

Student Name: \_\_\_\_\_

## **STUDENT HANDBOOK – 2007 - 2008**

Damascus High School  
25921 Ridge Road  
Damascus, MD 20872  
301-253-7030 Fax: 301-253-7046  
Attendance Office: 301-253-7042  
Health Suite: 301-253-7051

Principal	Mr. Robert Domergue
Assistant Principal	Mr. Michael DeBoy
Assistant Principal	Dr. Greg Pleasant
Student Support Specialist	Mrs. Brandice Heckert

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### **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.

### **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 Objectives**

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

- A. 72% the number of students successfully completing at least one Honors or AP course.
- B. 80% the number of the students enrolled in an AP or Honors class earning an A or B, or a 10% increase from the previous year.
- C. 90% the number of students enrolled in on-level classes earning an A, B or C, or a 10% increase from the previous year
- D. 100% of the class of 2009 passing Algebra, Biology, English 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 or taking the AccuPlacer test
- F. 97% the number of students taking the PSAT exam before 11<sup>th</sup> grade
- G. 95% attendance rate.
- H. 10% ineligibility or less each quarter.
- I. 65% of students will complete over 100 hours of SSL before they graduate.

### **SCHOOL HOURS**

School is open from 7:00 a.m. - 2:30 p.m. for all students.

**Students are not to be in the building after buses leave in the afternoon unless they are participating in an activity under staff supervision.** Official class hours for students are 7:25 a.m. to 2:09 p.m.

**CLASS OFFICERS & SPONSORS**

**Class of 2008 – Steve Kachadorian**

President – Megan Krenzke  
Vice President – Cathy Creegan  
Secretary – Holly Jones  
Treasurer – Kathleen Peacock  
Public Relations – Sara Mann

**Class of 2009 – Freddie Berg & Martha Wade-Kellar**

President – Bobby Patton  
Vice President – Laura Cunningham  
Secretary – Emily Greene  
Treasurer – Vacant  
Public Relations – Victoria Barry

**Class of 2010 – Bridget Patton**

President – Tommy Creegan  
Vice President – Michael Schnider  
Secretary – Katie Bush  
Treasurer – Elliott Wu  
Public Relations – Melissa Klahre

**Class of 2011 – TBD**

**SGA Officers**

President – Jon Yahirun  
Vice-President – Brittney Johnson  
Treasurer – Vacant  
Secretary – Bree Feuillet  
Public Relations – Allana Gallant

**List of Clubs**

Art Honors Society - Goldsmith	Forensics - Barnes
Art Club - Goldsmith	Interact - Hartson
Auto Club – Ortiz	International Club – Mendez
Best Buddies - Formeller	It's Academic – TBD
Book Club - Garnham	Leos - Barry
Debate Team – Anderson	Literary Magazine–Theobald
DOCC's - Martin	Mathletes - Wells
Drama Club - Rice	Nat. Honor Soc.-Pisciotta
Drill Team - Putman	SADD - TBD
Film Club – TBD	SGA – Kachadorian
FFA - Mayhew	Spanish Dancers-Russell
FL Honor Society–Briggs	

## **GUIDANCE**

### **Counselor**

Mr. Jeff Peelman  
Mr. Marty Higgins  
Mrs. Coleen Djouha  
Mr. Art Smith  
Mrs. Kristi Poker  
Mrs. Pat Villani  
Functional Life Skills:  
Community Based:

### **Last Name Begins With:**

A - Ba  
Be - E  
F - Kh  
Ki - O  
P - Sa  
Sc - Z  
Mrs. Villani  
Mrs. Kristi Poker

## **GRADUATION REQUIREMENTS**

English – 4 credits  
Social Studies – 3 credits (US History, NSL, MWH required)  
Science – 3 credits (Physical & Biological Science required)  
Math – 4 credits (Algebra & Geometry required)  
Physical Education – 1 credit  
Health – 1 credit  
Fine Arts – 1 credit  
Technology Education – 1 credit  
\*\*Students must complete one \*\* area to meet graduation requirements.  
\*\*Foreign Language – 2 credits  
\*\*Advanced Tech Education – 2 credits  
\*\*Career Development Program – 3-9 credits  
Student Service Learning Hours – 60  
22 credits needed to graduate  
Students must pass the MD High School Assessment tests.

