

# PARENT HANDBOOK

## 2007 – 2008



DAMASCUS HIGH SCHOOL  
25921 RIDGE ROAD  
DAMASCUS, MD 20872  
301/253-7030

Web page- [damascushs.org](http://damascushs.org)

Parent handbook compliments of Damascus High School PTSA and DHS administration  
Produced by the Parent-to-Parent Sounding Board Committee

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# SECTION 1

## Introduction

The purpose of this handbook is to provide parents with an easy access reference guide to a variety of programs and services that are available for your Damascus High School student. Although this handbook strives to provide you with comprehensive coverage, it can not reach this goal due to the constant changes that are inherent in a high school setting. It is important that you are aware of the following alternate forms of communication:

Website; [www.mcps.k12.md.us/schools/damascushs](http://www.mcps.k12.md.us/schools/damascushs) or [Damascushs.org](http://Damascushs.org) (excellent source for up-to-date information)

PTSA Newsletters – monthly (includes calendar of events)

Observer – school newspaper

Student handbook

Connect Ed-allows the school to make phone calls home to notify parents of important items

The Husky Hornet (Career Center newsletter) – monthly

### Damascus High School Mission Statement

The mission of Damascus High School, with its comprehensive and challenging programs, is to ensure that all students learn the skills necessary to compete in an intellectually and technologically advanced society and to become informed, productive citizens.

### Belief Statement

Effective education develops the whole person- intellectually, emotionally, socially, aesthetically, physically, and ethically. We believe that:

### CORE VALUES

1. Every person is valued and respected.
2. A safe and inviting environment is essential to learning.
3. Success is everyone’s responsibility.
4. Everyone can and should strive for improvement.

### Damascus High School Graduate Profile

Upon graduation from Damascus High School, our students will:

- Face the world confidently, treat themselves and others with respect, and strive always to carry out the **Damascus High School motto**: “Quid agis, agas bene.” (**“Whatever you do, do it well.”**)
- Demonstrate leadership, initiative, cooperation, an appreciation of diversity, and social awareness in their personal and professional relationships
- Possess the skills and the desire to be independent, life-long learners
- Possess the problem-solving, communication, technology, and social skills to competently enter their chosen career or educational path

- Seek to become involved, concerned, independent, and active citizens eager to contribute to a better society

## Damascus High School Objectives

Damascus High School students will demonstrate increased **academic achievement** as measured by:

- A. 72% of students successfully completing at least one Honors or AP course.
- B. 80% of students enrolled in an AP or Honors class earning an A or B, or a 10% increase from the previous year.
- C. 90% of students enrolled in all classes earning an A, B or C, or a 10% increase from the previous year
- D. 100% of all eligible students passing Algebra, Biology, Eng 10, and Government High School Assessments (H.S.A.s) (90% passing on their first attempt)
- E. 77% of seniors taking the SAT exam and an average score of 1650
- F. 97% of students taking the PSAT exam before 11<sup>th</sup> grade
- G. 95% daily attendance rate.
- H. 10% ineligibility or less each quarter.
- I. 65% of students will complete over 100 hours of SSL before they graduate.

## Staff Listings

<b>ADMINISTRATION</b>				
Main Office	301-253-7030		Phone 301-253-	<a href="mailto:Last Name First Name@mcpsmd.org">Last Name First Name@mcpsmd.org</a>
			Extension	<a href="mailto:E-mail address">E-mail address</a>
Principal		Robert Domergue	7036	Robert_Domergue@mcpsmd.org
Assistant Principals				
9 <sup>th</sup> Grade		Mike DeBoy	7035	Michael_J_DeBoy@mcpsmd.org
10 <sup>th</sup> Grade		Brandi Heckert	7034	Heckert_Brandice@mcpsmd.org
11 <sup>th</sup> Grade		Greg Pleasant	8703	Gregory_R_Pleasant@mcpsmd.org
12 <sup>th</sup> Grade A – G		Mike DeBoy	7035	
12 <sup>th</sup> Grade H – O		Greg Pleasant	8703	
12 <sup>th</sup> Grade P - Z		Brandi Heckert	7034	

<b>COUNSELORS</b>		<b>Students by Alpha</b>		
Geoffry Peelman		A - Ba	7037	Geoffory_Peelman@mcpsmd.org
Marty Higgins		Be - E	7037	Marty_Higgins@mcpsmd.org
Coleen Djouha		F - Kh	7072	Colleen_Djouha@mcpsmd.org
Arthur Smith		Ki - O	7037	Arthur_Smith@mcpsmc.org
Kristi Poker		P - Sa & Community Based		Kristi_Poker@mcpsmd.org
Patricia Villani		Sc - Z & Functional Life Skills	7037	Patricia_Villani@mcpsmd.org
<b>RESOURCE TEACHERS AND DEPARTMENT HEADS</b>				
Athletic Dept		Rob Leonard	7050	Rob_Leonard@mcpsmd.org
Art		James Will	7064	James_Will@mcpsmd.org
Attendance		Barbara Taylor	7042	Barbara_Taylor@mcpsmd.org
Business Manager		Kerri Pitts	7048	Kerri_Pitts@mcpsmd.org
Career & Tech.		Jeffrey Hanson	7045	Jeffrey_Hanson@mcpsmd.org
Child Development		Leslie Coggins	7069	Leslie_K_Coggins@mcpsmd.org
English		Jerry Nava	7066	Joseph_G_Nava@mcpsmd.org
Foreign Language		Ellen Briggs	8708	Ellen_Briggs@mcpsmd.org
Guidance		Geoffry Peelman	7037	Geoffrey_Peelman@mcpsmd.org
Health Room		Bernadette Plesniak	7051	Gregory_Pleasant@mcpsmd.org
Math		Thomas DeBoy	7070	Thomas_DeBoy@mcpsmd.org
Media Specialist		Freida Berg	7058	Freida_Berg@mcpsmd.org
Physical Education		Vic Mollet	7059	Vic_Mollet@mcpsmd.org
Science		David Culpepper	7071	David_Culpepper@mcpsmd.org
Security		Sara Clark	7067	SaraAnn_Clark@mcpsmd.org
Special Education		Jeffrey Jennings	7060	Jeffrey_Jennings@mcpsmd.org
Social Studies		John Mosier	7072	John_Mosier@mcpsmd.org
Yearbook			7054	

**CLASS SPONSORS:**

9 <sup>th</sup> grade	TBD	
10 <sup>th</sup> grade	Bridget Patton and Theresa Sluger	7066
11 <sup>th</sup> grade	Freida Berg and Martha Wade-Kellar	7058
12 <sup>th</sup> grade	Steve Kachadorian	7072

**MCPS TRANSPORTATION: 301-353-0955**

# **School Year Calendar**

## **2007-2008 SCHOOL CALENDAR**

### **2007**

August 27	First Day of School for Students
September 3	Holiday – Labor Day
September 13	Rosh Hashanah – Office & Schools closed
September 22	Yom Kippur
October 19	MSTA Convention – No school for students and teachers
November 1	Professional Day for Teachers – No school for students
November 22-23	Holidays – Thanksgiving
December 24-25	Holidays – Christmas
December 26-31	Winter Break – No school

### **2008**

January 1	Holiday – New Year’s Day – Offices and Schools Closed
January 21	Holiday – Martin L. King, Jr. Day – Offices and Schools Closed
January 22	Professional Day for Teachers – No School for Students
February 12	Holiday – Presidential Primary Election – Offices and Schools Closed
February 18	Holiday – Presidents’ Day – Offices and Schools Closed
March 21-24	Holidays – Easter (Note: Passover begins at Sundown on April 19)
March 25-28	Spring Break
April 7	Professional Day for Teachers – No School for Students
May 26	Holiday – Memorial Day – Offices and Schools Closed
June 12	Last Day of School for Students

### School Contingency Calendar, 2007-2008

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

5 days = one day to June 13, 2008

6 days = two days to June 13 and 16, 2008

7 days = three days to June 13, 16, and 17, 2008

8 days = four days to June 13, 16, 17, and 18, 2008

9 days = five days to June 13, 16, 17, 18, and 19, 2008

## **School Events and Important Dates**

August 23	Parent Orientation/Student meeting – incoming freshman orientation
September 18	Back to School Night
September 19	Progress reports # 1
September 26	Interim # 1 mailed home
October 13	Progress reports # 2
October 31	End Marking Period # 1
November 9	Report card # 1 distributed to students
November 26	Progress reports # 3
December 5	Interim # 2 mailed home
December 19	Progress reports # 4

Jan. 10 and 11	Exam review days
Jan. 10 – 17	Final Exams
January 18	Second marking period ends
January 23	Second Semester begins
January 30	Report card # 2 distributed to students
February 11	Progress reports # 5
February 20	Interim # 3 mailed home
February 27	Early Release Day – 11:40
March 7	Progress reports # 6
April 4	End Marking Period # 3
April 15	Report card # 3 distributed to students
April 25	Progress reports # 7
	Senior Interim reports mailed home
May 9	Interim # 4 mailed home
May 16	Senior Exam Review Day
May 19 – 23	Senior Exams
May 27	Progress reports # 8
June 5	Exam Review Day
June 9 - 12	Final Exams
June 12	End Marking Period # 4 and last day for students
June 19	Report cards mailed

**Graduation – TBD**

**PTSA meetings – 3<sup>rd</sup> Tuesday each month 7:00 pm in media center**

# 2007 · Counseling Services Calendar · 2008

## AUGUST

- 10 September **ACT** Registration Deadline
- 24 **Late deadline** for Sept. **ACT**
- 27 **FIRST DAY OF SCHOOL FOR STUDENTS**

## SEPTEMBER

- 10 October **SAT** Registration Deadline
- 14 **Late deadline** for Oct. **SAT**
- 15 **ACT Administration**
- 19 CCIC Meeting- Rochelle Davis/ Gaithersburg
- 21 October **ACT** Registration Deadline
- 23 **Washington, DC Performing Arts College Fair**  
The John F. Kennedy Center 1:00 p.m. - 3:00 p.m

## OCTOBER

- 2 November **SAT** Registration Deadline
- 5 **Late deadline** for Oct **ACT**
- 6 **SAT Administration**
- 8 HSA - Algebra / DA
- 9 HSA - English
- 10 HSA - Government
- 10 **College Expos** at the Discovery Sports Center
- 11 **Late deadline** for Nov **SAT**
- 11 HSA - Biology
- 15 HSA - Make-up
- 17 **PSAT** Administered in school
- 24 CCIC-Meeting / DeVry Visit
- 27 **ACT Administration**
- 30 December **SAT** Registration Deadline
- 31 **First marking period ends**

