. They have the option of purchasing their school pictures from the photographer.

**Publications.**

- *Silver Chips* and *Silver Chips On-line*, Blair's newspaper, traditionally wins more awards than any other school paper in the state. Published six times a year, *Silver Chips* covers topics interesting and relevant to Blair students. *Silver Chips On-line* provides current news and timely features for the Blair community.
- *Silver International*, the voice of students with international backgrounds and/or interests, includes writing of current and former ESOL students, students from cluster school, and students studying a foreign language.
- *Silver Quest*, published by Magnet students, highlights student research work and essays.
- *Silver Quill*, Blair's literary magazine, contains student stories, poems, essays, and artwork.
- *Silverlogue*, Blair's yearbook, is a combination of pictures and words that provide students a great way to remember their high school years.

**School Insurance.** A student insurance program is available to all students. Information about the program is distributed to all students during the first week of school.

**School Store.** The school store, located on Blair Boulevard across from the SAC, sells school supplies, the school handbook, Blair accessories, and snacks during 5<sup>th</sup> and 6<sup>th</sup> period lunches.

**Student Assistant Team.** This program is in place to offer help to students who are using alcohol and/or drugs. Referral forms can be picked up from and returned to the Main Office, Counseling Office, or the Health Room. They may be submitted by teachers, counselors, administrators, friends, parents, or students. Referrals are kept strictly confidential and do not go into students' permanent records. If you have any questions or wish to have more information, call the Counseling Office at 301-649-2810.

**Textbooks.** Textbooks, the property of MCPS, are loaned to students at no charge. Lost textbooks become a financial obligations.

**Youth Hotline.** The Montgomery County Youth Hotline is a free and confidential support program. Trained counselors are available 24 hours a day for active listening, crisis intervention, and referral service. Contact 301-738-9697 for help.

## ***Policies and Procedures***

**Age-of-Majority Status.** When students reach the age of 18 and wish to assume age-of-majority status, they must complete an Age-of-Majority application. The forms are available in the attendance office and must be approved by an assistant principal before notes written by the student will be accepted. The school may continue to call parents to confirm reasons for absences and to report discipline problems as long as the student attends school and continues to reside in the home. **Age-of-Majority status may be revoked for abuse of school rules and procedures.**

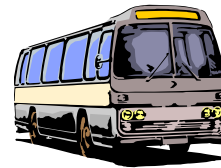
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**Attendance.** See page 19 for details on Blair's Attendance Policy.

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**Bus Rules.** Students will follow the rules listed below. When a student is referred to school officials for misconduct, consequences will follow.

- Keep hands, feet, and objects to themselves and inside the bus.
- Do not hang outside the bus.
- Remain seated unless given permission to move by the bus driver.
- Sit in a correct position and do not lie down or crouch down in the seat.
- Do not show displays of affection.
- Do not eat, spit, drink, or use tobacco (in any form), lighters, matches, drugs, or alcohol on the bus.
- Do not distract the driver's attention with loud noises or offensive language, such as cursing, yelling, screaming, out-downs, name calling, loud laughing, loud talking, or any form of sexual behavior/misconduct.
- Do not push, shove, slap, hit, fight, damage property (vandalism to bus), tamper with the bus, throw objects on or from the bus, display sharp or potentially sharp objects.
- Obey the bus driver at all times!!!



**Cell Phones.** The Board of Education and the Maryland State Department of Education allows high school students to have cell phones in the school building. However, cell phones are not to be visible or used by the student in any way during the day. This includes using them as timepieces or calculators and playing music and games. Phones are to be turned off (not just on silence or vibrate) during school hours. Any student who needs to phone home in an emergency situation should go to his/her administrator to seek help rather than use the cell phone. Any student seen using a phone, or having a phone ring in class will have the cell phone confiscated by an adult.

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**Closed Campus.** Students are not to leave the property at any time during the day unless they are on an abbreviated schedule or they have acquired documented permission through the attendance or administrative offices.

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**Dress Code.** Hats, bandanas, skull caps, or any head apparel may not be worn by students. Clothing which advertises or advocates the use of tobacco, drugs, alcohol, or weapons or which has contents of a sexual and/or profane nature may not be worn. No underwear may be worn as outerwear. Other examples of inappropriate dress include, but are not limited to, tube tops, clothing that exposes midriffs, mesh-type clothing without a covering undergarment, clothing with large armholes that exposes skin, and gang-related rosaries or gloves. Wearing of chains, studs, or spikes are not permitted. When necessary, the administration will judge if clothing is disruptive to or inappropriate for school.

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**Final Exams.** Students are required to take semester exams in academic courses and may be required to participate in a culminating activity in non-academic and/or elective courses. The exams count as 25% of the semester grade, except for 2<sup>nd</sup> semester seniors, for whom the final exam is calculated as part of their 4<sup>th</sup> marking period grade.

- Students who have no exam/culminating activity on an exam day are not expected to report to school that day.
- Students who do not have an exam/culminating activity during the 1<sup>st</sup> testing period, but *do* have one during the 2<sup>nd</sup> testing period, do not have to report to school until 9:35.
- Students who have an exam/culminating activity during the 1<sup>st</sup> testing period, but not during the 2<sup>nd</sup>, are allowed to leave the building at the end of the first testing period.

- During exams, lunch will be served from 11:55 – 12:25. Students are allowed to leave the building during this time.
  - School buses will run at the regular time – 2:15 and 3:10. Students are encouraged to find their own ways home and leave the building by 12:25. Students who need to take the school bus need to wait in the designated areas.
  - **Students need to bring an excuse note to their administrator to request approval to take make-up exams.**
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**Financial Obligations.** Students may incur financial obligations for lost or damaged textbooks, replacement IDs and planbooks, towel fees, lab fees in specialized courses, and activity fees. It is their responsibility to pay all financial obligations by the end of each semester. Students unable to pay because of financial hardship should talk to the business manager to set up a financial plan to help them meet their obligations. After May 1, seniors must pay any outstanding obligations in cash or by money order payable to Montgomery Blair High School; diplomas and/or transcripts will be held until all financial obligations are met. In addition, seniors who have not cleared all outstanding obligations will not be permitted to participate in the prom.

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**Fundraising Activities.** Fundraising activities must benefit Montgomery Blair organizations and have prior approval from the administrator in charge of extracurricular activities. No student may sell candy or other goods for non-Montgomery County Public Schools organizations on school grounds.

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**Grades.** The 36-week school year is divided into two 18-week semesters. Report cards are issued after each 9-week period. Students receive half a credit for each semester class in which a passing grade (D or better) is earned. Report cards for marking periods 1, 2, and 3 are carried home by students. 4<sup>th</sup> marking period report cards are mailed to the home. Blair has an automated interim system that enables teachers to notify parents/guardians if their child is failing or is in danger of failing any of his or her classes. Interims are mailed home at the mid-point of each 9-week period.

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**Hall Passes.** All students must have a pass from an MBHS staff member signed in their planbook when in the hall.

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**Hats and Head Coverings.** Students are not to wear any head coverings in the building unless it is for religious purposes. If a student requires this exception, he/she must present a letter that can be verified stating the religious reason. A picture ID will be taken with the head covering. All other students must remove any and all head coverings when they come into the building. These items should be kept in lockers and not carried around the building. Students will be warned to remove the object if they are seen coming into the building with a hat or other head covering. After the first block, if a student is wearing a head covering, the object will be confiscated and kept in the security office until a parent takes possession of the item or it is returned to the student by security prior to a school holiday.

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**Health Room.** Unless physically unable, students must have a signed planbook from their classroom teachers prior to admissions to the Health Room. ***Students who feel ill during the day may not excuse themselves from school.*** The health room staff must make the determination regarding all early dismissals for health reasons, and students who leave school without obtaining permission from a member of the Health Room staff will receive unexcused absences in the classes they miss. Students who leave school must sign out in the attendance office. Students who need to take medications need to bring them to the nurse, who will dispense them as instructed by the students' physician.

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**Honor Code.** The faculty, staff, and students are committed to developing honesty and integrity in the Montgomery Blair community by

- Following test procedures.
- Adhering to academic honesty by using only authorized materials, information, and study aids.
- Verifying and correctly documenting information and citations in written and oral presentations.
- Representing the words, works, or ideas of others with proper documentation.
- Telling the truth to other members of the Blair community.
- Respecting the property of other members of the Blair community.



- Presenting valid signatures on documents, excuse notes, and passes.
  - Abiding by the guidelines for appropriate use of school computer networks.
  - Encouraging others to respect and follow the Honor Code.
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**ID Procedure.** All staff and students are required to have IDs in their possession at all times while on school grounds. While in the school building, IDs must be immediately produced upon demand by any staff member. Students without an ID badge can obtain one from the Security Desk. The first replacement ID badge is free. Each additional replacement ID badge will result in a \$5.00 obligation fee.

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**Lockers.** Students should keep their personal belongings in their lockers and carry materials for their morning block classes so they do not have to go to the lockers between classes. Being at one's locker is not an acceptable excuse for being tardy to class. The display of rude, distasteful, or obscene pictures or other items is prohibited. School officials may search lockers with reasonable cause. **Each locker is the responsibility of the person to whom it is assigned.**

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**Lunch.** Since MBHS is a closed campus school, students are not to leave school grounds for lunch. Students are allowed on Blair Boulevard up to the main office during lunch periods. The other hallways are off-limits unless students are going to Academic Support. Cafeteria lunches must be eaten in the SAC and approved areas adjacent to the SAC. In addition, students may eat outside of the building in the courtyard areas and by the playing fields. Students are not permitted to eat in front of the building nor are they allowed to go out to the parking lot unless permission is given by an administrator on duty at lunch time.

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**Musical Electronics.** Students may wear their headphones, iPods, or MP3 players up to the first bell and during lunch. If a student is wearing his/her headphones after first block, except at lunch, the headphones will be confiscated and kept in the security office until a parent takes possession of the item or it is returned to the student by security prior to a school holiday.

