

Student Name: _____

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Blair Mission Statement

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



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 each student to achieve their highest potential.
- The school community respects, protects, and celebrates the diversity, talent, and potential to learn of each student.

<p>Montgomery Blair High School: Our History</p> <p>Over eighty years ago, the rapidly expanding Takoma Park-Silver Spring area began to feel the need for a new high school to relieve its overcrowded junior-senior high school. Plans were drawn for the construction of this new school, and the hill overlooking Sligo Creek was chosen for its natural beauty, its central location, and its size, which allowed room for expansion. The first student body chose to name the school in honor of Montgomery Blair, the famous son of the founder of Silver Spring. Blair's original building, on Wayne Avenue and Dale Drive, opened to students in March 1935.</p> <p>In the spring of 1996, the Blair Community celebrated ground-breaking for the "new" Montgomery Blair High School, which opened its doors to 2750 students and 250 professional and supporting staff members on August 31, 1998. The facility has a large media center, a student activity center, a large, fully-equipped Fine Arts wing, a TV studio, a greenhouse, a professional-size gymnasium, a 750-seat auditorium, outdoor tennis and basketball courts, and football, soccer, track, and baseball fields. At its new location, Montgomery Blair continues to emphasize academic excellence through interdisciplinary and innovative instruction with the support of the latest technology.</p> <p>School Colors: Red and White School Mascot: The Blazer</p>	<p>Alma Mater: By old Sligo's winding waters Gentle hills of green Shelter as their proudest treasure Alma mater queen. We, thy students, will be loyal, For thy glory fight, Always keep thy name untarnished And thy honor bright. As the years shall bring thee power And thy share of fame, Countless students coming after Shall exalt thy name. Speak thee fairly, speak thee proudly, Shout it to the air: Hail to thee our Alma Mater, Hail Montgomery Blair.</p> <p>School Song: Fight! Blazers, fight for old Blair High! Right behind you, everyone is with you! Break the line and follow down the field And you'll be up on the top, up on the top. Oh, Blazers, you will always win Proud to see your colors flying skyward! In the end you'll win a victory So Blazers fight for old Blair High! FIGHT!!!</p>
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The Instructional Leadership Team

MBHS is a professional learning community united in the belief that all students can learn. Learning is the primary purpose of our school and collaboration is the surest way to increase student achievement. The Instructional Leadership Team is composed of administrators, resource teachers, the academy coordinator, staff development teacher, the media specialist, elected faculty representatives, representation from supporting services staff, parents, and students. Educational topics are discussed and decisions are reached collaboratively.



As leaders, the ILT believes strongly that when instructional leaders commit themselves to the improvement of relationships between all people in the school, when they ensure the relevance of the high school experience through the academy pathways, and when they monitor the teaching rigor of the curriculum, the excellence and achievement of all students will improve.

Administration and Staff

Principal-----	Mrs. Johnson
Asst. Principal, Grade 12-----	Dr. Allain
Asst. Principal, Grade 11-----	Ms. Burgos-Ojeda
Asst. Principal, Grade 10 (Last Names A-O)-----	Ms. Richardson
Asst. Principal, Grade 9 (Last Names A-O)-----	Mr. Cauley
Asst. Principal, ESOL and METS-----	Ms. Carrillo
Asst. School Administrator, Grades 9 & 10 (Last Names P-Z)-----	Mr. Fanning
Academy Coordinator-----	Ms. Sanchez
Administrative Secretary-----	Ms. Addison
Administrative Secretary-----	Ms. Barillas
Administrative Secretary-----	Mr. Crabtree
Administrative Secretary-----	Ms. Heiss
Administrative Secretary-----	Ms. Lopez
Athletic Director-----	Ms. Boule
Attendance Secretary-----	Ms. Fus
Building Services Manager-----	Mr. Perron
Business Administrator-----	Mr. Funk
Business and Tech Ed RT-----	Mr. Street
Cafeteria Manager-----	Ms. Blanton
CAP Coordinator-----	Ms. Fillman
Career Center Coordinator-----	Mr. Hernandez
Counseling Dept Secretary-----	Ms. Flores
Counseling Dept Secretary-----	Ms. Shub
Counseling RT-----	Ms. Soriano
English RT-----	Ms. Singleton
ESOL & Reading RT-----	Ms. Hiller
Financial Specialist-----	Ms. Franklin
Fine Arts RT-----	Ms. Armstead-Thomas
Health and PE RT-----	Mr. McMahon
Magnet Coordinator-----	Mr. Ostrander
Magnet Secretary-----	Ms. Castro de Lanza
Math RT-----	Ms. Davis
Algebra Lead-----	Mr. McCoy
Media Specialist-----	Ms. Lamphier
Principal's Secretary-----	Ms. Biggs
Registrar-----	Ms. Ponce
Registrar-----	Ms. Salazar
Science RT-----	Ms. Roark
Social Studies RT-----	Ms. Thornton
Special Education RT-----	Ms. Reid
Staff Development-----	Dr. Fields
Testing Coordinator-----	Ms. Burgos-Ojeda/ Mr. Fanning
World Languages RT-----	Ms. Barrera
Security Team Leader-----	Mr. Cooper
Security Assistant-----	Ms. Walsh
Security Assistant-----	Mr. Johnson
Security Assistant-----	Mr. Kelly
Security Assistant-----	Ms. Ngbea
Security Assistant-----	Mr. Leatherwood
Security Assistant-----	Mr. Seals
Security Assistant-----	Ms. Pastor