## NOVEMBER

- 2 December **ACT** Registration Deadline
- 3 **SAT Administration** – includes Lang. w/Listening
- 6 **Hispanic College Fair** –@ Maryland Universities  
at Shady Grove Conference Center
- 8 **Late deadline** for Dec **SAT**
- 8 **Greater Washington National College Fair**  
Washington Convention Center / 9:30am- 12:30pm & 6:30pm - 8:30pm
- 9 **Report Cards**
- 12-13 **Baltimore College Fair**  
The Baltimore Convention Center  
12<sup>th</sup> -9:00am -1:00pm & 6:00pm - 9:00pm / 13<sup>th</sup> - 9:00am-12:00pm
- 14 CCIC-Meeting- Mary Hull / Magruder
- 15 **Late deadline** for Dec. **ACT**
- 22 - 23 **No School** Thanksgiving

## DECEMBER

- 1 **SAT Administration**
- 8 **ACT Administration**
- 12 CCIC Meeting- Maureen Murphy /Paint Branch
- 26 January **SAT** Registration Deadline
- 24 -31 **No School** Winter Break

To take the TOEFL (Test of English as a Foreign Language) go to [www.Ets.Org/Toefl](http://www.Ets.Org/Toefl), or call 1-800-468-6335 for information / registration or call: The University of Maryland College Park :301-314-0319, Prometric (Bethesda): 301-718-9893, or Lanham : 301-552-3400

## SCHOOL CODE:

# 210460

## JANUARY

- 1 **FAFSA** online or mail / **First Day to File**
- 1 **No School**- New Years
- 4 **Late deadline** for Jan. **SAT**
- 4 February **ACT** Registration Deadline
- 7 HSA - Government
- 8 HSA - English
- 9 HSA - Biology
- 11 HSA - Algebra / DA
- 14-17 HSA - Make-up
- 16 CCIC-Meeting- Joe Hock/Sherwood
- 18 **Second marking period ends**
- 22-25 HSA - **Make-up**
- 26 **SAT Administration**
- 29 March **SAT** Registration Deadline
- 30 **Report Cards**

## FEBRUARY

- 5 **CCIC/RC Joint Meeting-@Clarksburg**
- 7 **Late deadline** for Mar **SAT**
- 9 **ACT Administration**
- 10 **COLLEGE GOAL SUNDAY**

## MARCH

- 1 **SAT Administration - Reasoning Only**
- 1 **MD State Filing Deadline** for the **FAFSA**
- TBA **Maryland Distinguished Scholar Mailed**
- 7 April **ACT** Registration Deadline
- 12 CCIC Meeting – Jan Marmor / Whitman
- 21 **Late deadline** for April **ACT**
- 21-28 **No School** SPRING BREAK

## April

- 1 May **SAT** Registration Deadline
- 4 **Third marking period ends**
- 10 **Late deadline** for May **SAT**
- 12 **ACT Administration**
- 15 **Report Cards**
- 16-17 **MCPS Nat'l College Fair** / Gaithersburg Fair Grounds
- 23 CCIC Meeting- C. Hammond-Davis/ Northwood

## MAY

- 3 **SAT Administration**
- 6 June **SAT** Registration Deadline
- 5-9 AP Exams Week 1
- 9 June **ACT** Registration Deadline
- 12-16 AP Exams Week 2
- 15 **Late deadline** for June. **SAT**
- 19 HSA - **Government**
- 20 HSA - **English**
- 21 HSA - **Biology**
- 21 CCIC Meeting- Janet Harris /Rockville
- 22 HSA - **Algebra / DA**
- 23 **Late deadline** for June **ACT**
- 27-30 HSA - **Make-up**

## JUNE

- 2-5 HSA - **Make-up**
- 7 **SAT Administration**
- 12 **Last Day for Students**
- 14 **ACT Administration**
- 19 **Report Cards**

# SECTION 2

## Policies, Procedures, and School Services

**Activity Fee** - \$5.00 - \$20.00 based on family income. Activity fee and completed extracurricular activity fee remittance form are mandatory for students to participate in extracurricular activities. **Students cannot have any outstanding obligations in order to participate.**

**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 busses*** for free when they show the drivers their school ID's. ***Activity bus*** operates on Wednesday & Thursdays.

**Age of Majority** – Those students who reach the age of 18 while in school have the choice of requesting Age of Majority status. The two basic privileges which Age of Majority status affords the student are the right to write his/her own absence notes and the right to access school records.

NOTE: *Although a student may attain age of majority status, the school reserves the right to notify the parents of any concerns or problems including: attendance problems, issuance of loss of credit, issuance of interims, questions concerning credits needed for graduation and rescinding the request due to abuse.*

**Alcohol and Drug Contract** – Students participating in any extracurricular activity must sign the Damascus High School Drug and Alcohol Policy contract during the school year. NOTE: The deadline in the fall is Back-to-School night.

**Calculators** – All students are **required** to have a minimum **TI 84+** for Algebra classes or above. Rentals are available through DHS Math Department for \$25 while supplies last. (301/253-7070)

**Cell Phones** - Students are not permitted to use them to make or receive calls or text message during the school day. If parents need to contact their students in case of an emergency, they should call the main office.

**Closed Campus** – Students are not permitted to leave the property at any time during the school day (7:25 a.m. – 2:10 p.m.) unless they are on an abbreviated schedule or they have acquired documented permission through the attendance or administrative offices. **This includes lunch.**

**Drop off and Pick up locations for students** - Located in the front of the school (facing route 27) at the main entrance.

### **Emergency situations** -

- **Code Blue** – An emergency that requires all students to be under supervision and accounted for. Students report to classroom and await further instructions from an administrator.
- **Code Red** – An emergency that requires all areas of the building be secured (lockdown)/Staff should remain in place with students (if not in a classroom student must get to classroom quickly). Bells are turned off/teachers lock classroom/building service locks all exterior doors. Attendance is taken and a list of unaccounted for students is generated. Students await further instructions from an administrator.
- **Parent reunification**- If a situation occurs similar to Sept. 11, 2001, and parents feel the need to pick up their children at school, we would have staff available in the auditorium lobby to assist parents and to ensure a safe and orderly environment. Parents would be requested to sign their children out. We would keep parents informed as much as possible through Connect Ed, the system we use to call homes or through our web page if possible.

- Evacuation- If we ever need to evacuate the building, we would bring all students to our lower fields to keep them a safe distance away. In this case, if parents needed to pick up their children, parents would report to the Weis parking lot and we would have staff at Weis available to help.
- If an emergency arose where we needed to evacuate to an off-site location, we would use Damascus Recreation Center as a site. Transportation would be provided for students and parents would be able to drive to Damascus Recreation Center to pick up their students.

During an emergency situation, it is critical that everyone remain calm and students know what is expected of them. **Staff will do everything possible to keep our students safe.**

Parents need to speak to their children about the following ways to get home in case an emergency situation exists. Please explain to them what you expect.

### **Option 1**

If your child normally rides the bus to and from school, MCPS bus transportation will be provided.

### **Option 2**

If your child normally walks, drives, rides the Ride-On bus, or rides a car home with another student/parent, he/she will be permitted to walk/drive/ride home at a safe time.

### **Option 3**

Some students may try to choose to use a different form of transportation than normal to get home. A student who rides the school bus, may want to choose to take the Ride-On bus or walk /ride home with another student/parent. **Is this OK with you?**

In an emergency situation, if **you do not want** your child to: take a MCPS school bus, walk, ride home with another student/parent, or take the Ride-On bus, you need to inform us. **Please complete a Parent Release Form if you would like us to keep your child at school until only you or a member of your family picks him/her up.** Parent Release forms will be distributed in the back to school mailing, included in the PTSA newsletter and listed on the DHS webpage.

It is assumed that all high school students would have keys to get into their homes or be able to visit a neighbor if their home is locked.

**Financial Obligations** – Students may incur financial obligations such as lost or damaged textbooks, replacement ID's and handbooks, towel fees, lab fees and activity fees. Students who have financial obligations will be prohibited from participating in extracurricular activities including (but not limited to) homecoming dance, drama productions, sport teams, senior banquet, prom and graduation. Once the obligation is reconciled, a student may participate in the activity. ***Diplomas and/or transcripts will be held until all financial obligations are met.***

**Free and reduced lunch** - Students receive forms to take home at the beginning of the school year for parents/guardians to review to determine if their child is entitled to free or reduced meals (additional applications available at the attendance office). Form must be completed and returned to DHS. Students who are eligible for free lunch should see an administrator to have other school fees waived.

**Hall Passes** – Students must have a hall pass to be out of class.

**IDs** -- All students and staff are issued pictured IDs which are intended to provide safety and security in the school as well as serve as library cards, bus passes, free/reduced lunch identification cards and debit cards for cafeteria services. Students are required to carry their ID's **at all times**.

**Lockers** – Each student is issued an individual locker including a combination for his/her school related items and personal belongings. School official may search lockers with reasonable cause. *Each locker is to be used only by the person to whom it is assigned.*

**Lost and Found** – Any items found by students or staff will be taken to the cafeteria.

**Lunch** – Campus lunch only – students are to remain in the cafeteria and are NOT permitted to leave school grounds. The decision regarding open lunch for seniors only will be made during the first semester.

**Media Center** – The Media Center is open to students, Monday and Friday 7:00 a.m. – 4:00 p.m., Tuesday – Thursday 7:00 a.m. – 5:00 p.m. A student's MCPS ID # will serve as his/her borrow number. Students may borrow up to three books at a time, and all non-reference books are due 2 weeks from check out date(s). Reference books are due the next day. Fees will be charged for late returns and/or lost materials.

**Montgomery County Student Assistance Program (MSAP)** – This program is in place to offer help to students who are using (or suspected of using) alcohol and/or drugs. Referral forms, available in the Main Office, Guidance Office and Health Room, may be submitted by teachers, counselors, administrators, friends, parents or students. Referrals are kept strictly confidential and do not go into student's permanent records. IF you have any questions or wish to have more information, call the Main Office @ 301/253-7030.

**Parking (Students)** –

- Limited student parking is **available for seniors only - Approximately 140 spaces**
- Permits are issued on a semester basis, upon application approval by the parking committee.
- Permit must be displayed in the registered vehicle driven by permitted student ONLY in the space designated. **IT IS PROHIBITED FOR STUDENTS TO SHARE THEIR SPACE. STUDENTS WHO PARK ILLEGALLY WILL BE TICKETED (\$25 FINE) OR TOWED AT THEIR EXPENSE!**
- Permits are issued on a point system basis, which includes such factors as grades and extra-curricular activities.
- Fee of \$25.00 semester.
- Students must abide by all signs/instructions. **Violation of any rules will result in the revocation of the parking permit eliminating the opportunity for future re-application.**
- Additional information and questions should be directed to Kerry Pitts, 301/253-7048.

**Parking (Visitors)** - Visitor parking is located in the main parking (facing Route 27) as designated by marked spaces. **DHS students may not use visitors spaces.**

**Partial schedule** – Students who have approved 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 class should plan to arrive at school no sooner than 10 minutes before their first assigned class.

**Pictures** – Each year students have their pictures taken for the yearbook, picture ID's and for purchase from the photographer, Blanton Studios (301-840-8044). The necessary order forms are given to all students prior to picture day.

