

*This book is a gift from the  
Bethesda-Chevy Chase  
High School PTSA*



*"Learn, Think, Sewe, Be Responsible"*

# ***“Learn, Think, Serve, Be Responsible”***

## **VISION**

All B-CC students will graduate ready to continue their education to become productive citizens of our world.



## **Mission Statement**

The mission of B-CC HS is to develop lifelong learners; independent, critical thinkers; and responsible, compassionate global citizens. B-CC empowers its diverse student body by offering a rigorous instructional program as well as a wide range of extracurricular activities, supported and enriched by the surrounding community.

## **Beliefs**

### ***We believe that.....***

1. Every student is important, capable of learning, and can graduate prepared for further education.
2. Rigorous academic standards and high expectations are vital components of student achievement.
3. Fairness and mutual respect are fundamental to the teacher-student relationship.
4. An effective educational environment values communication among students, teachers, parents, staff, and community.
5. Enthusiasm and passion are the foundations of lifelong learning.
6. Diversity and cultural differences enrich the overall educational experience of our students.
7. Student and staff participation in extracurricular events and activities fosters learning and strengthens relationships.
8. Collaboration and ongoing professional development enhance teacher excellence.
9. Every student deserves to learn in a safe and supportive environment.
10. Students learn best when teachers adapt instructional methods to diverse learning styles.

## **Profile of Bethesda-Chevy Chase High School Graduates**

*A B-CC education enhances the social, academic, problem-solving, and communicative abilities of our students. A B-CC graduate will demonstrate the following:*

### ***Academic Knowledge and Proficiencies for Lifelong Learning***

- English language and mathematical competencies at levels necessary for success in the digital age
- Confident and creative communication of ideas and information in more than one language
- Understanding of scientific concepts and processes required for personal decision making and participation in society
- Familiarity with economic trends and policies influencing the United States and the global economy
- Acquaintance with historical events that inform the present and shape the future
- Ability to interpret, use, and create digital media for communication and learning
- Ability to locate, evaluate, and synthesize information using current technology
- Skills necessary to succeed in work of one's choice
- Appreciation of similarities and differences in the customs, values, and beliefs of world cultures
- Appreciation for and participation in the arts and athletics

### ***Accepting Social Responsibility Within and Beyond the School Community***

- Individual accountability for actions that affect the lives of others
- Empathy, compassion and respect for individuals, groups, and communities
- Awareness of local issues, recognizing their connection to the world community
- Understanding political, social, and economic issues as they affect global relationships
- Commitment to action and service for improvement in the lives of people and the environment
- Resolution of conflicts while recognizing and respecting the perspectives of others

### ***Personal Qualities that Cultivate Habits of Inquiry***

- Curiosity that fuels independent learning throughout a lifetime
- Integrity and honesty in personal behavior
- Courage to take risks in exploring new ideas, viewpoints and unfamiliar situations
- Intellectual, physical and emotional balance to achieve individual and community well-being

- Critical thinking skills to recognize and analyze complex problems independently or in collaboration with others
- Ability to reflect on learning and experience with a sense of personal responsibility
- Persistence and determination in achieving goals
- Ability to accept and adapt to change by offering new ideas, methods, products and services

## **School Improvement Goals**

**Goal #1 By the year 2015, graduates of B-CC High School will demonstrate improved academic achievement as measured by:**

- An increase to 90% or higher in the percentage of students who are academically eligible in any given marking period
- An increase to 100% in the percentage of students who pass the High School Assessments in Biology, English, Government and Math
- An increase to 65% in the percentage of students who earn a 3 on an AP Test or a 4 on an IB Test by the end of 12th grade with a particular focus on increasing the performance of those groups that are farthest from the target
- An increase in the Graduation Rate to 96% in all subgroups

**Goal #2 By the year 2015, graduates of B-CC High School will demonstrate that they are responsible for their own learning as demonstrated by:**

### Honesty/Ethics

- A decrease in academic dishonesty
- A decrease in the number of reports of students skipping class or bringing in "excused" notes on days of tests or quizzes

### Work Habits

- An increase in the number of students accessing Edline
- An increase in the number of students who attend TAP or seek help from the teacher or other source
- An increase in the number of students who successfully complete the MYP Project
- An increase in the rate of HW completion