## **SAT TEST DATES**

<b><u>Test Date</u></b>	<b><u>Test</u></b>	<b><u>Registration Deadline</u></b>
October 6, 2007	SAT & SAT 2	September 10, 2007
November 3, 2007	SAT & SAT 2	October 2, 2007
December 1, 2007	SAT & SAT 2	October 30, 2007
January 26, 2008	SAT 2	December 26, 2007
March 1, 2008	SAT Only	January 29, 2008
May 3, 2008	SAT & SAT 2	April 1, 2008
June 7, 2008	SAT & SAT 2	May 15, 2008

## **ACT TEST DATES**

### **Test Date**

September 15, 2007  
October 27, 2007  
December 8, 2007  
February 9, 2008  
April 12, 2008  
June 14, 2008

### **Registration Deadline**

August 10, 2007  
September 21, 2007  
November 2, 2007  
January 4, 2008  
March 7, 2008  
May 9, 2008

## **School Calendar 2007-2008**

### **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
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 24	Incoming gr. 9 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 – 16	AFG Visit
November 9	Report card # 1 distributed to students
November 26	Progress reports # 3
December 5	Interim # 2 mailed home
December 19	Progress reports # 4
January 10 and 11	Exam review days
January 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
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

## **ATTENDANCE**

There is a direct and positive relationship between school attendance and student achievement. Student attendance and participation is a vital responsibility for every student and parent. Attendance in all classes is mandatory. On the day of an absence, the parent/guardian should call the attendance office (301-253-7042). Within three days of the student's return to school, the parent must provide a written note for the absence to the attendance office, even if they had called. Please include your daytime number (work or cell phone number), the full name of student (first and last name), date and day of absence, the reason for absence and the student ID number. ***Failure to turn in a note within 3 school days of the student's return will result in an unexcused absence.*** A doctor's note will be needed for 5 or more successive absences. Court dates will be excused with a note from parent and copy of court summons.

### **LATE ARRIVAL**

Students without a note will go directly to their first class, until 7:50 a.m. **After 7:50 a.m. all students must sign in – with or without a note in the attendance office.** The student must have a valid sick note from a parent/guardian in order for the tardy to school to be excused. All notes will be verified before they will be considered excused. *Excessive tardies* may require a doctor's note and/or a parent conference. Failure to sign in will result in an administrative detention.

### **LEAVING EARLY**

Any student who must leave school during the day for a necessary appointment must bring a note to the attendance office (with a parent's daytime phone number) stating the reason and time of departure **before the start of school that morning.**

### **IN CASE OF AN EMERGENCY, A STUDENT MUST CONTACT AN ADMINISTRATOR BEFORE LEAVING SCHOOL.**

Parent notes for leaving school without signing out will not be accepted. Students **MUST** sign out with permission from parent or administrator. Failure to sign out may be considered unexcused for any classes missed and will result in an administrative detention.

### **PRE-APPROVED ABSENCES:**

Some absences need to be pre-approved by an administrator. These include: college visits, family obligations (reunions, weddings, educational trips, graduation of a family member, take your son/daughter to work). **A note from a parent needs to be submitted to an administrator 3 days before the absence.** The student will receive a yellow form for teachers to sign. Once all signatures have been obtained, the students must deliver it to the attendance office before the absence. Students who are chronically absent may be required by an administrator to submit a doctor's note for all absences.

\*Family travel or "vacation" 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. The school administration may check recommendations from the student's teacher(s) concerning the possible effect of the anticipated absence on the student's academic program and the options available for make-up work before making a decision to approve the absence.

### **PROCEDURE FOR UNEXCUSED ABSENCES**

#### **LC = LOSS OF CREDIT**

- ❖ An LC "warning" letter will be sent home after 3 unexcused absences in any class.
- ❖ An LC letter will be sent home after 5 unexcused absences in any class.
- ❖ Three unexcused tardies equals one unexcused absence.
- ❖ A student who is 20 minutes or more late to a class and is unexcused, will receive an unexcused absence for that class period.
- ❖ A student who has lost credit in a course must continue attending that course. Failure to attend the class is considered skipping and will result in disciplinary action.
- ❖ Students who lost credit in a class should appeal for restoration of credit within 2 weeks.

### **AGE OF MAJORITY**

Those students who reach the age of 18 while in school have the choice of requesting the Age of Majority status. The two basic privileges which Age of Majority status affords the student

are the ability to write his/her own legitimate absence notes, and the right to access his/her school records. The procedure for requesting this privilege is as follows:

- ❖ Student completes an Age of Majority Declaration card that they receive from the Main Office.
- ❖ Student presents proof of age from a driver's license or birth certificate to the Grade Level Administrator.
- ❖ Approved materials are returned to the main office secretary.
- ❖ Parents will be notified by mail.