**Safety and Security** – A team of safety and security assistants are on school grounds and at the Weis parking lot throughout the school day for assistance as needed.

**Scholarship information** – contact the Career Center for details, Mr. Martin 301/253-7045.

**School Hours** – Classes are from 7:25 a.m. – 2:10 p.m. The school is open from 7:00 a.m. – 2:30 p.m. for all students. Students are not to be in the building after their buses leave in the afternoon unless they are participating in an activity under staff supervision.

**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. Additional applications can be obtained in the Main Office.

**Student Due Process Rights** - All students receive a copy of “A Students Rights and Responsibilities” at the beginning of the school year. If a student has a problem he/she should meet with his/her grade level administrator.

**Student Handbook** - Cost per handbook, including replacements, is \$5.00 each.

**Student Service Learning Hours** – Requirement of 60 *approved* hours for 10<sup>th</sup> through 12<sup>th</sup> grade and 75 *approved* hours beginning with the class of 2011 to graduate; 260 hours earns special recognition at graduation. Students must obtain and complete the appropriate MCPS form 560-51 for approval consideration. A listing of services available for SSL hours can be found on the MCPS website ([www.mcps.k12.md.us](http://www.mcps.k12.md.us)).

**Textbooks** – Students must assume full responsibility for all books loaned to them including financial obligations incurred for lost and/or unreasonably damaged books. A student who arrives for a semester exam without his/her book will be given the exam; however, the exam will not be graded unless the book is returned or paid for before grades are due.

**Tutoring** – This service, sponsored by the National Honor Society, is available to students Wednesday and Thursday after school in the media center. For additional information please contact the Guidance Office.

**Visitors** – All visitors are required to register in the Main Office and an ID badge will be issued to them. Permission for students who wish to receive a visitor for academic reasons must be granted by a grade level administrator at least one day before the expected visit. Visitor parking is in designated spaces in the front of the school.

## **Attendance Policy**

### **Excused absence - *Lawful student absences from school for any portion of the day* (MCPS JEA-EB)**

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- Student Illness
- Observance of religious holiday; pre-approved
- Death in the immediate family (parent, sibling, grandparent)
- Court summons (copy of summons required)
- Hazardous weather conditions, in which the health or safety of a student is endangered
- Work approved or sponsored by the school/MCPS system or State Dept. of Education
- State emergency
- Suspension

- Lack of authorized transportation – does not include students denied authorized transportation for disciplinary reasons or students with out of area transfers.
- Other emergencies or circumstances, which in the judgment of the superintendent, constitutes a good and sufficient cause for school absence.

**Note: Family travel is not an excused absence.** However, in the case of an unusual family circumstance, a student's absence may be approved after a written parent contact with the appropriate grade level administrator. Approval must be in advance of the requested absence.

### **Attendance Policies and Procedures:**

- **Students must attend all scheduled classes daily.**
  - **Anticipated absences** – requires pre-approval. A parent/guardian must provide a note to an administrator 5 days prior to absence and the student will be given a form for all his/her teachers to sign, which must be returned to the attendance office. This includes school-related activities, college visits, take your child to work day and family obligations such as weddings, family member graduations, reunions and unusual family circumstances.
  - **Unanticipated absences – please call the school in cases when a student needs to leave school unexpectedly (such as an unexpected appointment). A pass will be sent to the student with the time to leave requested on it AND a parent/guardian is required to sign the student out at the attendance office.**
  - **College visits** – Typically for juniors and seniors. Limited to 3 days per year complying with *anticipated absence procedure*.
  - **Doctors Note** – required for 5 or more consecutive absences due to illness.
  - **Early Departure** – If it is necessary for the student to leave school before the end of the regular school day, he/she must bring a note to the attendance office before the 7:25 a.m. bell. Students are required to sign out at the attendance at the approved time.
  - **Emergency situation** – Student must contact an administrator before leaving school and sign out at the Attendance Office with parental AND administrator's permission prior to departure. Failure to sign out could result in detention and will be unexcused for any classes missed.
  - **Excused Absence (non anticipated)**
    - Parent/guardian should call the attendance office on the day of their child's absence AND
    - Provide a written note within 3 days of absence including: student's full name, student ID, date and day of absence(s), reason, and daytime phone # for parent/guardian. Failure to turn in note within required time will result in unexcused absence(s).
  - **Late arrivals (after 7:50 a.m.)** – student must sign in at the attendance office **AND** turn in a note from his/her parent/guardian. All notes will be verified before the tardy is considered excused.
  - **Medical or dental appointments** – appointments for any portion of the day will be excused only with a doctor's or dentist's verification that is provided to the Attendance Office.
  - **Automated Absence Connect-Ed calls** --When a student is marked absent by the teacher in one or more classes during the school day, an automated call home is generated that evening. If the absence is an error, the student should contact the teacher to correct the error. The attendance office can assist in determining which teacher needs to be contacted.
  - **Unexcused Absences**  
**(LC = loss of credit)**
    - Tardy** – 3 unexcused tardies will result in 1 unexcused absence.
    - LC warning** – An LC letter will be sent home after 3 unexcused absences in any class.
    - Loss of credit** – MCPS policy states that students who acquire 5 (or its weighted equivalent) or more unexcused absences in a semester course **will not** receive credit for that class and will earn an E2 on their grade. An LC letter will be sent home
    - Lost credit in a course** – A student who has lost credit in a course must continue attending the course. Failure to attend the class is considered skipping and will result in disciplinary action.
- NOTE:** Students who lost credit in a class **MUST** appeal for restoration of credit.
-

# Grading Policy

The 36 week school year is divided into two 18-week semesters consisting of 4, 9-week marking periods. Refer to the events calendar on pages 6 and 7 for report card, progress report and interim distribution dates. Grades are based on the percentage of the total points a student earns during the grading period. Standard 90%, 80%, 70%, 60% cut-offs will be used to determine final quarter grades **Students receive half a credit for each semester class in which a passing grade (D or better) is earned.** Other key information is listed below.

Semester Exams – Semester exams account for 25% of the semester grade. All students must take the required exams in order to get credit for the course in question. Students missing an exam due to an excused absence must bring in the excused note to the teacher in order to reschedule a make-up exam for full credit.

Homework – Homework is a required part of the instructional program. It is defined as an activity relating to instructional and/or performance objectives. Homework is to be assigned regularly and is considered the rule rather than the exception to daily activity. The nature, length, evaluation, and value of the assignments are determined by the teacher (homework can count up to 10% of the marking period grade). School homework policy is reviewed with students at the beginning of each semester and with parents during Back-to-School Night.

Make-Up Work – When a student is legally absent from classes, he/she will have the equivalent of the number of school days absents plus one additional school day to make up class work, homework, quizzes and tests for full credit. For long term legal absences (5 days or longer) the teacher and student will work together to formulate their own plan, usually from a Guidance request on the third day.

Due Date: The date on which a student will turn in an assignment. Assignments completed by the due date are eligible to receive **full credit**. Unless permission is given by the teacher, assignments received after the due date may not be reassessed (see “Re-teach and Re-assess” below).

Deadline: The last date on which a student may turn in an assignment for **partial credit**. Unless the teacher explains otherwise, the deadline for all assignments is one week after the due date. Assignments **successfully** completed after the due date and by the deadline will be penalized no more than one letter grade from the **earned** score. **Assignments submitted by the deadline that meet the minimum standards set by the teacher will receive 50% of the possible score. Work not attempted or submitted by the deadline will receive a zero. Unexcused late work, such as assignments missed during an unexcused absence, may not be made up for credit.** Unless permission is given by the teacher, assignments received after the deadline may not be reassessed (see “Re-teach and Re-assess” below). Note: For some assignments, the due date and the deadline will be the same day.

Re-teaching and Re-assessing: Students will have at least one (1) reassessment opportunity each quarter. The teacher will determine which assignments are eligible for reassessment. Only one reassessment opportunity is offered per assignment. Assignments that indicate a final measure of learning may not be reassessed, such as final exams, final drafts of papers, culminating projects. Teachers may invite students to revise and reassess certain assignments, or students may request an opportunity to reassess. Students may request reassessment if all of the following are true:

1. A genuine and honest attempt was made to complete the assignment by the due date.
2. A genuine and honest attempt was made to complete all the assignments leading up to the assessment by their due dates.
3. The student completes a re-teaching session or activity assigned by the teacher to review those skills and concepts that need improvement.

A deadline for the revised assignment will be set by the teacher. Whether higher or lower, the score earned on the reassessment **replaces the original score** on that assignment. **No late retests or rewrites will be accepted.**

## **Discipline Policy**

Damascus High School's staff is committed to creating and maintaining a safe and inviting learning environment. Effective character development makes such an environment possible. This allows teachers to teach, students to participate in their own education, and learning to take place without interference. The Damascus High School discipline policy is designed to serve as notification of expectations for appropriate behavior in adolescents and adults. Our discipline plan is intended to provide for individual differences and still maintain fairness and equity. The discipline policy applies to all school related activities, to include sports, clubs, and other extracurricular activities. An appeals' procedure is available to all students and is discussed in the pamphlet *Student Rights and Responsibilities*.

### **DAMASCUS HIGH SCHOOL'S DISCIPLINE PROGRAM PHILOSOPHY**

The **philosophy** of our discipline program can be summarized as follows:

- a) All students are capable of behaving appropriately.
- b) Misbehavior is a matter of choice.
- c) A student will accept responsibility for his/her actions.
- d) Teachers have a right to teach.
- e) Students have a right and responsibility to learn.
- f) No student should prevent a teacher from teaching or a student from learning.
- g) Respect must be shown at all times.

### **NONDISCRETIONARY EXPELLABLE OFFENSES**

Montgomery County Public Schools has determined that the following infractions will result in a **recommendation for expulsion and police referral as a minimum action**:

- Possession of a bomb or bomb facsimile or making a bomb threat
- Distribution of intoxicants/drugs
- Possession or concealment of firearms (including pellet guns or toy guns)
- Violent physical attack on a staff member or student
- Weapons used to cause bodily harm or injury

The list below contains other discipline infractions, but does not cover every possible infraction. Any infractions not listed will be covered by MCPS Policy and/or Damascus's discipline philosophy listed above. Students who fail to serve original consequences will receive additional consequences.

### **ARSON**

Attempting to, aiding in, or setting fire to the property of another.

Minimum - Suspension/Referral to the Fire Marshal. Financial reimbursement of any item(s) destroyed.

Maximum - 10 day Suspension/Recommendation expulsion/Referral to the Fire Marshal. Financial reimbursement of any item(s) destroyed.

### **ATHLETIC EVENT MISBEHAVIOR**

Inappropriate behavior at an athletic event by student spectators or athletes will result in immediate removal from the event.

Minimum - Removal from event and/or detention.

Maximum - Suspension and/or removal from other remaining events.