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**Parking.** Student parking is limited and parking on campus is a privilege, not a right. Eligible students complete an application each semester. To be eligible, students must have a GPA of at least 2.0, owe no obligations, have no history of parking violations on campus, and be involved in a school-sponsored work/internship program. Parking permits are issued on a first-come, first-served basis. Each student issued a parking permit is required to pay a \$37.50 fee each semester. Multiple permits will not be issued to students who drive more than one vehicle. Violations of the following rules may result in towing and/or the loss of parking privileges.

- All vehicles must be registered with the school & display a current parking tag on the front window.
  - Students may leave the parking lot after the last bus departs at about 2:15.
  - The school is not responsible for damage to the vehicle or its contents.
  - Students are prohibited from parking in the lot on the Colesville Road side of the school building.
  - All drivers must enter and exit at the light on University Blvd. and Williamsburg Dr.
  - All drivers must follow the arrows in the parking areas. Each parking area is one-way traffic only. The speed limit in the parking lot is 5mph.
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**Partial Schedule.** Students having partial schedules are to be on school grounds during their scheduled periods only and are to leave school grounds immediately following their last class. Students whose schedules begin after the first block should plan to arrive at school no sooner than 10 minutes before their first assigned class.

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**Passing Time.** A 6-minute passing time has been built into the bell schedule so that students have adequate time to get from one class to another.

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**Planbook Use.** Students are required to carry their school-issued planbooks with them at all times. Students whose planners are lost, stolen, or unusable will be issued a new handbook. They will incur a \$4.00 replacement fee. The weekly calendar portion of the planner is to be used for recording class objectives and assignments. In addition, each school day includes a "word of the day."

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**Recycling.** Blair recycles paper, plastic bottles, and aluminum cans. The Students for Global Responsibility (SGR) organization and CAP students assist building services staff with the collection of recyclables. As a member of our school community, please follow recycling guidelines and use the proper containers.

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**Textbooks.** Students must assume full responsibility for all books loaned to them; this responsibility includes making payment for lost books and/or unreasonable damage. Refunds will be given for any books found and returned with a receipt to the financial office. A student who arrives for a semester exam without his or her book will be given a financial obligation until the book is returned or paid for.

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**Theft.** Student victims of property theft should check with friends and associates since they sometimes pick up items that were left behind. **Report all thefts immediately to security.** Delay in reporting may result in difficulty in the return and recovery of property.

- **Students will call their parents to notify them of the theft.** If credit cards or other valuable items are lost, the student will be advised to call parents and the issuing organization for the purpose of canceling those items.
  - **Students who experience theft or loss of identifiable items will be encouraged to notify County Police to complete an official police report.** Students will be encouraged to report valuable and/or identifiable items that may be pawned or sold (phones, credit cards, cash, and calculators) to the police. Note: The loss of school-related items (planbook, projects, notebooks) are generally not things the police will investigate.
  - **When security recovers the lost or stolen items, security will notify the student as soon as possible.** Students should notify their parents of the recovery. Students will be told details or circumstances if known. Sometimes items are left with security without an explanation. Staff is encouraged to seek details of any found or recovered property.
  - **When a theft is reported, students will list all items issued by the school system that may result in an obligation for the student.**
  - **Prevention of theft is key.** The Student Government Association will be encouraged to develop public service announcements to educate students and staff about the need to secure personal items at all times. Items not needed for school (cell phones, CD players, hand-held electronic game systems) should be left at home.
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**Visitors.** All visitors are required to register in the Main Office. An ID will be issued to each visitor. Visitor parking is located only on the Colesville Road side of the school. To avoid being towed, when visitors check into the Main Office to obtain a visitor ID, they need to inform office personnel about the vehicle and its make and tag number.

## ***Attendance Policy***

A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for half a day if attending for at least two hours of the school day, but less than four hours.

### **The following absences are excused:**

1. illness of student, including physical and mental incapacity
2. religious holidays, pre-approved
3. court summons (copy of summons required)
4. death in the immediate family (parent, sibling, grandparent)

**Note:** Absences for vacations are unexcused.

### **Policies and Procedures:**

- **Anticipated Absences:** Students who anticipate being absent should bring a note to their administrator **at least 24 hours prior** to the absence, e.g., religious observances, school activities.
- **College Visits and Educational Experiences:** College visits are typically for juniors and seniors. Students may be excused for a maximum of three days to visit colleges. A parental note must be submitted to the attendance office 24 hours in advance. **These absences will not be excused during exam week.** June 1<sup>st</sup> is the last day for field trips, educational trips, and college visits.
- **Dismissal from Health Room:** Students who feel ill during the day must report to the Health Room in order to be excused for early departure. Students dismissed from school by the Health Room technician or nurse must sign out at the Attendance Office.
- **Early Departure Procedures:** Students will be excused for early departure only by presenting a note to the Attendance office before 7:25 a.m. No student will be excused without a note. Telephone calls requesting early departure will not be honored. Students will not be permitted to leave without confirmation of note.
- **Excuse Notes:** A note from a parent or guardian is required to excuse any absence. A physician's note is required for any absence of five or more days due to illness. Notes regarding absences must be presented to the student's 1<sup>st</sup> or 2<sup>nd</sup> period teacher within three days of returning to school. It is the standard policy of the Attendance Office to verify notes excusing absences, tardies, and early departures by telephoning parents/guardians.
  - **The following information must be on all absence/tardy/early departure notes:**
    - Student name and ID number
    - Date of note
    - Date(s) of and reason for absence/tardy/early dismissal
    - Current work and home phone numbers
    - Parent/Guardian name and signature
- **Late Arrival:** Students arriving after 7:45 must sign in at the Attendance Office. A note from a parent/guardian or physician/dentist citing an excusable absence (see above) is required to excuse any tardies.
- **Loss of Credit:** The Board of Education has released a revised loss of credit policy as of May 11, 2010:
  - The Loss of Credit practice should be eliminated starting with the 2010-2011 school year.
  - Unlawful absences should be considered disciplinary infractions that can result in nonacademic consequences that would range from a minimum of a conference to a maximum of administrative detention. Schools should consider consequences that emphasize the importance of increasing student engagement in learning opportunities, including community service and other academic after-school learning experiences.
  - Students are expected to make up missed work regardless of the legal status of their absence in accordance with Regulation IKA-RA, Grading and Reporting, and the MCPS Grading and Reporting Procedures Manual. Teachers may assign an equivalent, but different task/assessment to students when they return from any absence. For unlawful absences, teachers may deny students the opportunity to earn credit for missed work/assessments in accordance with the process approved by the principal and the leadership team.
  - *Each high school* will establish a formal process to promote student attendance. This process will monitor data, provide targeted interventions, and develop incentives.

- **Make-Up Work:** Upon returning from an absence, students have three days to make up work missed during the period of absence. Teachers are obligated to assist students in making up work when the absence is excused; however, they are not obligated to accept missed work when the absence is unexcused. It is the students' responsibility to find out what work they missed and to make arrangements for completion within the three-day time period following their return to school.
- **Tardies:** Missing twenty minutes of any class constitutes an absence from that class. Three unexcused tardies or its weighted equivalent constitutes an absence from that class.

### *Global Access: Computer Use at Blair*

Blair is fortunate to have the latest in computer technology available to both students and staff. Since computers are networked, students no longer need to save their work onto disks. In order to receive a personal log-in ID and password, students agree to follow the MCPS and MBHS computer guidelines. For safety and security reasons, all computer usage at MBHS is monitored.



Students who do not have a personal computer account will not be able to use the computer facilities. Because most departments integrate computer use into their curricular programs, students are provided with account information early in the school year. Students who enter Blair after the school year has begun will be provided with account access information on a rolling schedule according to regular system-wide updates. Students who do not know their account number can ask at the Media Center front desk during non-instructional time and must provide a current student ID card before network account information is provided.

#### *A Review of the Guidelines for Inappropriate Use of Computer Networks*

It is impossible to document all inappropriate conduct and use of computer facilities. The following guidelines are taken from MCPS regulations (IG-RTA) which all students should read and are expected to follow. This list is NOT intended to be all inclusive but to serve as a guide.

<p><b>UNAUTHORIZED ACCESS</b></p> <ul style="list-style-type: none"> <li>• Trying to read, delete, copy or change the e-mail of another person</li> <li>• Trying to find out another person's password</li> <li>• Trying to get to an unauthorized high level of network privileges and access</li> <li>• Allowing others to use your password, your account, or your personal e-mail address</li> <li>• Sharing your password</li> <li>• Using someone else's account</li> </ul>	<p><b>INAPPROPRIATE USE OF YOUR ACCOUNT</b></p> <ul style="list-style-type: none"> <li>• Using the network for something other than education</li> <li>• Using the network for illegal activities</li> <li>• Using the network for advertising, chain letters, or non-educational games</li> <li>• Accessing chat rooms and instant messaging</li> <li>• Downloading and installing software</li> <li>• Allowing someone else to use your account</li> </ul>
<p><b>INAPPROPRIATE COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Using obscene, vulgar, abusive, or inappropriate language, pictures or other material</li> <li>• Deliberately interfering with other computer users</li> <li>• Attempting to libel, slander, or harass other users</li> <li>• Forging or attempting to forge e-mail; trying to send mail that looks as if it has come from another person</li> </ul>	<p><b>PLAGIARISM</b></p> <ul style="list-style-type: none"> <li>• Copying or transferring copyrighted material – for example, taking something from a website and using it in your site or work without giving credit to the source</li> <li>• Placing any copyrighted material on the network without permission of the author</li> <li>• Unauthorized copying or transferring of copyrighted materials or any other violation of copyright law</li> </ul>
<p><b>COMPUTER VANDALISM</b></p> <ul style="list-style-type: none"> <li>• Tampering with the system, software or the network to try and harm them</li> <li>• Introducing viruses</li> <li>• Vandalizing (damaging) computer equipment, software, or someone's data</li> </ul>	<p>Consequences for violations may include:</p> <ul style="list-style-type: none"> <li>• Loss of computer privileges</li> <li>• Detention</li> <li>• In-school suspension or suspension from school</li> <li>• Police referral</li> <li>• Expulsion</li> </ul>

## **Montgomery County Public School Discipline Policy**

*The Board of Education and Superintendent of MCPS have taken a firm stand on five types of offenses. If you commit any of the five offenses, either on school grounds or at school-sponsored events, you will be disciplined within the guidelines listed below:*

County-Wide Violations Non-discretionary Expellable Offenses		
<b>Infraction</b>	<b>Consequence</b>	<b>Additional Resources</b>
Bomb/Facsimile Possession or Bomb Threats	Expulsion Police Referral	Regulation EKC-RA, Bomb Threats and Explosive Devices on MCPS Property
Distribution of Intoxicants	Expulsion Police Referral	Regulation COF-RA, Intoxicants on MCPS Property
Firearms	Expulsion Police Referral	Regulation COE-RA, Weapons on MCPS Property
Violent Physical Attack on a Staff Member	Expulsion Police Referral	
Weapons Used to Cause Bodily Harm/Injury	Expulsion Police Referral	Regulation COE-RA, Weapons on MCPS Property

### **Montgomery Blair Discipline Policy**

The cornerstone of Blair’s discipline policy is that each student has the right to learn in an atmosphere free from disruption. It is therefore the responsibility of staff to help create a climate at Blair in which students can mature educationally and emotionally as they gain knowledge, self-control, and self-confidence. Students are also expected to help take responsibility for their successful completion of high school by respecting others’ rights to a safe and comfortable school environment.