Where to go when you need information about:



Absences	Attendance Office
Age of Majority	Attendance Office
Athletics	Athletic Director
Audio Visual Equipment & Library Materials	Media Center
Bus Concerns	Main Office
Capstones	Academy Office
Change of Address	Counseling Office
College/Career Information	Career Center
Early Departure/Extended Absence	Attendance/Administrator
Eligibility Requirements	Athletic Director
Enrollment Verification	Registrar
Free and Reduced Lunch Applications	Main Office
Grade Changes	Teacher/Counseling
Graduation Requirements	Counseling Office
Health Information	Health Room (Rm. 140)
Health Concerns	Health Room (Rm. 140)
High School Intervention	Counseling Office
Home Instruction	Counseling Office
Interim	Teacher/Counseling Office
Internships	Mr. Finch (Rm. 221)
Jobs	Career Center
Locker Concerns	Security
Lost books	Department for that subject
Lost Valuables and Clothing	Security Office
Obligations	Financial Specialist
Personal Concerns	Counselor/Administrator
Report Card Pickup	Counseling Office
Schedule Changes	Counselors
Scholarships	Career Center/Counselors
Selective Service Registration	U.S. Post Office
Senior Class Activities	Ms. Norris (Math Department) and Ms. Fus
Short Term Illness (Homework Collection)	Counseling Office
Standardized Testing (PSAT, SAT, ACT)	Career Center/Testing Coordinator
Student Service Learning Hours	Ms. Sanchez (Special Education Office)
Student Aide	Ms. Soriano (Counseling Office)
Student Parking	Ms. Fus (Attendance)
Student Records	Registrar
Study Concerns	Academic Support/Counselor
Tardiness	Attendance Office
Transcripts	Registrar
Transfer/Withdrawal	Registrar
Tutoring	Counseling Office/Media Center
Visitors to School	Main Office
Work Permits	Montgomery County Dept of Labor

2020 Graduation Requirements

Credits (minimum 22)

4 English	1 Fine Arts
4+ Math, at least one course per year	1 Technology Education
3 Social Studies (U.S. History, NSL Govt, Modern World History)	½ Health Education
3 Science (Biology, Physical Science, Elective)	2 World Language or advanced technology or career development
1 Physical Education	2.5 elective course

Additional Requirements:

State Assessments (passing HSA, MISA, and PARCC scores depends on your year of graduation)
75 Student Service Learning Hours



Success for Every Student

Academic Support

Blair's academic departments will continue to provide students with academic support after school and during lunch. 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.

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: Period 5 for a 60-minute lunch and Period 6 and 9 for 45 minutes; all other classes meet every other day for 91 minutes.

Literacy Plan

Literacy is the key to success in all academic areas. A thorough analysis of various student performance data indicates that a comprehensive school-side focus on literacy is necessary to increase the reading comprehension level of every student so that all students are reading and comprehending at or above grade level. We must provide our students with the academic and content-specific vocabulary and effective reading comprehension strategies to be successful in all content areas and in academic and professional pursuits beyond high school.

Rec Zone

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 students to get extra help and complete homework assignments.

Student Planner

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

Summer Assignments

To encourage students to become more enthusiastic, thoughtful, and skillful, all incoming ninth graders and returning students are required to complete specified reading, writing, and viewing assignments by the opening of school. Brochures that provide assignment guidelines for each grade level have been distributed to all incoming and current students and are available in the counseling office and the school website www.mbhs.edu