## **BLOCKING HALLS OR STAIRS**

In order to improve traffic flow, students are asked not to sit in the hall or stairways during the instructional day.

*Minimum* - Request made by staff to move (sit or squat outside the hall or stairway) to improve traffic flow.

*Maximum* - Refusal will result in an office referral for “insubordination.”

## **BOMBS/FACSIMILE-POSSESSION /THREAT / OR FALSE NOTIFICATION**

Possession /threat /or false notification of any explosive device.

*Each Offense* - **10 days suspension.** Recommendation for permanent expulsion. Financial reimbursement of any item(s) destroyed. Referral to police/Fire Marshal.

## **BREAKING & ENTERING**

Entering school property or another person’s vehicle without authorization.

*Minimum* - Suspension.

*Maximum* – 10 day suspension and/or recommendation for expulsion/referral to police.

## **BULLYING/HAZING**

Bullying is a direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an on going pattern of harassment and abuse.

*Minimum* - Student-teacher/administrator conference and/or detention.

*Maximum* - Suspension/participation in special counseling program/recommendation for expulsion.

## **BUS BEHAVIOR**

Bus drivers are responsible for the orderly conduct of students while they are on the school bus. Disorderly conduct or severe misbehavior shall be sufficient reason for the principal to deny the student transportation on a school bus. Transportation does not allow basketballs, scooters, skateboards, or musical instruments on the bus unless they are in a case or bag.

*Minimum* - Detention and/or removal of transportation for a time period.

*Maximum* – Suspension.

## **CAFETERIA/COURTYARD BEHAVIOR**

Students are expected to consume food only in the cafeteria or courtyard. Students are expected to behave properly while in the lunch area and to **dispose of their own trash**. No commercial fast food is allowed to be delivered without prior approval. It will be confiscated. Any inappropriate behavior such as the throwing of food or trash will have the following consequence:

*Minimum* - Detention and/or cafeteria cleanup.

*Maximum* - Suspension and parent notification.

## **CELL PHONES, PORTABLE PAGERS, AND TWO-WAY RADIOS**

Cell phones, portable pagers, and two-way radios are prohibited from being used during the instructional day (7:25- 2:09) on school property, to include lunch and passing times between periods. Exempt are members of a fire department, ambulance company, or rescue squad who have furnished to the principal a written authorization from their chief. Cell phones are to remain **turned off** and **not used until school dismissal**. (Vibrate is NOT off.)

*Minimum* – Verbal correction by staff to put the item away.

*Maximum* – Confiscation of item for up to one week. Item may be given to parent at the end of the day.

If a student refuses to relinquish their cell phone to a staff member, a referral for insubordination may be given.

## **CHEATING/ACADEMIC DISHONESTY/PLAGIARISM**

Unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose. Grades or credit earned by those involved in such action will be disallowed.

Minimum - Parent notification. In addition, detention and/or no credit on test/assignment may be given.

Maximum - Suspension

## **CLASS SKIPPING/CUTTING**

Absence from class without permission.

**First Offense** – Administrative detention and/or parent notification.

**Second Offense** - Administrative detention and parent notification.

**Third or more** - Suspension and parent notification.

NOTE: In each offense, the teacher follows the LC process.

## **CLOTHING**

### **Appearance and Dress**

School is a student's work place. Student attire to school should be conservative, appropriate, and not disruptive of the educational setting of the school. Clothing that advertises drugs, alcohol, tobacco, violence, sexuality, or any vulgarity, is strictly prohibited. Slogans/symbols which support racial or gender prejudice should not be worn or displayed on school property (i.e. confederate flag, swastika, pictures of individuals who have been identified as promoting racism). The wearing or displaying of any gang symbol, spiked clothes, or spiked collars or spiked bracelets is prohibited. School clothing should not be offensive or distracting to students or staff. School personnel have a responsibility to counsel students whose style of dress causes or is likely to cause a disruption to the educational process. Language or graphics on articles of clothing which are offensive are prohibited.

Students and parents share the responsibility for appropriate dress and grooming. The following rules will be enforced and include, but are not limited to:

1. Shoes must be worn at all times.
2. Clothing, buttons, signs, or dress **will not be permitted** if:
  - a. It is likely to cause a disruption.
  - b. It does cause a disruption.
  - c. It endangers health or safety.
  - d. It fails to meet a reasonable requirement of a course or activity.
  - e. It is associated with gangs.
  - f. It is lewd, vulgar, obscene, revealing, or of a sexual nature.
  - g. It promotes the use of tobacco, alcohol, drugs, or sex.

Minimum - Change of clothes and/or teacher/adm. conference.

Maximum - Parent contact and/or detention.

### **Hats**

No student hats are to be worn on the head during the instructional day. Bandannas of any kind are not permitted and will not be displayed. If a student is requested to remove their hat and refuses, a referral for insubordination may be given.

Minimum - Verbal request to remove hat.

Maximum - Hat is given to the grade level administrator and/or includes detention and/or suspension for "insubordination."

Note: Hats may be picked up from staff member on any Friday after school. Staff is not responsible for any hat that is taken as a result of being worn inappropriately.

### **CD PLAYERS/IPODS/WALKMAN**

Students will not be allowed to use compact disc players, IPODS and walkman-type radios during the instructional day (7:25-2:09). This includes lunch and passing times between periods. Any student found to be using his/her compact disc player, IPOD or radio during the instructional day will be subject to the following penalties:

Minimum - Verbal correction by staff to put item away.

Maximum - Confiscation of item for one week and/or detention.

If a student is requested to give their CD player to a staff member and refuses, a referral for insubordination may be given.

### **COMPUTER PROGRAMS OR PROPERTY ABUSE**

“Users are responsible for their own accounts. Any violation that can be traced to an individual account name will be treated as the sole responsibility of the account owner.” Any behavior which constitutes deliberate destruction of or flagrant disregard for computer programs or systems will result in disciplinary action.

Students will pay for damages.

Minimum - Parent notification/detention and/or removal of computer privileges for a period of time.

Maximum – Suspension/Referral to Police

MCPS limits access to objectionable material and forbids the importation of such information or material into the computer.

### **DISREPECTFUL BEHAVIOR**

Every person has the responsibility to treat others with courtesy and respect. Failure to do so will result in:

Minimum - Conference and/or detention.

Maximum - Suspension.

### **DISRUPTIVE BEHAVIOR**

Actions which interrupt the effective operations of the classroom or school. (Talking, singing in a non-singing course, walking around, bothering others in class during instruction, disruption in the hall or cafeteria.)

**Refusing to work in class results in parent contact made by the teacher.**

Minimum - Teacher conference and/or teacher detention.

Maximum - Parent notification and suspension.

### **DISTRIBUTION OF LITERATURE**

Any unauthorized distribution of written, typed, or printed material to students and staff. Administration must be aware of and give approval for distribution of any and all such material through the authorization of administrator’s initials present on all materials.

Minimum - Conference with student.

Maximum - Suspension.

### **DRUGS, ALCOHOL, NARCOTICS, CONTROLLED DANGEROUS SUBSTANCES**

Possession, use (including sniffing or inhaling), or being under the influence of alcohol or any substances which are or have the appearance of narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside their legal medical purposes; or possession of drug paraphernalia. Possession does not require ownership.

Minimum - 10 days suspension, referral to police, referral to SAP. (Alcohol – 5 day suspension)

Maximum - 10 days suspension/referral to police/recommendation for permanent expulsion.

## **DRUGS- DISTRIBUTION**

Dispensing or conspiring to dispense -with or without the exchange of money- drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.

*Each Offense* - 10 days suspension/recommendation for permanent expulsion/referral to police/referral to SAP.

## **EXTORTION**

Obtaining or attempting to obtain property from another, with or without that person's consent, by the wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages and retribution so caused by the student.

*Minimum* - Parent conference and/or suspension.

*Maximum* - Suspension.

## **FALSE FIRE ALARM**

Illegally activating a fire alarm or issuing a false fire alarm.

*Minimum* - 5 days OSS, Referral to police/Fire Marshall.

*Maximum* – Up to 10 days OSS, Referral to police/Fire Marshall, recommendation for expulsion.

## **FALSE IDENTIFICATION / FALSE INFORMATION**

Refusing to identify self to staff, giving a false identification, or providing false information to staff.

*Minimum* – Administrative detention and parent notification.

*Maximum* - Suspension.

## **FIGHTING**

Unless it is clearly a case of an unprovoked attack by one person on another, anyone involved in a fight will face disciplinary action based on their involvement. **Any student who has reason to believe that a fight may occur should seek immediate help from an administrator, counselor, security, or teacher as a preventative step.**

*Minimum* - Suspension/Exclusion from class/parent contact.

*Maximum* - 10 day suspension/recommendation for expulsion.

## **FIRE EXTINGUISHERS -DISCHARGING**

Willfully and maliciously discharging a fire extinguisher.

*Minimum* - 10 day suspension and referral to the Fire Marshal/police.

*Maximum* - Recommendation for expulsion.

## **FORGED PASSES OR NOTES**

Signing someone else's name or altering an excuse or pass is a violation of school rules and policies. Forgery shall be interpreted to include any falsifying of or tampering with absence notes, permission slips, or other documents including report cards, etc.

*Minimum* - Referral to administrator, parent contact, detention.

*Maximum* - Suspension.

## **GAMBLING**

Gambling is defined as any game of chance activity in which something of value may be won or lost.

*Minimum* - Referral to administrator and parent conference, detention.

*Maximum* -Suspension.

## **GENERAL SAFETY**

Possession of firecrackers, pepper spray, stink bombs, or mace. Possession does not require ownership. Pressing the emergency button in the classroom will result in the same consequence.

*Minimum* - Detention/parent notification.

*Maximum* - Suspension.

## **HALL PASS- MISUSE**

Not reporting to or from the location specified on the pass, an unusual amount of time used to pass to or from a location, or using the vending machines during a class-time hall pass is considered misuse. Students who do not report to or return from the location for 25 minutes or more, receive an unexcused absence, and the teacher begins the Loss of Credit. Agenda books and MCPS hall passes are the only acceptable passes.

*Minimum* - Detention.

*Maximum* - Suspension.

## **HARASSMENT**

Activities either physical or verbal that are intended to be offensive to one's gender, sexual orientation, socioeconomic status, physical characteristics, or disability. (excluding sexual harassment).

*Minimum* - Teacher-student conference/detention.

*Maximum* - Suspension/ participation in special counseling program.

## **HORSEPLAY/PLAYFIGHTING**

Activities that are unsafe or unacceptable in a school environment, such as horseplay or play fighting.

Individual departments (i.e. Science) may have stricter policies because of the resources used in the classroom.

*Minimum* - Verbal correction by staff.

*Maximum* - Verbal correction by staff/detention/ and/or parent notification.

## **IDENTIFICATION CARDS**

Students are required to carry ID cards at all times and must show them to staff upon request.

*Minimum* - Administrative conference.

*Maximum* - Detention.