The following guidelines clarify rules and regulations that are in effect at Blair and in MCPS. The rules and regulations not only apply to student behavior while at Blair, but also extend to any situation that may occur on the way to or from school or at extracurricular activities. During the first days of school, students will be asked to sign the County Policies for Major Offenses document indicating that they understand what constitutes serious violations of the Discipline Policy and the penalties for such violations. Any infraction of the following items in the discipline policy will result in a referral and disciplinary action.

#### *Notes:*

- Every rule and policy cannot be stated. Exceptions will be handled at the discretion of the principal.
- Every rule and policy applies during any school-related activity.
- The policies listed below are recommended minimum consequences. Each offense will be handled on a case-by-case basis, taking into consideration the severity and frequency of non-compliance.
- In addition to the policy outline above, ninth graders may also be assigned lunch or after school detention. Failure to report to detention will be considered insubordination. Each offense will be followed by a parent phone call and memo home. Continued discipline issues will result in a parent conference. The student may not be allowed to return to school until the parent conference takes place.



## DISCIPLINE POLICY 2011-2012

Violations	Minimum Consequences		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Academic Dishonesty/ Violating Test Procedures	Zero on assignment/test Phone conference 1 day ISS	Zero on assignment/test Face-to-face parent conference 2 days ISS	Zero on assignment/test Face-to-face parent conference 5 days ISS
Alcohol/Drugs (Distribution)	See MCPS Policy on p. 13		
Alcohol/Drugs (Possession/Use)	5 days OSS; police referral; Student Assistance Program; referral to SASCA	10 days OSS; police referral; Student Assistance Program; referral to SASCA	10 days OSS; recommendation for expulsion
Arguing with other students	Warning, problem solving, call home, anti-fight contract, ISS Conference with parent and counselor and/or OSS		
Arson	10 days OSS, police referral, restitution, recommendation for expulsion		
Assault on a staff/student	10 days OSS; police referral, recommendation for expulsion		
Bomb threats	10 days OSS; police referral, recommendation for expulsion		
Bullying	Warning, conference, call home, ISS, parent conference, ISS and/or recommendation for expulsion (see also Intimidation/threats, hazing, harassment)		
Bus misconduct	Phone call home, removal from bus, 1-10 days OSS, restitution for damages		
Destruction of property; vandalism, graffiti	3 days OSS; restitution; police referral	5 days OSS; restitution; police referral	10 days OSS up to recommendation for expulsion; restitution; police referral
Display of affection	Warning, call home, and/or up to 2 days ISS		
Disrespect/being rude/ use of profanity	Warning, conference, call home, ISS, parent conference and/or OSS		
Disruption of class	ISS (1 period) or detention	1 day ISS	1 day OSS
Dress code violation	Change dress to comply with code, parent phone call	Change dress to comply with code, 1 day ISS	Change dress to comply with code, 2 days ISS, parent conference
Electronics, including cameras, unauthorized	Request to put item away or confiscation, failure to comply is <b>insubordination</b> .		
Extortion	5 days OSS; police referral	10 days OSS; police referral	10 days OSS and recommendation for expulsion; police referral
Fighting	5 days OSS	10 days OSS	10 days OSS; expulsion
Fire alarm (false alarm)	10 days OSS, call fire department, recommendation for expulsion, possible fine		
Forgery	2 days OSS	3 days OSS	5 days OSS
Gambling	Phone call home, 1 day ISS	Face-to-face parent conference, 2 days ISS	Face-to-face parent conference, 3-5 days OSS
Gang Activity, Inciting/Participating	10 days OSS and recommendation for expulsion		
Horseplay, play fighting, rough housing	1 day ISS	1 day OSS	2 days OSS
Inciting/refusing to leave a disturbance and/or conflict	5 days OSS	10 days OSS	
Insubordination, refusal to follow simple request	ISS (1 period); or detention	1 day ISS	1 day OSS
Internet/Network violation	Parent phone call, possible OSS, administrative follow-up. Loss of computer privileges		

Intimidation/threats, hazing, bullying, harassment	3 days OSS, parent conference	5 days OSS, parent conference	10 days OSS; recommendation for expulsion
Leaving school without sign-out	Lunch/after school detention	1 day ISS	Multiple days of ISS
Sexual Harassment/ Misconduct	Counseling, suspension and/or recommendation for expulsion		
Skateboards, rollerblades, etc., use on school grounds	Possible confiscation, request to put away	Confiscation, Lunch/after school detention	ISS and/or OSS
Stink or smoke bombs, mace, pepper spray, etc.	5-10 days OSS, recommendation for expulsion		
Tardies	Warning	Lunch and after school detention	
Theft	5 days OSS and/or police referral/ restitution	10 days OSS and/or police referral/restitution	
Threatening a staff member	10 days OSS, recommendation for expulsion, charges may be filed		
Tobacco, possession/use	1 day ISS, Smoking Cessation Program	2 days ISS, Smoking Cessation Program	3 days ISS, Smoking Cessation Program
Trespassing	1 day OSS	3 days OSS	5 days OSS
Truancy, cutting class	Lunch/after school detention	Multiple days of lunch/after school detention; ISS; OSS	
Weapons, dangerous instruments	10 days OSS, recommendation for expulsion (E), police referral		

## *Eligibility for Extracurricular and Athletic Activities*

**Students must maintain a 2.0 grade point average with no more than one E on their quarterly report card to participate in athletic and other extracurricular activities.**

- Unexcused absences, chronic tardiness, or infractions of the student discipline code may be sufficient reasons for declaring a student ineligible at any time.
- In order to participate in any extracurricular activity, a student must be on time and in attendance at all scheduled classes the day of the event, unless he or she has obtained prior approval from an administrator.
- The marking period for eligibility purposes begins on the day that a report card is issued and continues until the day that the next report card is issued. Students who have more than one failing grade during the final marking period will not be eligible in the fall unless all, or all except one, of the failed courses are successfully repeated during summer school.
- Eligibility requirements do not apply to students who are entering from non-MCPS schools, to freshmen when they first enter high school in the fall, or to students who must participate in an activity in connection with a course requirement.
- Don't forget your activity fee! Students pay \$30 for the year to participate in one or more extra-curricular activities.
- All financial obligations must be paid prior to participation in an extracurricular or athletic activity.

### *Athletics*

Blair's sports teams have the reputation of producing fine athletes and competitors. In our long history, our teams have won many championships and awards. Below are the sports offered at Blair and sanctioned by MCPS.

*Athletic Director: Ms. Rita Boule*

Season	Boy's Teams	Girl's Teams	
Fall	Football .....Mr. Seals	Volleyball ..... Ms. Klein	Poms: Ms. Thomas Cheerleaders: Ms. Fus and Ms. Fillman
	JV Football.....Mr. Kelly	JV Volleyball ..... Mr. Liang	
	Soccer.....Mr. Haigh	Field Hockey ..... Ms. Denny	
	JV Soccer .....Mr. Brown	JV Field Hockey..... Ms. Hagen	
	Golf .....Mr. Finch	Tennis ..... Mr. Ngbea	
Winter	Basketball.....Mr. Pigrom	JV Soccer ..... Mr. Gibb	Blair Bocce Ball Team Mr. John Haigh, Sponsor
	JV Basketball .....Mr. Charles	JV Soccer ..... Ms. Galloway	
	Wrestling.....Mr. Scott	Basketball ..... Ms. Conley	
	JV Wrestling .....Mr. Banyard	JV Basketball ..... TBD	
Spring	Baseball .....Mr. Zolkiewicz	Softball ..... Mr. Hoelman	Ice Hockey Club Ms. Monica Cruz-Ortiz
	JV Baseball .....TBD	JV Softball..... Mr. Irvin	
	Volleyball.....Mr. Liang	Lacrosse..... Mr. Horne	
	Tennis .....Mr. Ngbea	JV Lacrosse ..... Ms. Denny	
	Lacrosse .....Mr. Brown	Gymnastics ..... Ms. Wynn-Hayes	
	JV Lacrosse.....Mr. Kelly	Golf..... Mr. Finch	
<b>Co-Ed Teams</b>			Blair Rowing Club Dr. Simel, School Sponsor
Fall	Cross Country .....Mr. Demma		
Winter	Track .....Ms. Abdul-Rahim		
	Swimming .....Mr. Swaney		
Spring	Track .....Ms. Abdul-Rahim		
	Volleyball.....Mr. Klein		



## *Clubs and Organizations*

Clubs and organizations at Blair involve students in a wide variety of school activities. Listed below are some of the clubs and their sponsors. An Activities Fair is held each fall to acquaint students with available activities. Any students who have an interest in an activity that does not exist should contact Ms. Wanner.