NOTE: Although a student may attain Age of Majority status, the school reserves the right to notify the parents of any concerns or problems. This would include:

1. Attendance problems.
2. Issuance of loss of credit.
3. Issuance of interims.
4. Questions concerning credits needed for graduation.

## **EXTRA-CURRICULAR**

### **ACADEMIC STANDING -ELIGIBILITY**

1. Students in grades 9-12 must carry a 2.0 grade point average and have no more than one "E" to be eligible to participate in any extra-curricular activity. This does not apply to students entering the school system from a non-MCPS school, to students entering high school in the fall for the first time, or to students engaged in activities which are extensions of a grade course (called co- curricular).
2. A student may regain his/her eligibility status at the start of the next marking period.
3. Upon receipt of report cards for each grading period, a list of ineligible students will be forwarded to each staff member. The sponsors of all activities shall be responsible for enforcing the eligibility standards.
4. For the purpose of eligibility, a marking period is defined as starting on the date established by the Board of Education for report card distribution.
5. Grades recorded as "incomplete" as a result of legally excused absences shall be considered passing until changed. Incomplete grades must be made up within ten school days after the distribution of report cards; if not changed by the teacher, the grade becomes an "E".
6. Students who earn less than a 2.0 in the fourth grading period are not eligible for participation in the fall.

7. The eligibility standards above shall apply to all elected or appointed officers and any representatives of the school who participate in any school sponsored activities.
8. Any ineligible student enrolled in a co-curricular offering (class) will continue to attend the class and remain a participant of that class; however, the student will not be permitted to participate with the group in any activities outside the class.

### **FINANCIAL OBLIGATIONS**

Students with financial obligations will be prohibited from participating in extra-curricular activities. This includes (but is not limited to) homecoming dance, drama productions, sport teams, senior banquet, clubs, prom, and graduation. Once the obligation is reconciled, you may participate in the activity.

## **SPORTS**

### **SPORTS PROGRAM**

Specific dates for the activities will be announced prior to the start of each season. All students are encouraged to participate in any sports activity of their choosing. As a general rule, a student cannot participate in concurrent activities. With agreement of both sponsors, cheerleaders and PomPons may participate in a sports activity.

### **\*\*\* IMPORTANT \*\*\***

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 the DHS student athlete handbook for more detailed information regarding sports participation.

### **PHYSICAL EXAMINATION REQUIREMENT**

Students are required to submit a physical exam form stipulating physical limitations -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.

### **PHYSICAL CONDITIONING**

Students are encouraged to report in good condition at the beginning of the season. The student who does so will have a distinct advantage over someone who does not. Off season running and weight-training are recommended.

### **FINANCIAL OBLIGATIONS**

Students with financial obligations will be prohibited from participating in a sporting event until the obligation is cleared.

### **STUDENT DRUG & ALCOHOL POLICY PLEDGE**

Students participating in any extra-curricular activity must sign the Damascus High School Drug and Alcohol Policy pledge prior to playing in a game or participating in any club activity.

## **GRADES**

### **END OF COURSE EXAMS**

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. End of course exams account for 25% of the semester grade.

### **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.

### **MAKE-UP WORK**

When a student is legally absent from classes, he/she will have the equivalent of the number of school days absent plus one additional school day to make up classwork, 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 a plan. Parental request for homework can be made through the Guidance Department after three days of excused absence.

### **REPORT CARDS**

Report cards will be issued to all students with the exception of the final report card which will be mailed home. If an "I" is placed on the report card for a marking period grade, it must be changed in Guidance to the earned letter grade by the 10th

school day after the report cards are issued for each marking period. Unchanged "I's" will be changed to "E's" on the 10th school day if no teacher has reported a grade change. This policy will affect a student's eligibility.

## **GUIDANCE**

### **GUIDANCE SERVICES**

The Damascus High School Guidance Department consists of seven counselors. 301-253-7037. The Damascus High School Guidance Department also consists of: Mrs. Belt, Guidance Secretary; Mrs. Burkey, Registrar; Mr. Martin, Career Information Assistant.

### **ASSIGNMENTS FOR ABSENCES**

Students are encouraged to get homework assignments from other members of their class when they have been absent for under three days. The Guidance Office will request work assignments when the absence, if due to illness or suspension, will be for three days or more. Please allow 24 hours after the request for work to be ready. This request must come from the parent. Please call 301-253-7037.