## **INAPPROPRIATE ITEMS**

Only items that are specifically requested for classroom use or extra-curricular activities should be brought to school. Items such as noise makers, bullets, electronic games-including those programmed on calculators-laser pens, jumbo size magic markers, liquid filled white out pens, cigarette lighters, and water pistols will be confiscated and will not be returned to the student.

## **INSUBORDINATION**

Students will be considered insubordinate if they refuse to follow the reasonable directions of any staff member, including the relinquishing of a hat or CD player as requested.

*Minimum* - Referral to administrator, parent contact, detention.

*Maximum* - Suspension.

## **INSULTING LANGUAGE**

Any derogatory name or insulting remark made to a member of the staff either **directly** or **indirectly**. Student words will be "quoted" on the office referral. (Profanity applies if the profanity is not directed towards the staff member.)

*Minimum* - Suspension.

*Maximum* - Suspension/expulsion.

## **LEAVING CAMPUS**

Once arriving on school property, leaving campus is not permitted without parental and administrative permission. (Damascus High School is a closed campus.) Seniors, who have earned the privilege, may leave school property during the open lunch period. **All referrals are given to security/and or administration.**

*Minimum* – ISS

*Maximum* – Suspension and parent must bring them back to school.

## **LEAVING CLASS WITHOUT PERMISSION**

Walking out of class against teacher's directions.

*Minimum* - Detention.

*Maximum* - Suspension.

25 minutes or more is an unexcused absence. (Teacher follows loss of credit process.)

## **MEDICATIONS-PRESCRIPTION AND NON-PRESCRIPTION**

Possession or use of prescriptive or non-prescriptive medication without direct supervision of the school nurse is strictly prohibited (includes inhalers).

*Minimum* - Student conference/parent notification and/or detention.

*Maximum* - Suspension.

## **PARKING ILLEGALLY**

Parking in an unauthorized area on school property is prohibited.

*Minimum* - Students will receive a warning sticker.

*Maximum* - Students with parking permits will have the permit revoked if he/she or someone using his/her vehicle is found to be parked illegally. A \$25 fine and/or towing will be imposed for subsequent offences.

## **PHYSICAL ATTACK ON STAFF**

Any willful use of force or violence upon staff (intentional hitting).

*Minimum* - 10 days suspension/recommendation for expulsion.

*Maximum* - 10 days suspension/referral to police/recommendation for expulsion.

## **PHYSICAL ATTACK ON STUDENT**

Any willful use of force or violence upon a student. (Intentional hitting).

*Minimum* - Suspension/Exclusion from class/parent contact.

*Maximum* - 10 days suspension/recommendation for expulsion.

## **PROFANITY**

Language that is inappropriate, disgusting, or repulsive to the senses. (Vulgarity includes giving the finger. If the finger is given to a staff member, the category changes to "Insulting language")

*Minimum* - Verbal correction by staff and/or detention.

*Maximum* - Suspension.

## **PUBLIC DISPLAY OF AFFECTION**

Students are to refrain from grossly displaying affection (kissing and petting) toward one another publicly on school property. "Only hugging and the holding of hands are appropriate."

*Minimum* - Verbal correction by staff.

*Maximum* - Detention.

## **RACIAL/ETHNIC COMMENT/ SLUR**

### **Respect for diversity in cultures and races is a fundamental belief of our school.**

Therefore, slurs against any individual for any reason will not be tolerated. In addition to disciplinary consequences, offenders may be required to participate in Guidance counseling at each offense.

*Minimum* – Adm./parent conference and/or detention.

*Maximum* - Suspension

## **RECKLESS DRIVING**

Driving in a way that endangers the safety of self and others.

*Minimum* - Detention/parent conference. Students with parking permits will have the permit revoked/Referral to police.

*Maximum* - Suspension/Referral to police.

## **SCHOOL SPONSORED ACTIVITIES AND ASSEMBLIES**

Students are expected to follow all school expectations while attending school events, activities, and assemblies.

*Minimum* - Removal from activity and/or detention.

*Maximum* - Suspension and/or removal from other activities.

## **SEARCH AND SEIZURE**

The principal, assistant principal, or security personnel may search you if he/she has a reasonable suspicion that you possess something illegal under Maryland law (such as tobacco products or illegal drugs) or may violate a rule or regulation of MCPS. They also may search any part of the physical plant of the school, and with reasonable cause, students' lockers or cars. Willful refusal to cooperate with a school administrator or security personnel any time will result in the following:

*Each Offense* - Police and parent contact to conduct the search.

## **SEXUAL ACTIVITY**

Inappropriate behavior or contact of a sexual nature. This includes indecent exposure, consensual sex, and other sexual activity not identified as sexual harassment.

*Minimum* - Suspension.

*Maximum* - Suspension/Police referral/Recommended for expulsion.

## **SEXUAL ASSAULT**

Physical contact of a sexual nature where there is no consent.

*Minimum* - Suspension.

*Maximum* - Suspension/Recommended for expulsion and Police referral.

## **SEXUAL HARASSMENT**

Any unwelcome sexual advances, requests for sexual favors, or any inappropriate verbal, written, or physical conduct of a sexual nature.

*Minimum* - Detention/parent notification.

*Maximum* - Suspension and Recommended for expulsion, police referral/ referral to the Department of Human Relations.

## **TAMPERING WITH THE SPRINKLER SYSTEM**

Willfully and maliciously activating the fire sprinkler system.

*Minimum* - 10 days **OSS**, referral to police/Fire Marshall.

*Maximum* - 10 days **OSS**, referral to police/Fire Marshall, recommended for expulsion.

### **TARDY (LATE TO CLASS/SCHOOL)**

Students need to be on time for all their classes. Failure to do so will result in:

*Minimum* - Conference and/or detention with teacher and/or parent notification. Loss of credit procedures apply.

*Maximum* - Suspension.

### **THEFT**

Unlawful taking of property or obtaining property by false pretense. The parent or guardian will be liable for all damages so caused by the student.

*Minimum* - Suspension, parent contact, compensation.

*Maximum* - 10 day suspension, parent conference/police referral.

### **THREAT ON STAFF -VERBAL OR PHYSICAL**

Verbal or physical threats to staff members will not be tolerated. This includes threatening language/gestures even without actually touching staff. (I'm going to...)

*Minimum* - Suspension/parent notification.

*Maximum* - 10 days suspension/Recommendation for expulsion.

### **THREAT ON STUDENT -VERBAL OR PHYSICAL**

Threatening language/gestures without actually touching another student. (I'm going to...)

*Minimum* - Mediation and/or Parent Conference.

*Maximum* - Suspension.

### **THROWING**

Throwing items in the school halls, classroom, or cafeteria is a matter of public safety and is not allowed.

Throwing snowballs on school property is not permitted.

*Minimum* - Detention

*Maximum* - Extended detention and parent notification. Restitution, medical bills, or repair if needed.

Special consideration for cafeteria)

### **TOBACCO-USE**

Use of tobacco by students is prohibited both by school system regulation and state law. In accordance with school system regulations, students using tobacco on school property or during the school day or during school sponsored events will be disciplined. In addition, Maryland law makes it a civil offense for anyone under the age of 18 to use or possess tobacco products. Under the law, police may issue citations to offenders, and violators are subject to penalties, including fines ranging up to \$100.00. Parent notification will occur at each offense.

*Minimum* - Parent notification, suspension.

*Maximum* - Multiple day suspension with parent conference prior to re-entering/referral to smoking cessation program.

### **TOBACCO-POSSESSION**

Students under the age of 18 possessing tobacco on school property or during the school day or during school sponsored events will be disciplined. Lighters and matches are also not acceptable on school grounds and will be confiscated. (Possession does not require ownership.)

*Minimum* - Detention/parent conference.

*Maximum* -Suspension.

## **TRUANCY**

Absent from school without school and parent permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.

Minimum - Detention. Teacher notification for loss of credit.

Maximum - Suspension.

## **VANDALISM**

Intentional destruction or defacement of any school property, property of another student, or staff member.

This may include books, supplies, facilities, and equipment. Offenses will be classified into two categories: a) MINOR OFFENSE - the student is able to fix/make reparations; b) MAJOR OFFENSE - the student is not able to fix/make reparations. The **parent or guardian will be liable for all damages** caused by the student. All hate vandalism is a major offense and may be referred to the Department of Human Relations.

## **MINOR OFFENSE**

Minimum - Detention which includes any additional time it takes to fix property.

Maximum – Suspension and restitution.

## **MAJOR OFFENSE**

Minimum – Suspension and restitution.

Maximum - 10 days **OSS**/Recommendation for expulsion/ Referral to police.

## **WEAPONS ON MCPS PROPERTY:** MCPS Regulation COE-RA

Students found storing, possessing, or carrying firearms, explosives or other dangerous weapons will be suspended for 10 days, referred to police, and recommended for expulsion. Possession does not require ownership. This provision includes any and all firearms, knives, commercial or handmade weapons, penknives (the length of the blade is not an issue) and “look alike” weapons.

### **Firearms**

Each Offense - 10 day **OSS** with recommendation of permanent expulsion and police referral.

### **Weapons Used to Cause Bodily Injury**

Each Offense - Suspension with recommendation of permanent expulsion and police referral.

### **Other Weapons**

Each Offense - Suspension and/or recommendation for expulsion.

# SECTION 3 STUDENT SERVICES

## Counseling Services

Every student is assigned to a counselor whose office is in the Counseling Department across from the main office. Counselors are available to assist students with personal, social or educational issues, and are responsible for advising students regarding course selection and scheduling for progress toward graduation. To make an appointment with their counselors, students should complete an appointment request form and leave it with the guidance secretary. Guidance Counselor Assignments are listed below.

COUNSELORS	Students by Alpha		
Geoffry Peelman	A - Ba	7037	Geoffory_Peelman@mcpsmd.org
Marty Higgins	Be – E	7037	Marty_Higgins@mcpsmd.org
Coleen Djouha	F – Kh	7072	Colleen_Djouha@mcpsmd.org
Arthur Smith	Ki – O	7037	Arthur_Smith@mcpsmc.org
Kristi Poker	P – Sa & Community Based		Kristi_Poker@mcpsmd.org
Patricia Villani	Sc – Z & Functional Life Skills	7037	Patricia_Villani@mcpsmd.org

*The objectives of the Counseling Department are to help the students:*

- 1) Become increasingly aware of his/her abilities, interest and strengths.
- 2) Have an advocate in the school to understand and support her/him in reasonable causes.
- 3) Receive assistance to cope with personal/school problems.
- 4) Be increasingly able to make good choices and decisions.
- 5) Develop a positive sense of identity and worth.
- 6) Be aware of career and employment options and steps to attain them.
- 7) Provide assistance in preparing individual educational and career goals.