<b>Club/Organization</b>	<b>Sponsor</b>	<b>Club/Organization</b>	<b>Sponsor</b>
Africa Club	Mr. Ngbea	Marching Band	Ms. Roberts
African American Culture	Ms. Newman	Martial Arts Club	Mr. Seat
Blair Ambassadors	Mr. Burwell	Math Team	Mr. Walstein
Blair Christian Fellowship	Mr. Stephens	MBLUG	Mr. Hammond
Blair Network Comm.	Mr. Bustillos	Mentor Programs	Dr. Coleman
Blazer Choir	Ms. Abdul-Rahim	Mock Trial	Ms. Weldon
Ceramics Club	Mr. Verock	Model UN	Ms. Ravilious
Chemistry Club	Mr. Pham	Montgomery Blair Players	Ms. O'Connor
Chess Club	Mr. Pham	Muslim Students Assoc	Ms. Darwish
Chinese Club	Ms. Bosse	National Arts Honor Soc.	TBD
Club StepOne	Ms. Bodin	National Honor Society	Mr. Giles
Comedy Sketch Club	TBD	Ocean Science Bowl Team	Mr. Pham
Computer Club	Ms. Collins	Operation Fly	Ms. McManus
Costume Club	Ms. O'Connor	Peer Tutors	Ms. Lamphier
Create with Care	Ms. Pundzak/Mr. Clay	Philosophy Club	Mr. Donaldson
DDR Club	Mr. Charles	Photography Club	Mr. Stelzner
Debate Team	Ms. Weldon	Physics Club	Mr. Schafer
Diva Dancers	TBD	Psychology Club	Ms. Jessell
Diversity Workshop	Ms. Edwards	Rebuilding Together	Ms. Jessell
Envirothon Team	Mr. Pham	Robotics Club	Mr. Boettcher
Ethiopian Club	Ms. Seyoum	Safety Committee	Dr. Coleman
Fashion Club	Ms. T. Taylor	Science Bowl	Mr. Pham
Flag Squad	Ms. Roberts	Senior Class	Ms. Smith
Forensics/Speech	Ms. Weldon	Sexual Awareness Club	Ms. Edwards
French Club	Mr. Honigsberg	Shakespeare Club	Ms. O'Connor
Freshman Class	TBD	Sign Language Club	Ms. Taylor
Gay/Straight Alliance	Ms. Thornton	Silver Chips	Mr. Fanning
Green Club	Ms. Shilling	Silver Quill	Ms. Plotinsky
Hip-Hop Club	Mr. Smith	SISTERS	Ms. Small
Hispanic Club	Ms. Gonzalez	Smart Sacks Club	Ms. Catzva
Indian Club	TBD	Sophomore Class	TBD
Int'l Cancer Alliance	Ms. Bosse	Spanish Honor Society	Ms. Gonzalez
International Club	Ms. Alexiou	Spirit Club	TBD
InToneNation	Ms. Josey	Stage Crew	Mr. Kaluta
Intramural Field Hockey	Mr. Gibb	Student Government	Ms. Weldon
Intramural Floor Hockey	Mr. Wang	Students for Global Resp.	Mr. Moose
It's Academic	Mr. Schafer	Thespians Club	Mr. Anderson
Italian Club	Ms. Bodin	TRI-M	Mr. Clark/Ms. Roberts
Japanese Club	Ms. Zoll	Ultimate Frisbee Club	Ms. Levien
Jewish Cultural Club	Mr. Cohen/Mr. Grossman	Vietnamese Club	Ms. Nguyen/Dr. Howard
Junior Class	TBD	Web Design Club	Mr. Kaluta
Key Club	Ms. Dvorsky	WEB Dubois Honor Soc.	Ms. Simmons
Korean Club	Mr. Pham	Women's Advocacy Group	Ms. Gross
Language Club	Ms. Galloway	Yearbook	TBD
Latin Club	Ms. Beltethon	Youth and Government	Mr. Grossman/Mr. Swaney

## ***School Counseling Office***

**Director: Ms. Marcia Johnson**

301-649-2810

### **Counselors:**

Ms. Charlain Bailey

Ms. Susanne Bray

Mr. Alphonso Burwell

Mr. Roland Hollins

Dr. Daryl Howard

Ms. Tia Ross

Mr. Kirk Simms

Ms. Georgette Small

Ms. Jennifer Taylor

Ms. LaSchell Wilson

Secretaries: Ms. Dee Shub and Ms. Cynthia Alvarado

Registrar: Ms. Margaret Berardi

**Career Information Center Coordinator:** Ms. Phalia West

## **Comprehensive School Counseling Services Program Description**

The MCPS Comprehensive School Counseling Services Program (CSCSP) organizes a conceptual foundation for the delivery, management and accountability of guidance and counseling services for all students. The program is developmental in nature and attempts to integrate the various facets of students' development. At the high school level the CSCSP focuses on student development in the following domains:

- Academic Development
- Career Development
- Personal Development
- Healthy Development
- Interpersonal Development

## **Montgomery Blair High School Counseling Department Vision, Mission, and Plan**

- ❖ *VISION:* Montgomery Blair High School counselors are professional educators who are dedicated to empowering every student to achieve academic success, social growth, and emotional wellness
- ❖ *MISSION:* Montgomery Blair High School Counseling Staff serve as leaders and act as positive change agents in collaboration with the Blair learning community. We promote student success by providing responsive and preventive counseling services to support students' personal, academic and career development.
- ❖ *PLAN:* All members of the Blair Counseling Department Team collaborate with each other and with school staff to deliver student services in response to student need. We allocate our resources to gather, analyze and evaluate data, develop and maintain records, and implement a program of prevention, intervention and crisis preparedness for the Blair community. We develop objectives and implement our plan through a program of classroom/group guidance, organized delivery of information, community partnerships, systematic individual planning activities, a range of responsive counseling services, and crisis training.

## **Check out the Counseling Department Web Site!**

[www.mbhs.edu/resources/counseling/](http://www.mbhs.edu/resources/counseling/) for more information about counseling services

- Frequently asked questions and answers about counseling services
- Information about enrolling and registering students
- Information about requesting transcripts to be sent
- Link to Family Connections program that connects counselors in schools with students and parents to help them navigate and improve the post-secondary planning process. You can register for Career Center college visits, get information on local scholarships, research colleges and compare yourself to colleges and prior Blair graduates

## Counselor Assignments

Grades 9, 10, and 11

Student's Last Name	Counselor
A-Aj	Ms. Taylor
Ak-CI	Mr. Hollins
Cm-Gr	Ms. Bray
Gs-La	Dr. Howard
Lb-Mi	Ms. Small
Mj-Ra	Mr. Burwell
Rb-Tr	Ms. Bailey
Ts-V	Ms. Ross
W-Z	Ms. Johnson
Communication Arts Program (CAP)	Ms. Wilson
ESOL Program	Mr. Simms
Magnet Program (A-K)	Ms. Ross
Magnet Program (L-Z)	Ms. Taylor

Grade 12

Entrepreneurship and Business Management	Mr. Burwell
Human Services Professions	Dr. Howard
International Studies	Ms. Bray
Media Literacy (A-L)	Mr. Hollins
Media Literacy (M-Z)	Ms. Bailey
Science, Math, and Technology (A-Q)	Ms. Small
Science, Math, and Technology (R-S)	Ms. Ross
Science, Math, and Technology (T-Z)	Dr. Howard
CAP	Ms. Wilson
Magnet (A-K)	Ms. Ross
Magnet (L-Z)	Ms. Taylor
ESOL (A-L)	Mr. Simms
ESOL (M-R)	Mr. Burwell
ESOL (S-Z)	Ms. Taylor

## Career Center

Career Information Center Coordinator: **Ms. Phalia West**

**301-649-2819**

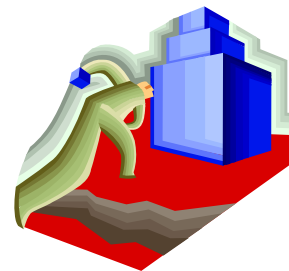


The mission of the Career Center is to assist students with individual post-secondary planning. In the Center, students, counselors, and teachers meet with representatives of post-secondary institutions, technical and career schools, and armed services personnel. Teachers use the Center for class projects to help students see the connection between academics and career post-secondary planning in order to be ready for the rigors of our ever-changing global economy.

### Check out the Career Center Web Site!

<http://career.mbhs.edu> for a wide variety of information about and links to

- Career and college planning
- Testing and interest surveys
- Military opportunities
- Financial aid, grants, and scholarships
- Schedule of career and college representatives
- Employment, volunteer, and internship opportunities



### Bridges

[www.bridges.com](http://www.bridges.com) for a comprehensive Internet-based career development system click "Site ID" option and enter user name: 0025987 and password: blair

### Career Center Services

**Career and occupational information.** Extensive resources which cover hundreds of occupations, the MCPS Career Center Central web site, the weekly Career Center Notes that lists local current job openings, career/college planning guides, and guest speakers from various disciplines.

**Career – Technical – Trade School and Apprenticeship information.** Applications and catalogs for accredited post-secondary career schools and training programs; information about career and technical education programs at Montgomery College's Gudelsky Institute for Technical Education and the Thomas Edison Center for Technology.

**College information.** Weekly posting of scheduled college/university representatives visiting the Career Center; files with catalogs, viewbooks, CDs, applications, assortment of college guides, and Internet based career and college search programs.

**Employment preparation.** Job skills worksheets, resume-writing tools, mock interview session, personal development activities.

**Financial aid information.** State/Federal financial aid and scholastic applications for the FAFSA and the CSS Financial Aid Profile: books, guides, computer scholarship search questionnaires, workshops, and advertised public and private scholarships.

**Internships.** Internships offer students the opportunity to work in a selected career environment while earning credit and experience. Most MCPS internships are open to juniors and seniors who must apply one semester in advance for scheduling. MCPS offers three types of internships: executive, entrepreneurial, and summer. Counselor approval is required prior to participation.

**Maryland work permits.** Work permits are required for anyone under age 18 for each job held. Maryland work permits are distributed by the Counseling Office only after the student has been offered a job. The student, parent, and employer must then complete all required information and sign prior to the issuing officer's signature. The issuing officer will then verify birth date and acceptable employment placement. DC and Virginia child labor laws are different and require their own forms.

**Military information.** Information on all branches of the U.S. armed services, active and reserves, the U.S. military academies for the Coast Guard, Air Force, Navy, and West Point.

**Registration materials** for the career and college admission testing programs such as the PSAT (National Merit Qualifying Test for Juniors), ACT, SAT Reasoning and Subject Tests, and TOEFL.