### **CAREER CENTER**

The Career Information Center is located next to the Guidance Office where career and vocational materials are available for students and their parents or guardians to explore their career interests.

### **CREDIT NO-CREDIT GRADE OPTION**

A student may choose to take an elective course (courses required for graduation may not be taken for Credit or No Credit) on a Credit or No Credit basis. The decision to have the course reported on a Credit or No Credit basis must be made by the student with parent consent within the first twenty-five (25) days of that semester. This decision is to be considered final.

Additional conditions include:

- ❖ The Credit or No Credit will be entered on the report card and the pupil's cumulative record form.
- ❖ The minimum standard for Credit grade will be achievement at the same level as for earning credit in any other course.
- ❖ A student may have one Credit or No Credit in grade 9, one in grade 10, and two in grade 11, and two in grade 12.

- ❖ Credits earned on a credit /no-credit basis will be included in computing grade point averages for determining class rank.
- ❖ A student who receives approval for this option is required to meet all attendance and academic requirements of the course.

### **EARLY GRADUATION**

The Maryland State law on graduation requires 4 years of enrollment in high school. A student may request a waiver of this requirement. To qualify for a waiver, a student must have met all other MCPS graduation requirements and demonstrate to their counselor and principal that a waiver would be in the best educational and developmental interest of the student. Students who request a waiver cannot take their 12<sup>th</sup> grade English in night school. **Requests for a waiver of the fourth year enrollment requirement must be submitted no later than the end of the student's 10<sup>th</sup> grade year.**

### **SCHEDULE CHANGES**

All students desiring a schedule change must work through the schedule change process with their counselors. Requests for schedule changes will be honored only under these circumstances:

- ❖ The student has a schedule conflict.
- ❖ The student has requested a course that has already been completed.
- ❖ The student has to change instructional day.
- ❖ The change is recommended by an administrator or ARD Committee.

### **STUDENT CONFERENCES**

Students or parents may make appointments with their counselor through the guidance secretary. Except in emergency cases, all students must have a pass to see their counselor. The pass is most often given to the student by the guidance secretary. All students must have signed staff permission to visit their counselors. All students must sign in and out of the Guidance Office. Parents may schedule a conference appointment or speak with a counselor regarding any student concern by calling the Guidance Office at 301-253-7037 between 7:00 a.m. and 3:30 p.m. on school days.

### **TRANSCRIPT REQUESTS**

A transcript is a record of the courses and grades that a student has earned throughout his/her high school years. All college applications, some job applications, and many scholarship applications need to be accompanied by a transcript. Transcript requests and procedures are handled by Mrs. Burkey, Registrar. Contact her at 301-253-7041 during school hours.

## **MISCELLANEOUS**

### **ADVERTISING IN THE SCHOOL**

Any school club or organization can make use of the PA system and publicity bulletin boards. All announcements must be approved by the sponsor or coach, and posters must be approved by an administrator.

### **DRIVING**

- ❖ Students who park in the lot are to have a current student parking tag displayed on the rear view mirror of their car. Applications for tags may be secured through the Business Office. Illegally parked cars may be warned with a sticker for the 1<sup>st</sup> offense and fined or towed for subsequent offenses.
- ❖ Cars are to be locked and not entered again until the student is ready to leave the school grounds. Students are not to enter cars or lots during the school day.
- ❖ At no time are students to park in the visitors, cafeteria, handicapped spaces, or in the staff parking areas.
- ❖ Students with serious violations involving their vehicles will lose their parking tags and can be suspended.

### **HEALTH ROOM**

The Health Room, located next to the Business Office, is supervised by a registered nurse and is staffed by a health aide. It is Damascus High School policy that no student should be carrying medication to school. If a student needs to be administered medication, the following procedure is to be followed:

- ❖ Obtain a medication administration form from the Health Room. This form must be completed by both parent and doctor.
- ❖ Medication must be brought to the school by an adult. It must be in the original prescription bottle, or, for over-the-counter medications, in a brand new bottle.

- ❖ Vision, hearing, and T8 screening tests are available upon request. The Health Room has health related literature available to students and parents. The nurse and Health Room technician are members of Montgomery County Health and Human Services Division. The Health Room phone number is 253-7051.

### **LOCKS AND LOCKERS**

Every student at DHS is assigned a single locker at the beginning of each school year. The student is responsible for the condition of the locker and keeping the combination secure. The school is not responsible for the security of items left in the locker. The school does have the right to open a locker for "reasonable suspicion." Students can seek out a building service or security staff member for help with opening jammed or broken lockers. If a staff member cannot be found, the problem should be reported to the Business Office.