## Graduation Requirements

Subject	No. of Credits
English	4
Social Studies	3
Science	3
Math	4
Physical Education	4
Health	0.5
Fine Arts	1
Technology Education	1
**Foreign Language	2
**Advanced Technology Education	2
** Career Development Program	4
Student Service Learning Hours	60 hours (75 beginning with the class of 2011)

### Specific Requirements

US History; NSL Government and Modern World History  
Physical Science and Biological Science

Algebra and Geometry Required

**Note: Students must pass the MD High School Assessments for English 10, Algebra/data analysis, Biology, and NSL Government.**

22 Credits Needed to Graduate

\*\*Students must meet one \*\* area to meet requirements

## **Transcript Information**

All college applications and many scholarship programs require that you send a transcript (a record of your grades 9-12. A transcript can be obtained through the school registrar. The school's registrar will prepare your transcript and mail it to schools and programs. A "Release of Records" form is available in the guidance office at the time of the request for a transcript and must be signed by a parent before transcripts can be requested.

For Seniors- Make an appointment with the registrar in guidance and bring completed forms with a 9 X 12 (or larger) stamped addressed envelope (or you may opt to purchase an envelope and postage for \$2.00) to Mrs. Burkey in the guidance office. **ALLOW THREE WEEKS FOR TRANSCRIPTS TO BE PROCESSED.**

THREE (3) TRANSCRIPTS ARE PROCESSED FREE. STUDENTS REQUIRING ADDITIONAL TRANSCRIPTS WILL BE CHARGED ACCORDING TO THE FOLLOWING FEE SCHEDULE:

- TRANSCRIPTS #S 4, 5, & 6 WILL COST \$3.00 EACH.
- TRANSCRIPTS # 7 AND EVERY TRANSCRIPT THEREAFTER
- WILL COST \$5.00 EACH, PAYABLE AT THE TIME OF REQUEST.

## **College Countdown**

Beginning in August, seniors should write to or call schools to request application forms (most forms can be found in the counseling information center). If you're applying to four-year colleges, try to have your applications completed by December. While schools may list January to May deadlines, you should **SUBMIT FORMS AHEAD OF DEADLINE.** Some schools have housing shortages which make early applications crucial. The University of Maryland, for example, can only guarantee housing to students who apply by December 1st.

### **USE A TYPED COVER LETTER**

If no essays are required, having a typed cover letter gives you a chance to express your personality and interest. The cover letter gives you a place to mention things not asked on the application.

### **ESSAYS**

Be sure to have someone read your final draft. **Struggling?** Talk it over with an English teacher or guidance counselor. We have pamphlets with suggestions on writing essays in the counseling information center.

### **RECOMMENDATIONS**

Please be sure to give recommendation forms to teachers and counselors as soon as you receive them. **Give each person you ask at least two weeks to complete the recommendations.** If the college does not ask for recommendations, you may submit one or two if you wish. Discuss this with your counselor.

### **TEST SCORES**

If you did not have SAT scores sent directly to the college to which you're applying when you took the test, you'll need to have the Educational Testing Services (ETS) send scores. Cards to send to ETS are available in the counseling information center.

**TO TYPE OR NOT TO TYPE** It's up to you to decide what will give your application the neatest appearance. Typing makes your application more readable.

# **Career Center Services**

The Career Center is a resource library for career planning managed by E. K. Martin Sr., College & Career Information Coordinator. The Center is available for use by all members of the Damascus High community. It is open daily, from 7:00 am to 3:30 p.m. Monday through Friday during the school year, and during summer month from 8:00 a.m. to 3:00 p.m. Students wishing to use the Career Center during the school day should make an appointment with Career Center coordinator at least one day in advance and obtain teacher's approval. A comprehensive listing of Career Center resources follows:

## **Counseling Information Center**

The Counseling Information Center allows you to find current information on hundreds of occupations, using the Occupational Outlook Handbook, the Access to Bridges Program, and TCCI computer search systems. Information includes descriptions of duties, training requirements, salaries and job outlook for the future.

## **College Searches:**

With the help of the College & Career Information Coordinator, students can research their trade/vo-tech, college, and post high school choices using print materials, college directories, pamphlets and catalogs as well as special online programs including TCCI, the Access Bridges internet program and Choices computer system.

## **Vocational/Trade School and Apprenticeship Information:**

Lists of accredited trade schools are available in the Counseling Information Center. Apprenticeship information is also available detailing programs for students who are interested in working and attending classes at the same time to acquire a job skill.

## **College/Trade School Representatives Visits**

Students may meet with college and vocational school representatives as they visit DHS throughout the school year. Most college representatives visit in the fall. All college representatives' visits can be found listed on the TCCI Family Connection WorkspaceK12 Program. Juniors and seniors must sign up for the representatives through TCCI and obtain permission from their classroom teacher.

## **Test Information**

Registration materials for the PSAT, SAT, SAT II, ACT, and TOEFL are available in the career center. Students are notified through TCCI, the Husky Hornet newsletter and morning announcements of all major test deadlines.

## **Financial Aid**

The career center has a variety of books and pamphlets covering sources of financial aid and scholarship programs. Also available are the scholarship search programs such as TCCI Program and the Choices scholarship search system. Students are encouraged to seriously explore sources over the summer between the junior and senior year. The Financial Aide Form (FAF) and Free Application for Federal Student Aid (FAFSA) becomes available to seniors in December.

## **The Free Application for Federal Student Aid & (FAFSA)**

This form is used to estimate the family's ability to pay for education beyond high school. The family's resources will be estimated from the 2006 income tax data. The best time to file the FAFSA is between January 1 and March 1st (the preferred deadline stated by the Maryland State Scholarship). You may file throughout the year also, however, *most colleges operate on a first come, first served basis for financial awards*. It is important to meet stated deadlines, even if tax forms have not been completed. ***Estimate Your Figures If Necessary, But Submit Applications by Stated Deadline!!!! This form must be completed for all needs based scholarships.***

## College Based Scholarships/Grants

### Pell Grant

The maximum award was \$4,050.00 for the 2006-2007 year. Check "Pell Grant" on the FAFSA when you fill it out. Pell Grants are based on income information given on the FAFSA.

### Computer Search Systems

The TCCi Family Connection WorkspaceK12 Program and Access Bridges CX Online Career Search System provide comprehensive programs in MCPS schools to assist students in college and career decision-making. These programs also include several different college search engines, and portfolio sections, where a student can save career and college exploration and planning information, and develop a resume.

- Internet components **TCCi Family Connection WorkspaceK12 Program** and **Access Bridges CX Online** which are for high school students.

### Access Bridges CX Online – online career planning

Students find this site exciting and informative with articles about careers, recreation, education and skills. In Zones, hundreds of occupations are arranged by career cluster. Career Finder is a quick and easy self-assessment of interests and skills. Colorful graphics compare student's self-ratings of skills and interests to suggested occupations. Career Research Tools guide students through Skills, Values, Interest and Personality Inventories to generate career research leads. The site license for **Access Bridges CX Online** allows for career exploration to be accessed both at school and at home on the Internet. Each suggested career can be explored in detail, and there are web links to professional associations, colleges that offer the required courses, and related articles.

### COLLEGE SEARCH SELECTIONS

The **TCCi Family Connection WorkspaceK12 Program** and **Access Bridges CX Online** allows students to investigate over 6,000 2- and 4-year colleges and to develop an individualized list of colleges and universities according to personally selected criteria. This criterion consists of such items as location, size, majors, athletic and other special programs, and financial aid availability. There are also direct links to the web pages for numerous colleges and universities listed and to online applications where these are available.

Vocational/technical schools can also be explored. Financial aid and scholarship opportunities are available as well.

### Career Interest and Aptitude Tests

The ASVAB (*ARMED SERVICES VOCATIONAL APTITUDE BATTERY*) is administered free to interested eleventh, and twelfth grade students. Check in the College/Career Center for the testing date. Taking the ASVAB in no way involves a commitment to the military.

## Testing for College

There are two college entrance exams, the **ACT** (American College Test) and the **SAT I, & II** (Scholastic Assessment Test), which are used for admission, placement, and scholarships. It is recommended that college-bound students check the requirements of individual colleges to determine the necessary tests for admission. Registration forms are available in the Counseling Information Center and online.

Students who must test on a Sunday for religious reasons should check websites or Registration Bulletins for required documentation, locations and dates of exams offered.

### ACT (AMERICAN COLLEGE TESTING PROGRAM)

The ACT is a test that consists of English, Math, Reading, Science Reasoning, and a Writing section. The score is based on the number of correct answers; there is no penalty for guessing. Students can register online or by

mailing in a hard copy. Pre-addressed envelopes are available in the Counseling Information Center. Online registration may be done at [www.act.org](http://www.act.org).

### CEEB (COLLEGE ENTRANCE EXAMINATION BOARD)

The CEEB offers the following tests: SAT I: Reasoning Test, SAT II: Subject Tests, AP (Advanced Placement Tests), TOEFL (Test of English as a Foreign Language), and CLEP (College-Level Examination Program).

SAT I: Reasoning Test: The SAT I: Reasoning Test is a test primarily of multiple-choice that measures verbal, mathematical and writing abilities. Students may register by mail or on-line. Students are responsible for mailing the registration directly to ETS in the pre-addressed envelope. The Registration forms and information are available in the Counseling Information Center. It is highly recommended that students register on-line at [www.collegeboard.com](http://www.collegeboard.com).

Damascus High School CEEB  
(College Entrance Examination Board)  
Code: 210460

- SAT II: Subject Tests: The SAT II: Subject Tests are given in a number of academic areas and are used by **some** colleges for admission and placement purposes. Students may take up to three tests in one session, but may not take the SAT I and the SAT II on the same day. Students must check dates for each test offered. It is recommended that SAT II tests be taken following the completion of the highest level courses. Please note that some colleges do not require SAT II: Subject Tests.
- ELPT (English Language Proficiency Test): some colleges may accept the ELPT in place of the TOEFL test for students whose native language is not English. Be sure to check with each college first to determine if that college will accept the ELPT. The ELPT is administered in November and January at National Testing Centers. For a list of colleges that accept the ELPT use the following College Board website [http://www.collegeboard.com/highered/ra/sat/elpt/sat\\_elpt.html](http://www.collegeboard.com/highered/ra/sat/elpt/sat_elpt.html)
- TOEFL (Test of English as a Foreign Language): The TOEFL test is a computer-based test designed to determine the English proficiency of students whose native language is not English. The TOEFL is taken in addition to the SAT I or ACT. The registration form is found on the website [www.toefl.org](http://www.toefl.org). Students may also call 1-800-GO TOEFL for more information.
- AP (Advanced Placement) Tests: Students may be tested in thirty-one areas. If successful on the test, the student may be given college credit in that subject. Tests are graded on a five-point scale: 5 extremely well-qualified; 4 well-qualified; 3 qualified; 2 possibly qualified; and 1 no recommendation. All colleges who subscribe to the AP Program recognize grade 5 for credit in that subject area. Nearly all colleges recognize grade 4; most colleges recognize grade 3; and some colleges recognize grade 2. Check with individual colleges to see what grades are acceptable. For the exam schedule go to the following website: <http://www.collegeboard.com/ap/students/exam/index.html>
- CLEP (College-Level Examination Program): The CLEP test is designed to waive courses and grant college-level credit by examination. Use the College Board website <http://collegeboard.com> to locate a CLEP testing center. Call for the required fees and payment policy for that center.