Academic Interventions for Students

English	<ul style="list-style-type: none"> • Academic Support offered during #OneLunch via English Teachers and Composition Assistants • BLISS Peer Tutoring in selected classes • Test Prep Course for the SAT and ACT • Bridge Classes for ESOL students to transition to mainstream courses
Fine Arts	<ul style="list-style-type: none"> ▪ One-on-one help with music, art projects, and re-teaching during lunch and after school by appointment ▪ Teacher-recommended websites to use for additional individualized study of music theory, music technology, and photography tips
Magnet	<ul style="list-style-type: none"> ▪ Lunch time math tutoring rooms staffed by teachers and upper classmen ▪ Lunch time chemistry tutoring rooms for freshman chemistry
Mathematics	<ul style="list-style-type: none"> ▪ BLISS tutors in the classroom/help room ▪ Math Help room during lunch (room 233) ▪ Individual Teacher Academic support ▪ Adult Tutor List distributed to Math and Counseling departments ▪ S.A.T. in College Test Prep classes ▪ Summer Math Program ▪ Mu Alpha Theta Honor Society tutoring ▪ Graphing Calculator Rental Program
Reading	<ul style="list-style-type: none"> ▪ BLISS tutors to support student learning goals in the classroom ▪ Quarterly conferences to discuss progress towards reading goals ▪ Use MyMCPS Classroom and/or Google Classroom to communicate assignments and grades to students ▪ Student progress is assessed throughout the year to monitor growth and make placement decisions
Science	<ul style="list-style-type: none"> ▪ BLISS tutors in the classroom/help room ▪ Science Help room during lunch; room number posted outside Rm 341 ▪ Individual PLC academic support ▪ Tutor List posted on website
Social Studies	<ul style="list-style-type: none"> ▪ Academic Support in room 147; Tuesday-Thursday during lunch students make up assignments ▪ MCPS student portal and Google Classroom ▪ Peer Tutoring in select classes ▪ APTest Prep review sessions ▪ Teach academic skills
Special Education	<ul style="list-style-type: none"> ▪ Rewards Reading, Reading Plus, Reading Assistant, and Writing Program ▪ Inclusion co-taught Double Period Algebra I ▪ Resource Room ▪ Testing to determine academic levels and disability ▪ Abbreviated schedule ▪ Use of Kurzweil and Bookshare ▪ Daily lunch time Academic Support ▪ 5-6 year graduation plan
World Languages	<ul style="list-style-type: none"> • Academic Support during lunch time (Before and after school by appointment) • Student tutors from the Spanish and French honor societies • Teacher-recommended websites for additional language practice.

2019-2020 Academic Support Schedule

DEPARTMENT	LOCATION	TIMES
Business/Computer Science	222/223	Tuesday-Thursday Lunch, After School
English	174	Monday-Thursday Lunch, After School
ESOL	154	Monday-Friday: Lunch Tuesday-Thursday: After School Contact your teacher
Fine Arts – Art Classes	2, 4, 7, 9, 11, 13	Lunch and After School Contact your teacher
Fine Arts – Music Classes	5, 14, 16	
Health and PE	Weight room (schedule on the door) or PE offices	Monday-Friday By Appointment
Magnet	Magnet classrooms	Monday-Friday 3:00 – 4:00
Math	233	Monday-Friday: Lunch Also By Appointment
Reading	Reading classrooms	Lunch After School
Science	341	Monday-Friday: Lunch Tuesday-Thursday: After School
Social Studies	147	Tuesday-Thursday Per. 5, 6
Technology	120	Tuesday-Thursday Lunch, After School
World Languages	World Languages classrooms (Please refer to teacher's schedule outside the WL office, 170)	Lunch (Before and after school by appointment)

Calculation of Semester Grades

Montgomery County Public Schools (MCPS) has replaced the two-hour semester final exams with centrally developed, in-class marking period assessments. Centrally developed quarterly assessments will be administered each marking period in courses for which there was previously a countywide final exam, to count for 10% of the marking period grade. Similar to current semester grade calculations for courses in which there is no final exam, the semester grade will be calculated using the letter grades from each marking period. For all high school courses, the semester grade will be calculated by averaging the letter grade for each marking period.

REVISED GRADING TABLE

Letters indicate MP1 MP2 = Semester Grade

AA = A	BA = A	CA = B	DA = B	EA = C
AB = A*	BB = B	CB = B	DB = C	EB = C
AC = B	BC = B*	CC = C	DC = C	EC = D
AD = B*	BD = C	CD = C*	DD = D	ED = D
AE = C	BE = C*	CE = D	DE = E	EE = E

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. The school may continue to call parents to confirm reasons for absences and to report discipline Concerns as long as the student attends school and resides in the home. **Age of Majority status may be revoked for abuse of school rules and procedures.**

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.
 - No displays of affection.
 - Remain seated unless given permission by the bus driver to move.
 - Do not eat, spit, drink, or use tobacco, lighters, matches, drugs, or alcohol on the bus.
 - Do not distract the driver's attention with loud noises or language, such as cursing, yelling, name calling, 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 and Electronic Devices. The Board of Education and the Maryland State Department of Education allows high school students to have cell phones in the school building. Any student who needs to phone home in an emergency situation should go to his/her administrator or counselor to seek help rather than use a cell phone during the instructional periods. Cell phones may be used between classes, before school, during lunch, and after school. Cell phones must be off and put away during instructional periods.

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

Dress Code. Students have a responsibility to be dressed and groomed for school. Students may not be disciplined for their style of dress or grooming unless it -

- Is likely to cause disruption to school activities;
- Causes a disruption to the educational environment;
- Endangers health or safety;
- Fails to meet a reasonable requirement of a course or activity;
- Is associated with gangs;
- Is lewd, vulgar, obscene, revealing, or of a sexual nature; or
- Promotes the use of tobacco, alcohol, or drugs



Eligibility for Extracurricular and Athletic Activities. Students must maintain a 2.0 average with no more than one E to participate in athletics 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.
- All financial obligations must be paid prior to participation in an extracurricular or athletic activity.

Emergencies and Evacuations.