**Summer programs and enrichment opportunities.** Information on pre-college summer enrichment programs, camps, workshops, information sessions, travel abroad, and exchange programs.

## ***Job Seeking Information***



Preparation for the world of work is an integral part of the education process. Some basic steps involve evaluating your personal needs and goals, your talents, skills, and achievements. You must research occupational fields to determine the ones most suitable for you and determine which opportunities exist. The Career Center has resources to assist you when seeking employment: part-time, summer, and full-time permanent positions.

- **Career Center Notes.** The weekly e-mail sent by the Career Center to everyone who has a Family Connections account.
- **Electronic Information Sources.** Explore the internet resources, including [www.montgomeryyouthworks.com](http://www.montgomeryyouthworks.com)
- **Maryland Department of Employment and Training.** State agency located at Wheaton Plaza that provides services for anyone who needs help in finding employment.
- **New Employers.** You may want to check with the local Chamber of Commerce for new businesses opening in your area, as well as the local radio and TV stations. *Remember*, downtown Silver Spring has “sprung” and many new employment opportunities are available.
- **Newspapers.** Trade magazines, professional associations magazines, and newsletters. Read the classified/help wanted ads in the Washington Post and The Gazette as well as county newspapers.
- **Personal Knowledge.** Probably more jobs are located through people you know than from any other source. Let friends and family know you are job-hunting.
- **Placement/Employment Agencies.** These are numerous in Washington, D.C. and suburban Maryland. Most tailor their services to specific types of jobs. Some examples are clerical, temporary placement, sales, management, etc. Private employment offices charge a fee to find you a job. In some cases, the employer will pay this fee. Use good judgment in dealing with private agencies and before signing a contract for services.

### *Resume Reminders:*

- ✓ Your application and resume are often your prospective employer’s first impression of you. Therefore they should be neat, accurate, and complete.
- ✓ Organize copies of sample resumes, letters, contact lists, etc., in a designated career folder.
- ✓ Keep your resume up-to-date!

## Career and College Planning

### Education Beyond High School

Finding success in today's workplace means having more than one set of skills. Realistically speaking more and more careers demand that applicants have gone to college and virtually all jobs in this technology-driven world requires some form of education beyond high school. Use the steps below to begin the journey of choosing a career and determining which educational option is the right path to take.



**STEP ONE: Know yourself.** Evaluate yourself – your interests, your abilities, your aptitude, strengths, weaknesses, and work values. Do you want to work first or are you interested in enrolling in a trade school, two- or four-year college or university? Do you prefer to live in a city or small town, close to home or far away?

**STEP TWO: Explore options and choose a direction.** Gather information to consider career options that relate to what you know about yourself. The Career Center has resources to help you pursue your goals. Access the Bridges and Choices Planner programs to help you find ways to combine part-time jobs or internships with school to get first-hand knowledge of the workplace.

**STEP THREE: Make plans and take action.** Consider issues that can affect your plans and take appropriate actions to accomplish your goals. Choosing a career is a process; it will take reflection and research on your part. It's okay not to be certain about the career you have chosen – you are still exploring!

Tips for finding the post-secondary institution that is right for you:

- ✓ *Be aware of what colleges will be looking for when they evaluate your application:* school record, extracurricular activities, recommendations, interviews, community service, and an essay. Many will consider your SAT Reasoning Test, SAT II Subject Tests, ACT, or TOEFL scores.
- ✓ *Narrow your choices.* Make sure you are aware of the school's admissions procedures and deadlines. Most applications are now available online.
  - Look at the type of institution, e.g., two- or four-year college or university; technical, trade or career school; public or private; liberal arts or specialty school.
  - Look at factors such as size, location, programs, costs, test requirements, academic requirements, affiliations, social aspects, and athletics.
  - Meet with representatives from two- or four-year colleges, universities, proprietary (for-profit) schools, and businesses who visit the Career Center on a regular basis. Visits are posted on the Career Center's website at <http://career.mbhs.edu> (See Family Connections) and outside the Career Center door. To meet with representatives, you must obtain permission from your classroom teacher and the Career Center Staff one day prior to the visit. Meeting and speaking with the reps directly provides a valuable opportunity to get first-hand information about that school's unique programs, admissions requirements and scholarship opportunities.
- ✓ *Plan visits to several institutions in which you are interested.* We suggest this be done while classes are in session at these institutions, preferably in the spring of your junior year or the fall of your senior year. The visits help you learn what admissions people expect, help you get a feel for the institution, and allow you to talk with students and observe the school's community.
- ✓ *Take required entrance exams,* e.g., SAT Reasoning Test, SAT II Subject Tests, ACT, or TOEFL. Check registration deadlines.
- ✓ *Fine-tune that transcript!* Schools and some employers will require your transcript, which is a copy of your high school record starting from grade 9, and test scores. Some schools also require recommendations from teachers and/or counselors.
- ✓ *Look into financing your higher education.* An array of scholarship information is available in the Career Center from the Maryland State Scholarship, the U.S. Department of Education-FAFSA, colleges and universities, and private organizations. Family Connections offers a list of hundreds of scholarships. You can also check out these websites for additional help: [www.mhec.state.md.us](http://www.mhec.state.md.us), [www.fafsa.ed.gov](http://www.fafsa.ed.gov), [www.finaid.org](http://www.finaid.org), [www.fastweb.com](http://www.fastweb.com)

## ***The College Application Process***

*These steps are the responsibility of the students and parents!  
Counselors are ready and willing to assist in the process.*

- 1. Be certain** that you have either an ACT or SAT score on file in the registrar's office. If you have not yet taken the SAT/ACT, sign up for the earliest available date. Most colleges require one of these scores as part of their application process. Registration materials for all tests are available on-line or in the Career Center. Students needing the TOEFL tests should come to the Career Center.
- 2. Complete and hand in** your Trailblazer packet to your counselor. Remember that the information you provide helps your counselor compose a letter of recommendation that is personally tailored to you. Complete the "Request for Counselor Letter of Recommendation" form and distribute the "Teacher Recommendation Checklist" to three teachers. **IMPORTANT:** Counselors are not able to write a letter of recommendation for you unless these steps are completed well in advance of your application deadlines.
- 3. Obtain college applications.** Most applications are available on-line. Some are on file in the Career Center.
- 4. Transcript requests** require a 30-school-day turnaround time for processing. Note: No request will be accepted until the yellow "Authorization to Release Records" form is signed and on file in the Registrar's office. Turn in only the Secondary School Report when submitting a request; we do not handle entire applications or checks for college application fees. Return the form directly to the Registrar.
- 5. Transcript fees** are due at the time of transcript requests. The first three copies are free. After that, official transcripts are \$3 each and the fees are paid directly in the Financial Secretary's office. She will give you a receipt to take to the Registrar.
- 6. Teacher recommendations** are requested by many colleges. Find out the requirements for each college to which you are applying and then
  - make your request personally, at least 20 days before the recommendation is due.
  - provide a resume, brag sheet, and/or any other pertinent information about yourself.
  - provide the teacher with a stamped, addressed envelope for each recommendation.
  - follow up with a thank-you note when the letter is written.
- 7. Mailing the applications and application fees is the responsibility of the student.** Speak with your counselor if the college requires all materials to be sent together. Generally, the Counseling Department and Registrar are responsible for mailing the transcript, counselor recommendations, and the school profile, **NOT** the application and application fees.
- 8. Some colleges require mid-year reports.** In the first week of February, give the Registrar a business-sized, pre-addressed, stamped envelope and any required forms.
- 9. Time table for transcripts and recommendations.** Seniors can begin requesting transcripts for college applications in late September. Students must submit the required forms from their "Trailblazer Packets" before they can make a request. Students must request transcripts at least 30 days in advance.
- 10. Scholarship applications** frequently require a transcript. Students must give the registrar three-days notice. Students mail the transcripts themselves.
- 11. A final transcript** is required by the school you plan to attend. During the last two weeks of May, give the Registrar a business-sized, pre-addressed, stamped envelope and any required forms.
- 12. After graduation,** if you need a transcript for any reason, the fee is \$3. Students graduating more than 3 years ago must call MCPS Central Records at 301-897-3005 to request transcripts.



## Career and College Countdown

<b>SENIORS</b>	
Late Summer	<ul style="list-style-type: none"> <li>❖ E-mail requests for college applications. Many are available online.</li> <li>❖ If you are college-bound, plan to take the ACT in September or SAT in October. Determine if other college tests, like the SAT II, are required.</li> </ul>
September	<ul style="list-style-type: none"> <li>❖ Begin preparing college applications if applying for early decision/early action admission. Check the college search programs first to see if you can apply electronically. Use Family Connections to help track your applications and to access school addresses.</li> <li>❖ Pay careful attention to all announcements and postings to Edline and the Career Center web page regarding career and college rep visits, scholarship opportunities, and employment notices.</li> <li>❖ Make an appointment with your counselor about any problems. Parents attend Back-to-School Night.</li> </ul>
September – December	<ul style="list-style-type: none"> <li>❖ Sign up in the Career Information Center to meet with post-secondary institution representatives.</li> <li>❖ Visit the Career Information Center regularly to check latest information on senior matters. Try to visit institutions that are of interest, seek out mentors, and set up internship opportunities.</li> <li>❖ Write college essays. Complete them by your application deadlines.</li> <li>❖ Ask teachers, counselors, and other adults for letters of recommendation as required.</li> <li>❖ Carefully and completely fill out all college applications and follow procedures for sending transcripts and recommendations. Submit all applications by college and Blair deadlines.</li> </ul>
October – February	<ul style="list-style-type: none"> <li>❖ Attend scheduled Financial Aid workshops. Financial aid forms are now available; however, they cannot be filed until after January 1<sup>st</sup>.</li> <li>❖ Early decision and action outcomes are announced. Be prepared to send other applications if necessary.</li> </ul>
November – April	<ul style="list-style-type: none"> <li>❖ Register for AP exams.</li> <li>❖ Request a final transcript to be sent to the college you will be attending. “CONGRATULATIONS!”</li> <li>❖ Students seeking permanent employment immediately after graduation should visit the Career Center for information on job-seeking skills, resume-writing, and interviewing tips. Be sure to listen to Info-flow announcements on prospective employer visits to the Center and employment opportunities that come in. Also check out the County’s job bulletin at <a href="http://www.co.mo.md.us">www.co.mo.md.us</a>.</li> </ul>
March	
May – June	<ul style="list-style-type: none"> <li>❖ Students interested in entering any branch of military service should visit the Career Center for information and arrange to meet with recruiters.</li> </ul>
<b>JUNIORS</b>	
September	<ul style="list-style-type: none"> <li>❖ Make an appointment to visit with your counselor about any school problems.</li> <li>❖ Parents attend Back-to-School Night and sign-up for Edline access.</li> </ul>
September – February	<ul style="list-style-type: none"> <li>❖ Register to take the PSAT/NMSQT in October.</li> <li>❖ Check out ongoing college evening informational sessions, open houses, and tour events.</li> <li>❖ Fill out your registration card for next year, closely checking graduation requirements.</li> </ul>
February – March	<ul style="list-style-type: none"> <li>❖ Meet with your counselor about your academic progress and plans for taking standardized tests required by colleges of interest.</li> <li>❖ Visit the Career and College Center to utilize career-planning resources</li> </ul>
Winter/Spring	<ul style="list-style-type: none"> <li>❖ Make appointments to visit colleges, arrange internships, set up volunteer opportunities, and/or shadow career professionals during spring vacation.</li> </ul>
April/May	<ul style="list-style-type: none"> <li>❖ MCPS juniors attend MCPS National College Fair at Montgomery County Agricultural Center in Gaithersburg, MD, in April.</li> </ul>
Spring/Summer	<ul style="list-style-type: none"> <li>❖ Parents and students meet with students’ counselors to discuss the specifics of the college and career selection process and complete appropriate research.</li> </ul>