### PSAT/NMSQT (PRELIMINARY SCHOLASTIC ASSESSMENT TEST/ NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)

The PSAT is an exam that measures academic abilities important in college work. It is administered only once during the school year. This test is a practice for students preparing for their first SAT I. Scores are used to help predict how well one may do on the SAT I. **Only students who take the PSAT in their JUNIOR year** will be considered for the National Merit Scholarship Program, the National Achievement Scholarship Program or the National Hispanic Scholar Awards Program.

This year, the PSAT will be administered on Wednesday, October 17, 2007 at all Montgomery County High Schools. While tenth grade students take the PSAT at **no cost** through a partnership between MCPS and Montgomery College, juniors and freshmen must pay a fee to register through their individual high schools. Contact your Counseling Information Center or Counseling Office for additional registration information.

### **SAT I PREPARATION COURSES**

Preparation courses for the SAT I have been developed by the Office of Instruction and Program Development in conjunction with the Montgomery College Workforce Development & Continuing Education Program. Students may take either a regular course during the school day and receive a 0.5 credit for the semester or a 32-hour course which meets either after school, in the evening, or on Saturday mornings. Both courses help students achieve a score that better reflects their knowledge and abilities by teaching the test format and proven test taking strategies, reviewing some test content, and raising test taking confidence. Note that because of the extended nature of the school day course there is more opportunity to focus on content, polish math skills and develop vocabulary and reading skills.

Information on dates, locations and registration may be obtained in the Counseling Information Center., the Guidance Office or on the web at [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce) In addition, flyers are directly mailed to all Montgomery County Public School Career Centers. See your Guidance Counselor for information on the in-school semester course.

### **MCPS SAT PREP ONLINE**

Students can enroll in a seven week online course to prepare for one of the Fall or Spring SATs. Students will learn strategies and review skills. Registration packet can be found at <http://www.mcps.k12.md.us/departments/onlinelearning/>

**Please note:** Registration for the SAT exam is a separate process and can be done online [www.collegeboard.com](http://www.collegeboard.com).

### **GED (General Education Development ) Test**

The GED is the high school equivalency examination taken for a Maryland High School diploma. The candidate must be at least 16 years old, a Maryland resident for at least three months at the time of testing and officially withdrawn from high school for at least three months unless granted a waiver by the State Superintendent of Schools.

For more information on obtaining an application, test dates or locations check the website [www.mcps.k12.md.us/adulted/abe\\_ged.htm](http://www.mcps.k12.md.us/adulted/abe_ged.htm), or call either the Maryland State Department of Education, GED office in Baltimore at 410-767-0538 or the Adult Education Office in Montgomery County at 301-517-8234.

### **Maryland State University Admission Requirements**

Successful candidates will be expected to have completed the following high school courses:

- 4 units** of English (including one each of: composition, English Literature, and American Literature)
- 3 units** of Social Sciences (including: U.S. History, American National Government, and World Civilization)
- 3 units** of Science (including: Biology, and another Laboratory-based science)
- 3 units** of Mathematics (including: Algebra I, II and Geometry. A fourth year in math is recommended.)
- 2 units** of the Foreign Language (check with individual college for variations in this requirement)  
or Advance Technology
- 8 elective units**

Applications must be submitted by the deadlines with any required essays and recommendations. Any required tests such as the SAT I/II, and/or the ACT **must** be taken. Official test scores must be sent from the testing service. Course selection and grade point average must be attained.

## **HEALTH SERVICES**

The health room, located next to the Business Office, is open from 7:15 am – 1:45 pm and is supervised by a registered nurse and staffed by a certified health room technician, both of whom are employed by the Montgomery County Health and Human Services. The school-community health nurse provides consultation, counseling and health education on all aspects of health, including emotional, mental, physical, social and environmental. Vision, hearing, and TB screening tests are available upon request. Students in need of health room assistance are required to notify their teacher, use the signed agenda book as a pass and have the health room staff sign it before they return to class. In an emergency, students may be seen without a pass. The health room staff will make determinations on all early dismissals for health reasons, and students are required to sign out in the Attendance Office. Students who leave school without permission from a member of the Health Room staff will receive an unexcused absence in the classes they miss. In the event of a serious emergency or injury, 911 may be called and the student would be transported to a local hospital. A copy of the SIGNED YELLOW EMERGENCY CARD will accompany the student (these cards are sent home at the beginning of the school year and must be completed accurately and returned to the school within the first week of school.

**Medications** – Students who need to take medications must obtain a Medication Administration form (MCPS 525-13) from the Health Room. This form must be completed by both parent and physician (even for over the counter medication) and returned to the health room with the medication **by an adult. Students are not permitted to carry medication to school.** It must be in the original labeled prescription bottle, or for over the counter medication, in a brand new bottle. The first day's dosage of any new medication must have been given at home before it can be administered at school. A new medication form is required each school year. Any unused medication that is not picked up by the parent at the end of a school year will be discarded.

## **SPECIAL EDUCATION SERVICES**

Students who are coded for special education receive services per their IEP. Damascus High School offers resource classes for special education students. Additionally, special education educators participate with regular education educators in delivering instruction in both supported on-level courses and on-level S courses. Speech and language services are also available for identified students. Specific special education programs at Damascus High School are the following:

### **Learning and Academic Disabilities:**

The Learning and Academic Disabilities (LAD) program serves students receiving a diploma and having a learning disability that significantly impacts academic achievement. The goals of the program are to ensure access to the MCPS General Education Program of Studies and to provide opportunities for students to participate in the general education environment. Student support consists of courses identified as S+ (an on-level course taught by a special educator and supported with a special education paraeducator), On-Level with Support (a course taught by a general educator and supported by a special education paraeducator) and consult (consultative support with general education teachers).

### **Learning for Independence:**

The Learning for Independence (LFI) program serves special education students receiving a Certificate of Attendance upon graduation, as identified through an Individualized Education Program (IEP) process. The goals of the program are to provide functional life skills and basic academics using the MCPS Fundamental Life

Skills curriculum. The LFI program provides students with opportunities for interaction with non-disabled peers and mainstreaming in general education with support. Students are prepared for adult life by teaching them skills that will enhance their opportunities in work, recreational, and home settings, and to make a meaningful contribution to their communities.

**School-Community Based Program:**

The School-Community Based Program (SCBP) serves special education students receiving a Certificate of Attendance upon graduation, as identified through an Individualized Education Program (IEP) process. The goals of the program are to provide individualized instruction in functional life skills such as personal management, functional academics, community training, communication and vocational training. Students are provided with opportunities for interaction with non-disabled peers and mainstreaming in general education with support.

## **FOOD SERVICES**

The cafeteria continues to offer the convenience and flexibility of SNAP, a computerized cash register system. Students enter their personalized identification number (PIN) to access their account. The PIN number for returning students will remain the same. New students receive their PIN number on the first day of school. When making a deposit by check, please write the student’s complete name and PIN number on the front of the check. To make a combined deposit for family members at this school, please indicate the deposit amount for each student next to the name.

Depositing funds into the account eliminates the need to carry money every day. The National School Lunch Program does not permit the cafeteria to extend credit. Each school has procedures in place to ensure that students do not go without lunch if they do not have money. Any money left on a student’s account last year will be available for spending the following year. Prepayment to a student account may be made prior to the start of school. To make a prepayment, complete the form included in your summer mailing. Returned checks will be subject to a \$25.00 service charge.

**SECONDARY SCHOOL PRICES**

Lunch Meal	\$2.50
Reduced Lunch Meal	.40
Breakfast Meal	\$1.25
Reduced Breakfast	.30
Milk	.50

## **TRANSPORTATION SERVICES**

**MCPS TRANSPORTATION: 301-353-0955**

Students who live further than 2.1 miles of the school may be eligible for bus transportation. Students should be ready and waiting to board the bus 10 minutes prior to the scheduled arrival time. Route numbers are displayed on each bus in a side window. Transportation is not provided for out-of-area students. Any questions, please call MCPS Transportation at the number listed above.

# SECTION 4

## Damascus High School Clubs

<u>Club Name</u>	<u>Faculty Sponsor</u>
Art Honor Society	Ms. Goldsmith
Art Club	Ms. Goldsmith
Auto Club	Mr. Ortiz
Best Buddies	Ms. Formeller
Debate Team	Mr. Anderson
DOCC's	Mr. Martin
Drama Club	Mr. Rice
Drill Team	Ms. Putman
FFA	Mrs. Mayhew
Forensics	Mr. Barnes
Foreign Language Honor Society	Mrs. Briggs
Interact	Ms. Hartson
International Club	Ms. Mendez
It's Academic	Mr. Landefeld & Mr. Kachadorian
Jazz Club	Mr. Doherty
Leo's Club	Ms. Barry
Literary Magazine	Mrs. Theobald
Math Team	Mr. Wells
National Honor Society	Mrs. Pisciotta
SADD	TBD
Student Government Association (SGA)	Mr. Kachadorian & Mrs. Lynch