- **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. See page 14 for fire emergency procedures.
- **Shelter in Place and Tornado Drills:** An alert established as part of the Homeland Security system, designed specifically for chemical, biological, and/or radiological incidents or tornadoes. Staff and students should remain calm and quiet in the nearest classroom and await instructions as to how to proceed.
- **Lockdown:** Alerts which indicate that there is imminent danger in or outside the school. A lockdown situation requires all classrooms locked, lights turned off, and silence established until the emergency is cleared by local authorities.

Financial Obligations. Students may incur financial obligations for lost or damaged textbooks, replacement IDs, replacement planbooks, media center materials, and unpaid activity fees. It is the student's responsibility to pay all financial obligations by the end of each semester. Students unable to pay because of financial hardship should talk to the Financial Specialist to set up a financial plan to help them meet their obligations. Seniors must be clear of any outstanding obligations in order to purchase prom tickets and/or pick up graduation cap and gown.

Fundraising Activities. Fundraising activities must benefit Montgomery Blair organizations. A fundraising plan must be completed and pre-approved by the Business Administrator prior to the start of any functions related to the activity. No students may sell candy or other goods on school grounds for non-Montgomery County Public Schools organizations.

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. Fourth 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.

Hall Passes. All students must have a pass from a staff member in their plan book or on a MCPS pass form when leaving a classroom.

Hats and Head Coverings. Students and staff are allowed to wear hats and religious head coverings at Montgomery Blair High school. Hoods, masks, or any face coverings are prohibited and will be confiscated.

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 student's physician.

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, gaining admission to school events. Students without an ID badge can obtain one from the Security Office in Rm. 118 after school on Monday, Wednesday and Friday. The first replacement ID badge is free. Each additional replacement ID badge will result in a \$5.00 obligation fee.

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 media center during lunch. In addition, students may eat outside of the building in the courtyard areas and by the playing fields. The other hallways are off-limits unless students are going to Academic Support.

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, and have no history of parking violations on campus. Permits are issued on a first-come, first-served basis. Each parking permit is \$37.50 per semester. 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.
 - 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.
-

Partial Schedule. Students having partial schedules are to be on school grounds only during their scheduled periods 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.

Theft. To avoid theft, all personal items should be kept with you at all times. Student victims of property theft should check with friends and associates and then **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.
 - Students who experience theft or loss of valuable items will be encouraged to notify the School Resource Officer. **When a theft is reported, students will list all items issued by the school system that may result in an obligation for the student.** Note: The loss of school related items (planbook, projects, notebooks) are generally not items the police will investigate.
 - When security recovers the lost or stolen items, they will notify the student as soon as possible.
 - **Prevention of theft is key.** Items not needed for school (valuable electronics) should be left at home.
-

Visitors. All visitors are required to register with school staff. An ID will be issued to each visitor. Visitor parking spaces are available on both the Colesville and University parking lots.

Attendance Policy

The following absences are excused:

1. illness of student
2. observance of religious holiday
3. court summons (copy of summons required)
4. death in the immediate family
5. pregnancy and parenting needs
6. Motor Vehicle Administration (i.e. driving test)
7. Lack of authorized transportation (i.e. school bus does not arrive)

Note: Absences for vacations, family emergencies, traffic Concerns, and car trouble 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., educational experiences, non-MCPS sports, work related school activities.
- **College Visits and Educational Experiences:** College visits are excused. A parental note must be submitted to the attendance office **at least 24 hours in advance**.
- **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 must sign out at the Attendance Office. Students must present the Health Room dismissal slip to the Attendance Office. The Attendance Office will enter the excuse into the computer.
- **Early Departure Procedures:** Students will be excused for early departure only by presenting a note to the Attendance office before 7:45 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. Only parents and/or persons authorized in writing by parents may pick up a child from school. Parents may designate these other individuals on the emergency information card completed at the beginning of each school year. Parents also may send the school a note authorizing a specific individual to pick up their child. Schools typically contact parents by telephone to confirm such arrangements. Schools will ask the individual to show a photo identification card before releasing a student.
- **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 first or second 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. Notes may also be faxed to 301-649-2930. E-mail is NOT accepted.
 - **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 8:05 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:** Students with three unlawful absences in a class will be warned of the possibility of failure and receive a letter in the mail. Students who are unlawfully absent from class five times will automatically receive a loss of credit. Students and parents can appeal the loss of credit with the grade level administrator. In addition, 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.
- **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 student's 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.
- **Notification:** Automated phone calls are made every evening when a student is marked absent from any class period. Information is also available on MyMCPS Portal under the homeroom tab.
- **Tardies:** Missing twenty minutes of any class constitutes an absence from that class.