## SOPHOMORES AND FRESHMEN

You begin to prepare for careers and college during your first semester of high school. Starting in the 9<sup>th</sup> grade, the grades earned each semester are recorded on a permanent transcript that will be sent to colleges and businesses you apply to when you are a senior. In addition, you are also making impressions on the teachers and counselors who you may later ask to write recommendations for college and other programs. Therefore, it is important to do your very best from the very beginning.

To reach your goals:

**READ! READ! READ!** Reading is a critical skill that can make a huge impact on your learning for years to come.

Complete the Choices Planner Programs!

Meet your counselor. Counselors can help you:

- ❖ Assess your strengths and limitations
- ❖ Make suitable decisions about your life
- ❖ Choose courses and program options that are right for you
- ❖ Develop positive attitudes
- ❖ Solve personal problems
- ❖ Plan your education
- ❖ Decide on a career
- ❖ Discover talents and abilities



Freshmen get “Connected” through the innovative Connections class. In your Connections class, you will be introduced to the Bridges’ Choices Planner career and college program and the Family Connections Program. These Internet-based programs can be accessed anywhere. However, you will need Blair’s site ID and password to open and use these programs. This information is available in the Career Center.



Discuss tests that are appropriate for your grade level including career interest/aptitude tests, PSAT/NMSQT, SAT, ACT, and AP exams.

Learn how to use the Career Center. Explore career areas that are interesting to you. Get to know the kind of courses that will help you follow a career pathway to your final career goal.

Develop good study habits and work hard at getting good grades. Your 9<sup>th</sup> and 10<sup>th</sup> grade record is part of your college and job applications and should be treated seriously.

Explore school activities and get involved in those that interest you.

Obtain a social security card if you do not already have one. Everyone should have a Social Security Number in order to apply for jobs, college, financial aid, and to register for national tests. You should bring proof of age, proof of identity, and proof of citizenship or alien status to the Social Security Office at Wheaton Plaza Shopping Center, Lower South Side, Suite #63, 11160 Viers Mill Road, Wheaton, MD 20902, or 51 Monroe Street, Rockville, MD 20850. Both offices have automated telephone service in English and Spanish at 1-800-772-1213 or 1-800-288-7185 (TDD).

## *A Pathway to Success on the SAT*

In order for students to be successful on the SAT, they must look at the SAT as a process. Preparation for the SAT takes place over years and goes hand-in-hand with academic success throughout a student's school career. Students who take challenging classes, read a great deal, and write often should do well on this test.

### **Prior to high school, students should**

- take the highest math class possible.
- be enrolled in challenging classes.
- do a lot of reading and writing.

### **In the ninth grade, students should**

- successfully complete Algebra I.
- take one or more honors classes in their areas of strength.
- continue their own reading and writing through high school.
- take the PSAT for the first time.

### **In the tenth grade, students should**

- successfully complete Geometry.
- strive for grade point averages between 3.0 and 4.0.

- take the PSAT as required by MCPS.

### **In the eleventh grade, students should**

- successfully complete Algebra II.
- take one or more honors or advanced placement classes.
- retake the PSAT in the fall.
- be enrolled in an SAT prep class in school or privately and take the SAT for the first time.

### **In the twelfth grade, students should**

- be enrolled in another high-level math class (calculus, statistics, etc.).
- continue to take one or more honors or advanced placement classes.
- take the SAT again in the fall of their senior year.

### **2011-2012 SAT Testing Dates**

2011-12 Test Dates	U.S. Registration Deadlines	
	Regular	Late (a fee applies)
October 1, 2011	September 9, 2011	September 21, 2011
November 5, 2011	October 7, 2011	October 21, 2011
December 3, 2011	November 8, 2011	November 20, 2011
January 28, 2012	December 30, 2011	January 13, 2012
March 10, 2012	February 10, 2012	February 24, 2012
May 5, 2012	April 6, 2012	April 20, 2012
June 2, 2012	May 8, 2012	May 22, 2012

**HIGH SCHOOL/CEEB CODE: 210965, SAT TEST CENTER CODE: 21-440**

### **2011-2012 High School Assessments Testing Schedule**

NSL	Oct 3	Jan 9	Apr 16*	May 21**
English	Oct 4	Jan 10	Apr 17*	May 22**
Biology	Oct 5	Jan 11	Apr 18*	May 23**
Algebra	Oct 6	Jan 12	Apr 19*	May 24**

\* Special Senior Administration

\*\* HSAs administered during school hours – 3-hour delays in place

**2011-2012 ACT Program Test Dates**

[www.act.org](http://www.act.org)

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 10, 2011	August 12, 2011	August 13 – 26, 2011
October 22, 2011	September 16, 2011	September 17 – 30, 2011
December 10, 2011	November 4, 2011	November 5 – 18, 2011
February 11, 2012*	January 13, 2012	January 14 – 20, 2012
April 14, 2012	March 9, 2012	March 10 – 23, 2012
June 9, 2012	May 4, 2012	May 5 – 18, 2012

**2012 AP Exam Schedule**

<b>Week 1</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>
Monday, May 7	Chemistry Environmental Science	Psychology
Tuesday, May 8	Computer Science A Spanish Language	Art History
Wednesday, May 9	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 10	English Literature and Composition	Japanese Language and Culture Latin: Vergil
Friday, May 11	German Language and Culture United States History	European History
	Studio Art—Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for the physical portfolio assembly.	
	Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.	

<b>Week 2</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>	<b>Afternoon 2 p.m.</b>
Monday, May 14	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 15	US Government and Politics	Comparative Government and Politics French Language and Culture	
Wednesday, May 16	English Language and Composition	Statistics	
Thursday, May 17	Macroeconomics World History	Microeconomics Italian Language and Culture	
Friday, May 18	Human Geography Spanish Literature		

***The Academies at Montgomery Blair***  
***Learning Through Interests and Pursuing Passions***

Rm. 342            301-649-8510  
Academy Coordinator: Mr. Kevin Moose

<http://academies.mbhs.edu>  
[Paul\\_K\\_Moose@mcpsmd.org](mailto:Paul_K_Moose@mcpsmd.org)

The Academies at Montgomery Blair are communities of students and educators united by a set of common interests and career goals. Our mission is to provide a nurturing environment in which students are:

- Challenged to achieve the highest level of academic rigor
- Supported in their pursuit of academic and career goals
- Provided career pathways that meet their interests and needs
- Equipped with the skills needed to be successful beyond high school

**9<sup>th</sup> Grade Academy**

Blair ninth graders begin their high school experience as a member of the Ninth Grade Academy and complete the freshman cornerstone course, Connections. Team leaders for the 2010-2011 school year are: Ms. Conley, Mr. Fanning, Mr. Lee, Mr. Goldberg, Ms. Manuel, and Mr. Clay.

**Entrepreneurship Academy**

*Lead Teacher: Mr. Murley*

[Kevin\\_J\\_Murley@mcpsmd.org](mailto:Kevin_J_Murley@mcpsmd.org)

The mission of the Academy of Entrepreneurship is to:

- provide students with the business and interpersonal skills required to successfully manage a business of any size
- increase the effectiveness of students' communication and presentation skills
- develop financial literacy and knowledge of investment strategies

**Human Service Professions Academy**

*Lead Teacher: Ms. Hartfield*

[Danyel\\_Hartfield@mcpsmd.org](mailto:Danyel_Hartfield@mcpsmd.org)

The mission of the Academy of Human Service Professions is to:

- provide students with real-world experiences that utilizes their analytical and critical thinking skills
- provide students with the tools they require to become effective communicators, listeners, and presenters
- provide students with leadership training opportunities and the skills needed to succeed in a human service field

**International Studies and Law Academy**

*Lead Teacher: Mr. Moose*

[Paul\\_K\\_Moose@mcpsmd.org](mailto:Paul_K_Moose@mcpsmd.org)

The mission of the Academy of International Studies is to:

- provide students with the information and experiences essential in fostering a more global perspective of political systems, history, economic issues, and cultures
- combine this knowledge with real-world connections so students can begin to develop the skills they will apply in a variety of settings
- To explain the role of law in today's national and international environment

**Media Literacy Academy**

*Lead Teacher: Mr. Horne*

[Michael\\_J\\_Horne@mcpsmd.org](mailto:Michael_J_Horne@mcpsmd.org)

The mission of the Academy of Media Literacy is to:

- provide students with the ability to read, analyze, evaluate, and produce communication in a variety of forms
- give the students authentic experiences in creating and using media to entertain, inform, and persuade
- provide students with critical thinking skills, which enable them to deconstruct and interpret messages and to develop independent judgments about media content
- facilitate the students' ability to use a variety of media to produce effective and responsible media

**Science, Math, and Technology Academy**

*Lead Teacher: Mr. Haigh*

[John\\_A\\_HaighIII@mcpsmd.org](mailto:John_A_HaighIII@mcpsmd.org)

The mission of the Academy of Science, Math, and Technology is to:

- provide students with the technological, scientific, mathematical, research, and problem-solving skills needed in science, math and technology
- promote student enthusiasm, confidence, exploration, and collaboration



## ***Back to School!***

Dear Blair Parents:

Welcome to Blair! Blair is a wonderful school. It's also the biggest school in the county. Your PTSA can help you navigate the many opportunities offered by such a large and diverse school – opportunities for your student, and opportunities for you. We would like to share some important tips for school success with you.