**Athletics 2007-08 Athletic Director- Rob Leonard****301-253-7050**

<u>SPORT</u>	<u>SPONSOR</u>	<u>BASE SCHOOL</u>	<u>W. PHONE</u>	<u>CELL PHONE</u>	<u>TRYOUT DATE</u>
Athletic Director	Leonard, Rob	Damascus HS	301-253-7050	301-655-9885	
Assistant Athletic Director	Wells, Rob	Damascus HS	301-253-7070	301-257-9412	
Assistant Game Manager	Wade-Kellar, Martha	Damascus HS	301-253-7060	240-308-1070	
Athletic Trainer	Sanders, Phyllis	Non-MCPS	301-253-7061	443-745-5766	
Ticket Manager, FB/BB	Girlando, Lenny	Damascus HS	301-253-7070	301-788-2967	
Ticket Manager, General	Botkan, Mahvash	Damascus HS	301-253-7060	301-233-5554	
Cheerleading, JV	Shea, Pam	Non-MCPS	301-415-1702	240-888-4642	May
Cheerleading, Varsity	Cotton, Mary E.	Damascus HS	301-253-7060	301-906-6204	May
Cross Country	Youngblood, Robert	Northwest HS	301-601-4628	240-338-8680	August 15
Field Hockey, JV	Paredes, Tricia	Baker MS	301-253-7010	301-529-6231	August 15
Field Hockey, Varsity	Hathaway, Jodi	Non-MCPS		301-758-3752	August 15
Football, Head	Makosy, Dan	MCPS Sub	301-253-7033	240-674-0919	August 15
Golf	Brenneman, Eric	Damascus HS	301-253-7071		August 15
Pom Pons	Cooley, Cassie	Damascus ES	301-253-7080	301-758-6453	May
Pom Pons	Rogers, Franny	Northwest HS	301-601-4660	301-758-0305	May
Soccer, JV Boys	TBD				August 15
Soccer, JV Girls	Rodriguez, Luis	Non-MCPS		240-421-5029	August 15
Soccer, Varsity Boys	Dow, Jim	Damascus HS	301-253-7070	240-446-9899	August 15
Soccer, Varsity Girls	Putterman, Howie	Tuscarora HS	240-236-6400	240-372-5602	August 15
Tennis, Girls	Becker, Barbara	Baker MS	301-253-7015	301-633-4200	August 15
Volleyball, JV Girls	Bonturi, Paulo	Non-MCPS			
Volleyball, Varsity Girls	Couch, Brandie	Non-MCPS		860-810-8153	August 15
Basketball, JV Boys	Humphrey, Brian	Non-MCPS		301-509-6914	November 15
Basketball, JV Girls	Welter, Dan	Damascus HS	301-253-7071	240-605-1093	November 15
Basketball, Varsity Boys	Riley, Rick	Mont Village MS	301-840-4660	301-639-1835	November 15
Basketball, Varsity Girls	Pisarski, Steve	Damascus HS	301-253-7059	301-606-5494	November 15
Swimming	Maddox, Evelyn	Non-MCPS	301-840-2435	240-876-5270	November 15
Swimming, Volunteer	O'Brien, Susie	Damascus HS	301-253-7066		
Track, Indoor	Youngblood, Robert	Northwest HS	301-601-4628	240-338-8680	
Wrestling, JV	Jones, Doug	Non-MCPS			November 15
Wrestling, JV	Obendorfer, Eddie	Non-MCPS	301-518-6533	301-518-6533	November 15
Wrestling, Varsity	Hopkins, Dave	Damascus HS	301-253-7059	301-606-7909	November 15
Baseball, JV	O'Connor, Bob	Non-MCPS	301-946-8702	301-802-1904	March 1
Baseball, Varsity	McManus, Jim	Damascus HS	301-253-7071	301-606-8493	March 1
Golf, Girls Developmental	Gannon, Joe	Damascus HS	301-253-7072		March 1
Lacrosse, Boys	Kieffer, John	Non-MCPS		240-671-5708	March 1
Lacrosse, Boys	Letourneau, Andy	MCPS temp		301-252-8811	March 1
Lacrosse, Boys	McIntire, Dave	Non-MCPS		301-674-5943	March 1
Lacrosse, Girls	Hathaway, Jodi	Non-MCPS		301-758-3752	March 1
Lacrosse, Girls Volunteer	Welter, Dan	Damascus HS	301-253-7071	240-605-1093	March 1
Softball, JV	Kachadorian, Steve	Damascus HS	301-253-7072	301-461-1521	March 1
Softball, Varsity	King, Barb	Damascus HS	301-253-7061	301-536-3519	March 1
Tennis, Boys	Bonfils, John	Damascus HS	301-253-7072	240-409-1229	March 1
Track, Head	Youngblood, Robert	Northwest HS	301-601-4628	240-338-8680	March 1
Volleyball, Coed	Landefeld, KC	Damascus HS	301-253-7072		
Volleyball, Boys	Anderson, Tim	Damascus HS	301-253-7072	301-928-4383	March 1

**Damascus High School  
Athletic Calendar 2007-2008**

**Booster Club Meetings:**

(7:00pm Hornet Café)  
 August 13 Mon  
 September 4 Tues  
 October 1 Mon  
 November 5 Mon  
 December 3 Mon  
 January 7 Mon  
 February 4 Mon  
 March 3 Mon  
 April 7 Mon  
 May 5 Mon

**Homecoming Pep Assembly:** Oct. 18

**Preseason Coaches' Meetings:**

Fall August 17, 11:30am - cafeteria  
 Winter November 13, 2:30pm – Hornet Nest Café  
 Spring February 28, 2:30pm – Hornet Nest Café

**Meet the Coaches' Nights:**

(7:00 pm - auditorium + classrooms)

Fall August 29  
 Winter November 28  
 Spring March 12

**Athletic Scholarship Program:** May 22

(7:00 pm - auditorium)

**Sports Information Night:** June 2

(7:00 pm – auditorium + classrooms)

**DHS Sponsored Tournaments/Activities:**

Powder Puff Football Oct. 16 Tentative  
 Homecoming Week Oct. 15-20  
 Holiday Wrestling Tourney Dec. 28, 29  
 Pompons Green and Gold Feb. 2 (at Seneca Valley)

**Team/Individual Picture Days:**

Fall August 30  
 Winter November 29  
 Spring March 13

**Other Important Dates:**

**Back to School Night:** Sept. 18  
**Mulch Sale:** TBD (tentative March 15)  
**Senior Banquet:** April 24  
**Prom:** May 17

**Season Passes:**

	<b>Adults</b>	<b>Students</b>	<b>Child</b>
Annual	\$70	\$40	
Fall	\$30	\$18	\$6
Winter	\$40	\$24	

# Eligibility Requirements

Students are required to submit a **physical exam form** stipulating physical limitation – if any- before engaging in any team practice. Forms are available in the main office. Students should make every effort to have the exams completed before the beginning of school. Students must turn in a permission/insurance form signed by a parent or guardian before being allowed to practice.

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## **Eligibility for Extra-curricular Activities including Athletics and Clubs**

- Must be under 19 on or before August 31, 2007
- GPA minimum of 2.0; no more than 1 failing grade in previous nine week marking period (Fall eligibility is determined by final marking period of the previous school year)
- Must reside within the boundaries of the school or obtain a waiver to participate form from athletic director
- Submit current medical examination form (MCPS form SRS-6); must be completed by qualified physician or nurse practitioner
- Submit completed parental permission form
- Participate in only one sports team per season
- Attend all scheduled classes on the day of an event or practice, unless due to extenuating circumstances, her/she has obtained prior approval from an administrator.
- Other restrictions may apply that require consulting the coach or athletic director such as participating on outside teams, participating in all-star games, maintaining amateur status, etc.

Eligibility requirements do not apply to students who are entering for the first time 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.

***\$\$ Activity fee must be paid to participate in any extracurricular activity. Students with financial obligations will be prohibited from extracurricular activities until the obligations are resolved.***

***Absences - Students who are absent for any part of the day are ineligible to participate in any extra-curricular activities or school events on that day. The only exception will be previously scheduled appointments, which have been cleared and verified in advance. Refer to DHS student athlete handbook for more detailed information.***

***NOTE: Student Alcohol, Drug, and Tobacco Pledge – All students participating in extra- curricular activities must sign and submit an Alcohol, Drug, and Tobacco Pledge***

***NOTE: Residency Verifications – All students participating in athletics must submit a Residency Verification form***

# SECTION 5

## PTSA – DAMASCUS HIGH SCHOOL 2007/08

### **Officers:**

President:	Bettianne Quinn	301-253-0228
1st Vice President:	Kathi VanHousen	301-253-2898
2nd Vice President:	MaryJean Osborne	301-972-4581
Treasurer:	Lisa Dinsmore	301-253-9169
Secretary:	Jennifer McGolrick	301-253-1383

### **Chairpersons of Committees:**

NAACP:	Carolyn Gray	301-972-3866
MCCPTA Delegate:	Isle Light	301-414-0205
Multi-Cultural:	Magdalena Navarro	301-972-2848
Newsletter:	Beatrice Kallungal	301-414-2234
Newsletter Mailing:	Laura Mainhart	301-253-0608
Post Prom Liaison:	Vacant	
Special Needs:	Patricia Allen	301-253-4586
Staff Appreciation:	JoAnn Hayes	301-528-2180
	Reina Sprankle	301-253-0936
Student Directory:	Cathy Hocker	301-253-0590
Volunteer Coordinator:	Vacant	

PTSA meetings are held the 3<sup>rd</sup> Tuesday of each month in the Media Center at 7:00 p.m.

## GRADE 9 RECOMMENDED SCHOOL SUPPLIES

- A. **Large, 3-ring Notebook with Dividers (REQUIRED)**  
(If possible, try to purchase a notebook that has a clear plastic cover to display your child's schedule and other needed information.)
- B. **Notebook Paper** - loose-leaf
- C. **Plastic Pouch for your binder containing:**
  - 1. Pens - blue or black
  - 2. Pencils (#2 with eraser)
  - 3. Highlighter
  - 4. Stapler and staples
  - 5. Calculator TI 84+ for math classes.  
(Calculators can be rented from the math department for \$ 25 per year.)

### **FOR YOUR INFORMATION:**

Each student will be required to purchase an assignment book for \$5.00 during the first week of school. Checks may be made payable to Damascus High School.

# Welcome to Edline!

Congratulations! Damascus High School has signed up to use Edline. Edline is an easy way for you to keep-up-to-date online. Once you have activated your account, and your school has posted information, you can use Edline to:

- \*Check your child's latest grades,
- \*Receive email alerts when new grades are posted
- \*Receive emails with school or class information
- \*View your 'Combined Calendar' to see all the events from the school calendar and your child's own classes and activities automatically collected and personalized.

Your account information is the same as last year. New accounts will be given out at grade 9 orientation and Back to School Night. If you have not received your account information by Sept 19, please email Mr. Tom DeBoy at Damascus High

## *How to Set Up your Edline Account*

To begin using your Edline account right now, just follow these easy steps:

1. Make sure you have your personal Edline Activation Code. You will get this code from someone at your school or it might be printed at the bottom of this sheet.
2. Go to the Damascus web page ([www.mcps.k12.md.us/schools/damascushs](http://www.mcps.k12.md.us/schools/damascushs)), look for the link to EDLINE on the right hand side of the page, click on the EDLINE link, then when the Edline page appears, select "**Click here if you have a new activation code.**"

**To see pictures and directions of steps 3 and 4, click the Help button at the top of the Edline page. Follow instructions, or for more information click the 'Print an account setup guide' link.**

3. Fill in your Activation Code. Your school may give you one parent code for each child. If you receive several parent codes because you have several children, enter each parent code one after the other. Then you can view all your children's information from the same login account. If you happen to receive the same code for the same child twice you do not have to enter it again. Click "Activate This Code" once you have entered all codes.
4. Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New Account" if this is your first time using Edline. If you already have an Edline account, click "Combine Accounts" to add this child to your existing account.
5. On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code - you will always use your Screen Name and Password to access Edline. Don't share this information with anyone!

**Whenever you login to Edline, click on your child's name in the yellow Shortcuts box.**

You will then see shortcuts to his or her classes, activities, calendar and reports. Be sure to click the Help button and read or print the 'Student/Parent Quick-Start Guide' to take advantage of Edline features.

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**Your account information is the same as last year.** New accounts will be given out at grade 9 orientation and Back to School Night. If you have not received your account information by Sept 16, please email Mr. Tom DeBoy at Damascus High