Student Rights and Responsibilities

Student Due Process Rights	Student Responsibilities
<p>If a student has a problem or complaint, including a complaint of discrimination, the student may:</p> <ul style="list-style-type: none"> • meet with the principal to seek an informal resolution, or • request, in writing, that the principal formally review the complaint. <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>Appeal of the Decision of the Principal</p> <p>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.</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>Effective communication skills by reading and writing across the curriculum.</p> <p>Critical thinking skills by gathering, processing, and evaluating evidence and information to form opinions, make decision, and solve Concerns.</p> <p>Personal responsibility by learning strategies for time management, utilizing study skills, and developing the capacity for effective self-advocacy and self-reflection.</p> <p>Social responsibility by modeling behavior appropriate to an academic setting, respecting our school environment, and actively contributing to the Blair community.</p>

Student Government Association

Sponsor: Mr. Shindel

Rm. 161

<http://sga.mbhs.edu>

The **Student Government Association (SGA)** provides students with a voice in school affairs and an opportunity to express views to the administration. Blair's student government is also responsible for coordinating fund-raising projects and social events.

The Leadership Class meets daily and is comprised of Executive officers elected and persons appointed the previous spring. It handles the day-to-day operations of the SGA. Membership in the Leadership Class is by application only.

Blair Congress, the voting body of the SGA, is comprised of the Senate (the President and Vice-President of each grade level) and the House of Representatives (any student may join). To join the House of Representatives and be a part of Blair Congress, all you need to do is show interest and attend the meetings.

Blair Congress will have the opportunity to be involved in daily operations, submit motions, resolutions and initiatives which will be considered for ratification and action according to the procedures set out in the Constitution. Blair SGA's Constitution is accessible on the SGA's website.

Class Councils are comprised of elected officers for each grade and interested students. Each President and Vice-President will distribute applications and convene a council to handle grade-related activities, and raise money for prom and graduation for their senior year.

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 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 September, students will be provided with a copy of the MCPS Code of Conduct indicating 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.



DISCIPLINE POLICY 2019-2020		
Violations		
Academic Dishonesty/ Violating Test Procedures	Dress code violation	Intimidation/threats, hazing, bullying, harassment
Alcohol/Drugs (Distribution)	Electronics, including cameras, unauthorized	Leaving school without sign-out
Arguing with other students	Extortion	Sexual Harassment/ Misconduct
Arson	Fighting	Skateboards, rollerblades, etc., use on school grounds
Assault on a staff/student	Fire alarm (false alarm)	Stink or smoke bombs, mace, pepper spray, etc.
Bomb/Facsimile Possession or Bomb Threats	Firearms	Tardies
Bullying	Forgery	Theft
Bus misconduct	Gambling	Threatening a staff member
Destruction of property; vandalism, graffiti	Gang Activity, Inciting/Participating	Tobacco, possession/use
Display of affection	Horseplay, play fighting, rough housing	Trespassing
Disrespect/being rude/ use of profanity	Inciting/refusing to leave a disturbance and/or conflict	Truancy, cutting class
Distribution of Intoxicants	Insubordination, refusal to follow simple request	Violent Physical Attack on a Staff Member
Disruption of class	Internet/Network violation	Weapons, dangerous instruments
		Weapons Used to Cause Bodily Harm/Injury

Honor Code

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

- Follow test procedures.
- Adhere to academic honesty by using only authorized materials, information, and study aids.
- Verify and correctly document information and citations in written and oral presentations.
- Tell the truth to other members of the Blair community.
- Respect the property of other members of the Blair community.
- Present valid signatures on documents, excuse notes, and passes.
- Abide by the guidelines for appropriate use of school computer networks.

MCPS definition of plagiarism and academic dishonesty

Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in academic work over other students, using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, electronics or any other methodology including the use of photographs without the permission of the photographer (MCPS JFA-RA).

Range of Consequences as outlined by MCPS

The consequences of plagiarism and academic dishonesty can range from a conference to a recommendation for expulsion (MCPS JFA-RA).

For further information regarding consequence for Academic Dishonesty, please refer to the Montgomery Blair Discipline Policy.

Fire and Emergency Evacuation Locations

If the fire alarm rings during class or advisory, you will follow your teacher to your room's assigned evacuation location.

If the fire alarm rings **before school starts**, report to the location for your first block class of the day (1st period on an odd day, 2nd period on an even day).

If the fire alarm rings **between classes**, report to the location for your next period class.

If the fire alarm rings **during lunch**, students in SAC report to Area 5 along the fence separating the practice field and the stadium.

Location Key:

Area 1 – Grass inside track and basketball courts

Area 2 – Practice football field

Area 3 – Grass area in front of stadium, near baseball/softball fields

Area 4 – Grass area in front of fine arts wing, at 29 and University Blvd.

Area 5 – Practice football field next to stadium

Eligibility for Extracurricular and Athletic Activities

Students must maintain a 2.0 average with no more than one E to participate in athletics and other extracurricular activities. See “School Policies and Procedures” on p. 8 of this planbook for more details.

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 (Athletics office located across from the main office).