- **Stay interested and involved in your child's education.** Get to know your child's teachers and guidance counselor, as well as the Assistant Principal (AP) for your child's academy. They are there for you. Please see page 4 of this Handbook, or the Blair website, [www.mbhs.edu](http://www.mbhs.edu), for staff contact information.
- **Review the Blair Personal Responsibility Policy** with your child (see page 7).
- **Make sure your child knows where to go to get academic support**, and make sure s/he seeks help at the first sign of need (see page 7 for details).
- **Encourage your child to join a club or try out for a sport** (choose from among Blair's many clubs and organizations listed on page 19). Extracurricular activities help teens develop new talents, build good character, and make new friends and establish relationships with other adults in the community. Please note that the Blair Sports Academy, an after school program developed in conjunction with the Montgomery County Recreation Department, is available to all students.
- **Spend time at Blair.** Parent involvement in school increases student academic success. Help your child succeed by participating in the life of the school. Parents and guardians are always welcome during the school day, as long as you check in with the front office staff when you arrive to receive your visitor's badge, which must be worn while visiting or volunteering inside the school.
- **Attend Back-to-School Night.** Commit to volunteering and hour a month or more at Blair.
- **Prepare for the unexpected.** Teach your child to use public transportation. Students sometimes miss school buses.
- **Get active in the PTSA.** Come to PTSA meetings, usually the third Tuesday of every month at 7:30 p.m. The PTSA membership form follows this letter.
- **Read the PTSA *Blazer* and join the PTSA listserv.\*** The *Blazer* arrives by mail and is full of school community news and opportunities. To join the listserv, send a blank e-mail message to: [blairptsanetsubscribe@yahoogroups.com](mailto:blairptsanetsubscribe@yahoogroups.com).

\* If you don't own a computer, *please contact us* so that we can get you in touch with the Blair computer give away program.

Join in making Blair a fantastic experience for your child!

Warmly,  
Tom Jacobson  
PTSA President



<http://ptsa.mbhs.edu/>

[blairptsanet-subscribe@yahoogroups.com](mailto:blairptsanet-subscribe@yahoogroups.com)

**We Invite You To Join – And Volunteer With The Blair High School PTSA**

Your active membership allows us to do much more than just support our school. It also helps provide us with a united voice as we advocate for our Blazers, in the community, the county and with other organizations. Becoming a Blair PTSA member also enrolls you in the County, State, and National PTSA organizations.

<b>Yes, enroll me in Blair PTSA to be an advocate for Blair students!</b>		
Name(s)	_____	
Address	_____	
City	_____	
Zip	_____	
Signature	_____	
<b>Membership Level (Circle Desired Membership Level)</b> Make all checks payable to "Blair PTSA."		
Blair Student	\$5.00	I am a Montgomery Blair High School Student
Blair Faculty	\$5.00	I am on the Montgomery Blair High School Faculty
Level 1	\$10.00	1 Person Membership
Level 2	\$20.00	2 Memberships / 2 Persons in a household
Level 3	\$50.00	1 Person Membership with \$40.00 donation
Level 4	\$100.00	1 Person Membership with \$90.00 donation
Level 5	\$250.00	1 Person Membership with \$240.00 donation
Donation	\$ _____	Your additional donation helps the PTSA help Blair!
	\$ _____	Total Payment – please make checks payable to Blair PTSA

<b><i>Please Volunteer to Help!</i></b>	
Blair parents care! No other high school in the county contributes more volunteer time than we do. Help us continue this wonderful legacy by giving us a few hours of your time! <b>YES! CONTACT ME ABOUT VOLUNTEER OPPORTUNITIES AT BLAIR !</b>	
Name: _____	Email: _____
Phone: _____	Special Interest(s): _____
Beth Martin – Volunteer Coordinator <a href="mailto:elizbmartin@gmail.com">elizbmartin@gmail.com</a> <a href="mailto:blairvolunteers@yahoogroups.com">blairvolunteers@yahoogroups.com</a>	

<b><i>Help us help Blair!</i></b> <b><i>PAINLESS FUNDRAISING!</i></b>	
Painless fundraising is an easy way to earn money for Blair! Provide us with your grocery card numbers and/or save your Sniders receipts to earn extra money for Blair by doing your regular shopping! We need to sign you up EVERY year to keep earning those rebates for our school!	
YES! Sign me up! Contact me about Painless Fundraising opportunities!	
Name: _____	Email: _____
Phone: _____	Sign me up to support Blair and up to 2 other schools: _____
Giant A+ Bonus Card Number: _____	Safeway eScrip Card Number: _____
Carol Smalls – Painless Fundraising Chair <a href="mailto:carols@sprintmail.com">carols@sprintmail.com</a>	

## MBHS PTSA - Painless Fundraising

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### FREE MONEY!

### PAINLESS WAYS TO RAISE \$\$ FOR MONTGOMERY BLAIR HIGH SCHOOL

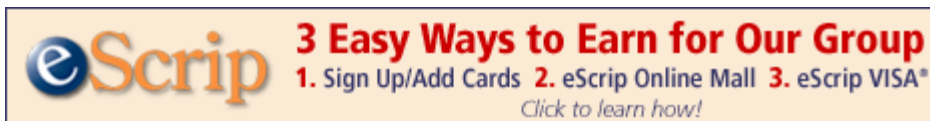
**Giant's A+ BonusBucks program for this school year ended earlier this month.**

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2. Register your **Safeway** card for its school rebate program at [www.escrip.com](http://www.escrip.com). The program is handled by **eScrip, not by Safeway—you cannot sign up at Safeway stores**. Enter **Blair's ID 6539098** (or search for Montgomery Blair High School) and fill out a short form. You must have your Safeway card number; call 1-877-SAFEWAY first if you don't. If you signed up for this program with eScrip since 2002, you're listed in eScrip's database, but **everyone must renew every school year** at the eScrip site for the Safeway funding to continue. **Be sure that your students' current schools get your support** by going to the My eScrip link to update your school choices. Safeway's school-year program goes from **October 1-May 31**; there's also a special **seven-week summer program, "10% Back to Schools."** We can enroll you if you send us your name, address, email address and 11-digit Safeway card number. Up to three schools can benefit from your shopping. If you need help renewing or updating your existing record, please contact us.

**Don't shop at Safeway?** You can still help Blair with other eScrip programs by linking a credit or debit card to Blair's eScrip site and using that card when you shop. For **restaurants and hotels** that are part of eScrip, go to <http://escrip.rewardsnetwork.com/>. Shopping at **Eddie Bauer** and **Pep Boys** stores with a registered debit or credit card will benefit Blair. To **donate a vehicle** to benefit Blair (plus get a tax write off), see <http://v-dac.com/escrip>. **DriversEd.com, an online driver's education class**, is part of eScrip.

Your **online shopping** can benefit Blair thru **eScrip's Online Mall**, which includes over 800 merchants. Each time you buy from these online stores by **FIRST going to the eScrip Web site, signing in to your account** and from that site going to the store's site, Blair receives a rebate if you've designated Blair and pay with an eScrip-registered credit or debit card. **1-800-FLOWERS, Barnes&Noble, Best Buy, Eddie Bauer, Gap, Hickory Farms, J.C. Penney, Lands' End, Office Depot, Oriental Trading, PetSmart, Scholastic, Sharper Image, Sony, Spiegel, Sports Authority, Staples, Target** and more are part of the eScrip program. Family members can support Blair when they shop online, no matter where they live!



**3. Save Snider's receipts all year.** They can be dropped off in the school's front office or brought to any school event. Any 2007 receipts should be submitted by mid-January 2008, then continue to save receipts from 2008. Blair earns 1% from your purchases. Snider's is an independent grocery store located in Silver Spring on Seminary Rd. near Georgia Ave. See [www.sniderfoods.com](http://www.sniderfoods.com) to learn more about this wonderful store that supports our schools!

**4. Enroll your Target Visa card in the Take Charge of Education program.** Enter the requested info for Montgomery Blair High School (**school ID 58162**) at [www.target.com](http://www.target.com) and the school gets a percentage from your purchases. **This program does not require an annual renewal, but be sure to update your school selection if you originally signed up for this program at a different school.** Shop online at target.com with your Target Visa card that you've registered with eScrip and double your rebate!



Office Depot is proud to support our schools and communities through the **5% Back to Schools program\***. This program gives you an opportunity to help local schools receive credits for FREE supplies when you shop at Office Depot for student school supplies.

**5.** Blair's ID number for this program is **70047345**, and the cashier can look up the school's number--but please remember to mention this program at check out so that Blair can benefit.

**The program runs all year long at all Office Depot stores!**

**6. Recycle your computer cartridges/ink jets/cell phones.** Blair participates in the **Recycle for the Students** program with local company **Recycle Ink**. Just bring your empty **ink jet, laser (toner) printer and fax machine cartridges** or any unwanted **cell phones** to Blair's front office, and Blair will earn money from them. If your business would like to participate in this program to help raise money for Blair, please contact us and Recycle Ink can deliver a collection bin to your office. The company picks up all materials and you don't need to sort the items or have a minimum amount.