### **LUNCH TIME**

- ❖ Students are to use the cafeteria for food or drink.
- ❖ Students are not to go to their lockers during lunch.
- ❖ **Students in grades 9-11 are not allowed to leave school during lunch time.**
- ❖ Students who wish to use the Media Center or Career Center during lunch must obtain a pass before school from a member of the Media Center.

### **MEDIA CENTER**

The purpose of the Media Center is to support the instructional needs of Damascus students and staff. It is a specialized library with a collection of resources which focus specifically on the units of instruction in grades 9-12. The Media Center web page has on-line resources available for home use as well as other information for students. The Media Team, composed of outstanding technology students, is available for assistance. The Center is open from 7:00 a.m. – 4:00 p.m. Monday thru Friday. Individual students reporting to the Media Center must have a pass. Students are responsible for all items checked out on their ID number. All materials may be renewed. Fines are charged for overdue materials.

**SCHOOL CLOSING OR LATE OPENING** In the event of snow or other emergencies that force a closing or delayed opening of

schools, radio and TV stations will be notified of the decision no later than 6:00 a.m. The following options are provided:

1. Schools may be closed for the day.
2. The opening of schools may be delayed for two hours. High school will begin at 9:25 a.m. and school buses will pick up students two hours later than regular time.
3. Canceled school days return to the first canceled school day.

### **STUDENT CONDUCT AT SCHOOL DANCES**

Student conduct at school dances should be held to the same high standards of appropriateness as conduct in school. Therefore students will not be allowed to dance in any manner that is considered offensive, lewd, or obscene. Grinding or sexually suggestive moves are not appropriate. Students who do not abide to these standards will be asked to leave the dance site and staff will contact parents. Refunds will not be made.

### **STUDENTS IN HALLS**

- ❖ Students must have a signed hallway pass (agenda book) from their classroom teachers to go to their lockers, the Health Room, Media Center, Guidance, Business Office, etc.
- ❖ Students should not block the halls and stairs so that other people are able to move freely down the corridors. Students should not sit in the hallways or stairs.

### **STUDENT SECURITY**

It is the responsibility of students to ensure that all personal belongings -money, books, coats, etc. -are safely secured in hall or gym lockers as appropriate. Students should not bring large sums of money to school. **The school is not responsible for items stolen from students.**

### **TELEPHONE**

Public telephones are located in the hallway outside the gym, cafeteria, and the auditorium lobby. It is expected that students will use the phones only during non-instructional times. Students should carry change needed to use the public telephones. In the case of emergency, students may request to use the office phone after stating the request to the office staff.

## **TECHNOLOGY**

### **APPROPRIATE USE OF COMPUTER NETWORKS**

1. MCPS provides computer equipment, computer services, and network access for educational purposes only. Access to networks both inside and outside of MCPS carries with it the responsibility for proper use by the user. **Educational purposes are defined in this regulation as those purposes directly related to an MCPS assignment, project, job, or function for which the user is responsible.** Inappropriate network use may result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.
2. MCPS is not responsible for all of the information found on the networks outside of the MCPS organization, and MCPS does not have control over information residing on other systems to which there is access through MCPS.
3. Users are expected to keep their disk storage space at an acceptable level. Unnecessary files should be removed on a regular basis.
  - a. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.
  - b. System administrators reserve the right to moderate, monitor, and modify the network hardware, software and communications.
4. Users are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner.
5. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, guidelines are posted in each computer lab. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

## **TRANSPORTATION**

### **ACTIVITY BUS**

Two buses will operate each Wednesday and Thursday, leaving school by the cafeteria entrance at 4:00 p.m. You may ride the activity bus only if you are engaged in a school-related activity under the supervision of a staff member.

### **MCPS BUS SERVICE**

Students who wish to ride home on a friend's bus or get off of their own bus at a friend's stop must bring a note from their parent or guardian to the Main Office. The Main Office secretary

will issue a pass to the student authorizing the riding of a different bus. This pass should be given to the bus operator. This practice will normally be approved where space permits.

#### **RIDE ON & METRO BUSES**

Student may ride - for free - the Ride-On bus after school hours, 2:00 – 7:00 p.m., by displaying their student identification to the bus driver.

### **DISCIPLINE POLICY and PROCEDURES**

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 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 is prohibited.

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. This includes 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**

The unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose is prohibited. 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**

Students should not be 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.

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 minimum 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.