Assistant Athletic Directors: Ms. Kristen Cole and Mr. James Mogge

Season	Boy’s Teams	Girl’s Teams
Fall	Varsity Football.....Mr. Nosoff JV FootballMr. Cole Varsity SoccerMr. Hernandez JV SoccerTBD GolfTBD	Varsity Volleyball.....Mr. Liang JV Volleyball Ms. Earle Varsity Field Hockey.Ms. Lusby JV Field Hockey Ms. Mason Varsity Soccer Mr. Gibb JV Soccer.....TBD Poms Ms. Soriano
Winter	Varsity Basketball.....Mr. Pigrom JV Basketball.....Mr. Charles Varsity Wrestling.....Mr. Grover JV Wrestling.....Mr. McMahon	Varsity Basketball.....Ms. Ferguson JV Basketball Ms. Mason Poms Ms. Soriano
Spring	Varsity BaseballMr. Zolkiewicz JV Baseball.....Mr. Rosas VolleyballMr. Liang TennisMr. Lynch Varsity Lacrosse.....Mr. Feeney JV LacrosseMr. Burnell	Varsity SoftballMr. Hoelman JV Softball.....Ms. Rich Varsity Lacrosse Ms. Richie JV Lacrosse Ms. Mason Gymnastics Ms. Ruderman Tennis Mr. Ngbea
Co-Ed Teams		
Fall	Cross Country.....Ms. Bosse Team HandballMs. Rich Cheerleading.....Ms. Rykoskey and Ms. Bloom	
Winter	Indoor TrackTBD Swim/Dive.....Ms. Labriola Bocce BallMr. TBD Cheerleading.....Ms. Rykoskey and Ms. Bloom	
Spring	Track and FieldMs. Bumbernick VolleyballMs. Armstead-Thomas Allied SoftballMs. Moran	



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 their administrator.

Club/Organization	Sponsor	Club/Organization	Sponsor
African Club	Mr. Ngbea	Math Team	Mr. Stein
Bible Fellowship	Mr. D. Lee	Mock Trial	TBD
Biology Team	Ms. Bosse/Ms. Sloe	Model UN	Mr. Moose/Mr. Cirincione
Blair Network Comm.	Mr. Mayo	Montgomery Blair Players	Ms. O'Connor
Blair One Acts	Mr. Anderson	Muslim Students Assoc.	Ms. Lamphier
Blazer Ragers (Spirit Club)	Mr. Sturm	National Art Honor Soc.	TBD
Bowling Club	Mr. Shiotani	National Honor Society	Mr. Pham
Ceramics Club	Mr. Verock	National Latin Honor Soc.	Mr. Johnson
Chess Club	Mr. Rose	No Labels Diversity Wksp	Ms. Jeral
Chinese Calligraphy	Mr. Lee	One Act Plays	Mr. Anderson
Color Guard/Flag Squad	Mr. Oldham	Philosophy Club	Mr. Schwartz
Computer Team	Ms. Wright	Photography Club	Ms. Fillman
CUPS (Service Club)	Mr. Cirincione	Physics Team	Mr. Schafer
Cybersecurity Club	Mr. Schwartz	Pit Orchestra	Mr. Oldham
Debate Team	Mr. Gabaree	Robotics Club	Mr. Davis
Film Club	Mr. Shiotani	Sankofa	Ms. Ellie
Forensics Club	Ms. Scanlan	Scholars on Ships	Ms. Rich
French Honor Society	Ms. Austin	Scholarship Club	Mr. Gabaree
Gay-Straight Alliance	Ms. Thornton	Science Nat'l Honor Soc	Mr. Haigh/Ms. Earle
Girl Up	Ms. Russell	Silver Chips (Newspaper)	Ms. Edwards/Mr. Stelzner
Girls Who Code	Ms. Piper	Silver Quill	Ms. Mathews
Green Club	Ms. Mason	Silverlogue (Yearbook)	Ms. Simel
Human Rights Club	Ms. Manuel	SmartPhone Programming	Mr. Rose
InToneNation	Ms. Hernandez-Cata	Spanish Debate Team	Ms. Block
It's Academic	Mr. Schafer/Mr. Lodal	Spanish Honor Society	Ms. Araujo
Japanese Anime Club	Ms. Zoll	Student Gov. Assoc. (SGA)	Mr. Shindel
Jewish Culture Club	Mr. Grossman	Tri-M Music Honor Soc.	Ms. M. Roberts
Key Club	Ms. Bruno	Ultimate Frisbee Club	Ms. Levien
Linguistics Club	Mr. Rose	WEB Dubois Honor Soc.	Ms. Blake
Logic Club	Mr. Schwartz	Weight Training Club	Mr. McMahon
Marching Band	Mr. Oldham	Women's Advocacy Group	Ms. Rao
Martial Arts Tricking Club	Mr. D. Lee	Young Democrats	Ms. Russell
Math National Honor Soc.	Ms. Hsu	Youth and Government	Mr. Gabaree

More clubs and activities can be found on the Blair Homepage or by visiting <http://www.mbhs.edu/activities/>

Instructional Media Center (IMC)
Blair Boulevard, 301-649-2831



Staff:

Media Specialist: Ms. Lamphier
Media Assistants: Mr. Caldas and Ms. Valenzuela
Media Services Technician: Mr. Nance

Hours:

7:15 – 3:30 Monday - Friday

Open during lunch and after school except when classes are scheduled. These times may be changed in order to accommodate major research projects. A daily schedule of activities is posted on Blair Boulevard each morning.