**Thank you** for helping Blair earn additional funding through these **easy and painless** programs! Blair earned over \$10,000 last school year from painless fundraising efforts. Please share this information with your family, co-workers and neighbors. If you have any additional questions, contact Carol Smalls, Blair PTSA painless fundraising coordinator, at 301-585-9682 or email [carols@sprintmail.com](mailto:carols@sprintmail.com)



## *PTSA Board of Directors, Committee Chairs, Liaisons & Other Contacts 2011–2012*

PTSA Officers				
<b>President</b>		Sheri Verdonk	301-920-0612 H 301-910-4635 C	<a href="mailto:sheriverdonk@gmail.com">sheriverdonk@gmail.com</a>
<b>1st Vice President (VP)</b>				
<b>2<sup>nd</sup> VP Academic Achievement</b>		Ron McClain	301-642-0001	<a href="mailto:rmcclain@parkmont.org">rmcclain@parkmont.org</a>
<b>3<sup>rd</sup> VP Administration</b>		Jane Norman	301-565-8066 H 301-908-7745 C	<a href="mailto:janemnorman@gmail.com">janemnorman@gmail.com</a>
<b>Secretary</b>		Francesca Macchiarini	301-588-9103	<a href="mailto:fmvol@gmail.com">fmvol@gmail.com</a>
<b>Treasurer</b>		Jerry Kickenson	301-649-5684	<a href="mailto:jerry.kickenson@verizon.net">jerry.kickenson@verizon.net</a>
Committees and Contacts				
<b>MCCPTA Delegate</b>		Jim Roberts	301-891-2367 H 301-814-0332 C	<a href="mailto:jroberts@towson.edu">jroberts@towson.edu</a>
<b>After Prom Coordinators</b>	Co-chair			
	Co-chair			
<b>Athletic Boosters</b>	President	Ron McClain	301-642-0001	<a href="mailto:rmcclain@parkmont.org">rmcclain@parkmont.org</a>
<b>Beautiful Blair</b>		Wynn Witthams	301-257-1396	<a href="mailto:wynn.liveoak@gmail.com">wynn.liveoak@gmail.com</a>
		Amy Beckett	301-588-6254	<a href="mailto:becktar@verizon.net">becktar@verizon.net</a>
<b>Blair Band &amp; Orchestra Patrons (BBOPs)</b>	Co-President	Maria Portela	979-587-2065	<a href="mailto:mportela@rocketmail.com">mportela@rocketmail.com</a>
	Co-President	Liz Sequeira	301-681-9447	<a href="mailto:lizsequeira@gmail.com">lizsequeira@gmail.com</a>
	PTSA liaison	Carol Muskin	301-585-5277	<a href="mailto:cmuskin@gmail.com">cmuskin@gmail.com</a>
<b>Blair Cluster Rep</b>		Tina Johnson	301-754-1814	<a href="mailto:tina.mbhs@gmail.com">tina.mbhs@gmail.com</a>
<b>Blair Grant Writers</b>		Peggy Sand		<a href="mailto:psand@erols.com">psand@erols.com</a>
		Nina Fascione	301-681-3032 H 512-809-9847 C	<a href="mailto:nfascione@gmail.com">nfascione@gmail.com</a>
<b>Blair Sports Academy</b>		Jose Segura	240-777-6916	<a href="mailto:Jose.Segura@montgomerycountymd.gov">Jose.Segura@montgomerycountymd.gov</a>
<b>Chorus Boosters</b>				

<b>Citrus Sale</b>	Becky Smith	301-431-4355	<a href="mailto:rebecca.smith@montgomerycountymd.gov">rebecca.smith@montgomerycountymd.gov</a>
<b>Counseling/Advisory</b>	Marcy Campos	301-270-6343 H 301-996-6343 C	mfcampos@american.edu
<b>Directory Editors</b>	Charlotte Knapp	301-332-5827	<a href="mailto:cknapp@sbd.com">cknapp@sbd.com</a>
<b>Drama Boosters</b>	Mary Ellen Koenig Robert Koenig	301-920-1922	<a href="mailto:koenigme@gmail.com">koenigme@gmail.com</a> <a href="mailto:rob.koenig@gmail.com">rob.koenig@gmail.com</a>
<b>Fundraising, "Painless"</b>	<b>eScrip</b>	Charlotte Knapp	<a href="mailto:cknapp@sdb.com">cknapp@sdb.com</a>
	<b>Giant A+</b>	Suzanne Ludlow	vetsrl@verizon.net
	<b>Snider's</b>	Carol Muskin	<a href="mailto:cmuskin@gmail.com">cmuskin@gmail.com</a>
<b>Health and Safety</b>	Derek Hill	301-249-5744	<a href="mailto:dhill@nsf.gov">dhill@nsf.gov</a>
<b>Latino Parent Outreach</b>	Michelle Cohen	240-565-2700	idaredmc@yahoo.com
<b>Membership</b>	Maria Portela	979-587-2065	mportela@rocketmail.com
<b>Mini-grants</b>	Judith Arbacher	301-587-6020	<a href="mailto:r-jarbacher@erols.com">r-jarbacher@erols.com</a> <a href="mailto:Judith_B_Arbacher@mcpsmd.org">Judith B Arbacher@mcpsmd.org</a>
	Lise Wurzbacher	301-589-5409	<a href="mailto:lise.wurzbacher@gmail.com">lise.wurzbacher@gmail.com</a>
<b>NAACP Parents Council</b>	Simanco Staley	301-273-3691 803-553-6459	<a href="mailto:s_staley@acs.org">s_staley@acs.org</a>
<b>Newsletter Distribution</b>	Rita Arai	301-942-7536	<a href="mailto:arairita@hotmail.com">arairita@hotmail.com</a>
<b>Newsletter Editors</b>	Stephanie Katz	240-432-0163	stephaniekatz@pfsltc.com
<b>Pedestrian Safety</b>			
<b>Reflections</b>			
<b>Silent Auction</b>	Lynn Cook	301-495-0374	lynn@lynncook.net
<b>Special Needs</b>			
<b>Staff Appreciation</b>	Mary Anderson	301-495-7003 H	<a href="mailto:Mary.Anderson@montgomerycountymd.gov">Mary.Anderson@montgomerycountymd.gov</a>
	Carol Muskin	301-585-5277	cmuskin@gmail.com
<b>Taste of Blair</b>	Jonina Duker Francesca Macchiarini		
<b>Volunteer Coordinators</b>			
<b>Webmasters</b>	Andrew Partan	301-270-4175	<a href="mailto:asp@partan.com">asp@partan.com</a>
	Dave Zelinsky	301 270-4879	<a href="mailto:dsz@dedekind.net">dsz@dedekind.net</a>

<b>Class and Academy Liaisons</b>			
<b>Freshman Class Liaisons</b>	Lisa Gabriel		<a href="mailto:lisalgabriel@gmail.com">lisalgabriel@gmail.com</a>
<b>Sophomore Class Liaisons</b>	Cathy Graham	301-439-5840 H 240-535-5059 C	cathym.graham@comcast.net
	Conny Mayer	301-585-4549 H 240-354-0916 C	conny.mayer@verizon.net
<b>Junior Class Liaisons</b>	Anne LeVeque	301-270-4007 H 240-271-0196 C	<a href="mailto:anne.leveque@gmail.com">anne.leveque@gmail.com</a> maleveque@cs.com
	Carolyn Michell	301-565-0986	ccmichell@verizon.net
<b>Senior Class Liaison</b>	Emily Tien	301-384-0984	emilytien@verizon.net
<b>CAP Liaison</b>	Megan Scribner	301-270-2524	<a href="mailto:megan@mscribner.com">megan@mscribner.com</a>
<b>Magnet Liaison</b>			
<b>Entrepreneurship Academy</b>	Karen Terhune	202-651-5366	karen.terhune@gallaudet.edu
<b>Human Services Academy</b>			
<b>International Studies Academy</b>	Jim Roberts	301-891-2367 H 301-814-0332 C	jroberts@towson.edu
<b>Media Literacy Academy</b>			
<b>Science, Math, Tech Academy</b>			



## Bell Schedule

<b>Regular Day – ODD</b>		<b>Regular Day – EVEN</b>	
7:17	Warning Bell	7:17	Warning Bell
7:25-9:06	Period 1	7:25-9:06	Period 2
9:06-9:12	Passing	9:06-9:12	Passing
9:12-10:47	Period 3	9:12-10:47	Period 4
10:47-10:53	Passing	10:47-10:53	Passing
10:53-11:38	Period 5	10:53-11:38	Period 5
11:38-11:44	Passing	11:38-11:44	Passing
11:44-12:29	Period 6	11:44-12:29	Period 6
12:29-12:35	Passing	12:29-12:35	Passing
12:35-2:10	Period 7	12:35-2:10	Period 8
2:10-2:15	Passing	2:10-2:15	Passing
2:15-3:00	Period 9	2:15-3:00	Period 9
<b>Early Release Day</b>		<b>2 Hour Delay</b>	
7:17	Warning Bell	9:17	Warning Bell
7:25-8:10	Period 1/2	9:25-10:20	Period 1/2
8:10-8:16	Passing	10:20-10:26	Passing
8:16-9:07	Period 3/4	10:26-11:21	Period 3/4
9:07-9:13	Passing	11:21-11:27	Passing
9:13-9:58	Period 7/8	11:27-12:12	Period 5
9:58-10:04	Passing	12:12-12:18	Passing
10:04-10:49	Period 5	12:18-1:03	Period 6
10:49-10:55	Passing	1:03-1:09	Passing
10:55-11:40	Period 6	1:09-2:10	Period 7/8
11:40-11:45	Passing	2:10-2:15	Passing
11:45-12:15	Period 9	2:15-3:00	Period 9
<b>Advisory Day</b>		<b>Semester Exam Schedule</b>	
7:17	Warning Bell	7:20	Report to scheduled activity
7:25-8:50	Period 1/2	7:25-9:35	Exam/culminating activity
8:50-8:56	Passing	9:35-9:50	Break
8:56-9:20	Advisory	9:50	Report to scheduled activity
9:20-9:26	Passing	9:50-12:00	Exam/culminating activity
9:26-10:57	Period 3/4	12:00-12:30	Lunch
10:57-11:03	Passing		
11:03-11:48	Period 5		
11:48-11:54	Passing		
11:54-12:39	Period 6		
12:39-12:45	Passing		
12:45-2:10	Period 7/8		
2:10-2:15	Passing		
2:15-3:00	Period 9		