Code of Conduct:

Media Center users respect the mission of the IMC: to provide a quiet place for research, homework, reading, or school activities. Blair Media Center follows MCPS and Montgomery Blair High School policies to ensure that the Media Center environment promotes student learning.

- Media Center seating at tables and computers is provided for individual and group study. Media Center staff may request students without study materials to move in order to accommodate students who need table space for study.
- Computers and printing may be used only for schoolwork. Food and drink (except water) are not allowed in the media center.
- Students must present a current student ID in order to use the media center facilities or borrow materials.

Electronic Responsibility:

- Cell phones are allowed for silent uses only. Phone calls may not be placed or taken in the media center.
- Students will be asked to remove headphones when seated with other students at tables. Students are asked to remove headphones when talking with or listening to others, including to staff.
- All uses of computers and the computer network at Blair must be for educational use and comply with MCPS computer regulations.
- Students who print non-school related material will be charged a fee of \$0.10 per page.

Borrowing Periods:

- Books and magazines (past issues only): 3 weeks
- Special Reserve: due by 7:45a.m. the next day (fine of \$0.50 per day per item)
- Kindles and AV equipment: 10 Kindles for audiobooks. Some AV equipment may be borrowed for in-school use with written permission of a teacher. Students may borrow Kindles and some AV equipment overnight if parents have signed a form acknowledging financial responsibility.
- Overdue notices will be sent to first period teachers. Financial obligations are updated routinely and recorded in the Business Office.

Online Databases and Computer Services

- We offer a bank of PC computers and a set of Chromebooks for individual and class use. Before school, during lunch, and after school, students must present ID cards to check out computer use cards at the circulation desk. Use of Chromebooks requires a signed user agreement that is kept on file.
- A scanner
- Color laser printer – \$0.50 per page

The Web Page

Blair students can access a number of internet-based instructional, research, search tools, and student projects from both school and home computers. For access to databases and class projects/pathfinders, go to <http://imc.mbhs.edu>.

Computer Use at Blair

Blair is fortunate to have the latest in computer technology available to both students and staff. Each student has a personal account that can be accessed at any networked computer in the school. 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.



A Review of the Guidelines for Inappropriate Use of Computer Networks

The following guidelines are taken from MCPS regulations (IGT-RA) which all students should read and understand. This list is NOT intended to be all-inclusive but to serve as a guide.

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

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

Rm. 342 301-649-8510 <http://academies.mbhs.edu>
Academy Coordinator: Ms. Beth Sanchez Beth_S_Sanchez@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 enhance the academic experience of students through special electives and events that allow students to explore their career interests.

Entrepreneurship Academy *Lead Teacher: Mr. Murley, 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.

Human Services Professions Academy *Lead Teacher: Ms. Jacobs-Ivey, Sandra_R_JacobsIvey@mcpsmd.org*

The mission of the Academy of Human Service Professions is to prepare students with the skills to provide essential human services, especially to those who are least able to help themselves

International Studies and Law Academy *Lead Teacher: TBD*

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.

Music, Media, and the Arts Academy *Lead Teacher: Mr. Horne, Michael_J_Horne@mcpsmd.org*

The mission of the Academy of MMA is to give students authentic experiences in creating and using media to entertain, inform, and persuade and provide students with critical thinking skills, which enable them to deconstruct and interpret messages and to develop independent judgments about media content.

Science, Tech, Engineering, Math Academy *Lead Teacher: Mr. Haigh, John_A_HaighIII@mcpsmd.org*

The mission of the Academy of STEM is to provide students with the technological, scientific, mathematical, research, and problem-solving skills needed in STEM careers.

Academy Certificate Requirements

Academy Certificate of Completion

- successful completion of three academy courses/electives
- successful completion of the capstone experience with a rating of satisfactory

The Capstone Experience

The capstone experience provides each student with the opportunity to explore an area of his or her choice. The activity must be in depth, challenging and reflective of the collective learning of the student relative to the selected academy strand and career focus.

Approval

The capstone experience must be approved by the Academy Lead Teacher.

Evaluation

A capstone experience will be evaluated by a committee including the Academy Lead Teacher, mentor, peers, and community members. The capstone portfolio must include the following:

- Journal
- Oral presentation or performance with visual aids
- Reflective essay

These pieces are required regardless of the type of capstone experience selected. Capstone experiences will be evaluated by rubrics, which will be available to students once their capstone is approved, and will receive a rating of unsatisfactory, satisfactory, or outstanding.

School Counseling Office

Resource Counselor: Ms. Makeyda Soriano

Secretaries: Ms. Dee Shub and Ms. Estrella Flores

Registrar: Ms. Rosa Ponce and Ms. Carmen Salazar

301-649-2810

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 Strategic Statement

- ❖ **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 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.

Counselor Assignments

Student's Last Name Begins With:	Counselor
A-BI	Ms. Raolat Agbedina
Bm-C	Mr. Kirk Simms
D-F	Mr. Kareef Overton
G-He	Ms. Emily Putney
Hf-La	Mr. Timothy Rossini
Lb-Mg	Mrs. Leanna Binick
Mh-Pe	Mr. Alphonso Burwell
Pf-Sa	Ms. Antia Reddicks
Sb-Ts	Ms. Rachel Greene
Tt-Z	Ms. Belvey Russ
METS and ESOL 1-3 Students	Ms. Lia Contreras
ESOL 4-5	Ms. Jennifer Poole

Counselors are available during lunch for drop-in meetings.

Check out the Counseling Department Web Site! Follow us on Twitter! @BlairCounseling

www.mbhs.edu/departments/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
- 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

College/Career Center

College/Career Information Coordinator: Mr. Edvin Hernandez

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 to be ready for the rigors of our ever-changing global economy.

Get A Naviance/Family Connections Account

Naviance/Family Connections is a valuable website that can help students and parents:

- Search for colleges, research careers, and locate scholarships.
- Use scattergrams to see data about where other Blair students applied, were accepted, and attended college.
- See the list of upcoming college visits in the Career Center.
- Receive weekly Career Center Notes email with announcement and other pertinent information.
- Complete a personality inventory.

How To Get A Naviance/Family Connections Account

- Parents can email Mr. Hernandez edvin_m_hernandez@mcpsmd.org or call him at 301-649-2819, to get signed up for Family Connections.
- Students can stop by the Career Center to get their Family Connections account activated.

How To Access Naviance/Family Connections

- Go to the Blair website, www.mbhs.edu
- Click on Counseling
- Click on Naviance/Family Connections for Students & Parents
- Log on by entering your email address and password (your student ID#)

Career and occupational information. Extensive resources covering hundreds of occupations, including Bridges, 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, 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. 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.

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.

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.



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

- ✓ **Be aware of what colleges will be looking at 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., 2 or 4 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 2 or 4 year colleges, universities, proprietary 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 you are interested in.** 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 the 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, www.fafsa.ed.gov, www.finaid.org, or www.fastweb.com.

The College Application 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 online or in the Career Center. Students needing the TOEFL tests should come to the Career Center.
2. **Complete your Trailblazer documents** as soon as possible. Your Trailblazer documents include:
 - Student Self-Evaluation Survey (Online in Naviance/Family Connections)
 - Parent Questionnaire (Online in Naviance/Family Connections)
 - Resume (Online in Naviance/Family Connections or submit a paper copy)
 - Summary of Four Year Activities Form (white handout)
 - Authorization to Release Records Form (yellow handout)
 - Teacher Checklist (3 blue handouts)Remember that the information you provide helps your counselor compose a letter of recommendation that is personally tailored to you. **IMPORTANT:** You must complete these documents before you can submit a Request for Transcript/Counselor Recommendation Form in the fall of senior year.
3. **Obtain college applications.** Most applications are available online. Some are on file in the Career Center. You also have the option of applying to many colleges and universities with the Common Application. Go to www.commonapp.org for more information.
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 with the Registrar.
5. **Transcript fees** are due at the time of transcript requests. The first three transcripts are free. Additional official transcripts are \$3 each and the fees are paid directly 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 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 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 transcript 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 4 years ago must call MCPS Central Records at 301-320-7301 to request transcripts.

2019-2020 Testing Dates www.collegeboard.com

SAT Testing: www.collegeboard.com

ACT Testing: www.act.org

AP Testing: <http://professionals.collegeboard.com/testing/ap/about/dates/next-year>

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

School Calendar for 2019-2020

Jul. 4	Holiday—Independence Day Offices & schools closed
Aug. 26-30	Professional days for teachers - No school for students
Sep. 3	Holiday—Labor Day Offices & schools closed
Sep. 4	First day of school for students
Sep. 30	Non instructional day - No school for students and teachers
Oct. 4	Grading/planning - Early release day K-12
Oct. 9	No school for students and teachers
Nov. 8	Early release day for all students; end of quarter planning
Nov. 11&12	Early release day for all students
Nov. 22	Day before Thanksgiving. Early release day K-12
Nov. 28-29	Holidays—Thanksgiving Offices & schools closed
Dec. 23-31	Winter break - No school for students and teachers
Jan. 1	Holiday—New Year's Day Offices & schools closed
Jan. 20	Holiday—Martin L. King, Jr.,Day - Offices & schools closed
Jan. 24	Early release day for all students; end of quarter planning
Jan. 27	Professional day for teachers - No school for students.
Feb. 17	Holiday—Presidents' Day Offices & schools closed
Feb. 28	Grading/planning Early release day K-12
Mar. 27	Early release day for all students; end of quarter planning
Apr. 6-13	Spring break. No school for students and teachers
Apr. 28	No school for students and teachers
May 25	Holiday—Memorial Day Offices & schools closed
Jun. 15	Last day of school for students
Jun. 16	Professional day for teachers