## **WORLD SCHOOL MISSION**

Bethesda–Chevy Chase High School is an International Baccalaureate World School recognized for both our Middle Years Program (MYP) for students in Grades 9 and 10 and our Diploma Program (IBDP) and Certificate Program (IBCP) for students in Grades 11 and 12. Our school mission aligns with the International Baccalaureate Organization (IBO) Mission Statement:

*The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.*

*These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.*



### STUDENT INFORMATION

Name \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

Administrator \_\_\_\_\_ Counselor \_\_\_\_\_

AU (Homeroom) Teacher \_\_\_\_\_ Room # \_\_\_\_\_

#### First Semester Schedule

Pd.	Time	Room #	Course Title	Teacher
1	7:25-8:17			
2	8:22-9:10			
3	9:15-10:02			
4	10:07-10:54			
Lunch	10:54-11:34			
5	11:39-12:26			
6	12:31-1:18			
7	1:23-2:10			

#### Second Semester Schedule

Pd.	Time	Room #	Course Title	Teacher
1	7:25-8:17			
2	8:22-9:10			
3	9:15-10:02			
4	10:07-10:54			
Lunch	10:54-11:34			
5	11:39-12:26			
6	12:31-1:18			
7	1:23-2:10			

*The B-CC Student Agenda Book is an essential tool for success at B-CC. It contains important information and dates and is also used as a hall pass. If it is lost, it must be replaced immediately. Replacement handbooks will be sold in the financial office for \$7.00. It is crucial that both student and parent/guardian read the handbook carefully and sign below indicating that the handbook has been reviewed and understood.*

\_\_\_\_\_  
Parent signature                      Date              Student Signature                      Date

**ADMINISTRATORS**

Karen Lockard, Principal.....	240-497-6307
Bennie W. Green, Assistant Principal.....	240-497-6310
Irina LaGrange, Assistant Principal.....	240-497-6310
Jon Green, Assistant Principal.....	240-497-6310
Sherry Swanke-Libby, School Business Administrator.....	240-497-6315

**ADMIN**

240-497-6307
240-497-6310
240-497-6310
240-497-6310
240-497-6315

**FINANCIAL OFFICE**

Jackie Torrey, Financial Agent (Obligations).....
---

**FINANCE**

240-497-6317
--------------

**COUNSELING DEPARTMENT STAFF**

Colleen Desmond, Resource Counselor.....	240-497-6320
Brett DeMunter, Counselor.....	240-497-6320
Cheryl Feldsott, College/Career Coordinator.....	240-497-6327
Cathie Goltz, Guidance Secretary.....	240-497-6320
Richard Gordon, Counselor.....	240-497-6320
Mia Hemmer, Counselor.....	240-497-6320
Nancy Keller-Klothe, Counselor.....	240-497-6320
Tammy Mayo, Counselor.....	240-497-6320
Rina Palchick, Counselor.....	240-497-6320
Kathy Peebles, Registrar.....	240-497-6326

**COUNSELING**

240-497-6320
240-497-6320
240-497-6327
240-497-6320
240-497-6320
240-497-6320
240-497-6320
240-497-6320
240-497-6320
240-497-6326

**DEPARTMENT/PROGRAM RESOURCE TEACHERS**

Art/Music/Physical Education, Marshall White.....	240-497-6335
Athletic Department.....	240-497-6344
ATMS Academy Coordinator/Technology, Sharif Robinson.....	240-497-6348
English, Evanthia Lambrakopoulos.....	240-497-6364
ESOL, Galit Zolkower.....	240-497-6383
Foreign Language, Barbara Alushin.....	240-497-6386
IB Coordinator, Beth Groeneman.....	240-497-6329
Internship/Partnership Coordinator, Diana Kirtley.....	240-497-6328
Mathematics, Amanda Mollet.....	240-497-6341
Media Specialist, Brian Baczkowski.....	240-497-6349
MYP Coordinator, Susan Rojas.....	301-951-6647
Science, Beverly Lynch.....	240-497-6357
Social Studies, Hunter Hogewood.....	240-497-6389
Special Education, Lauren Last.....	240-497-6338

**OTHER IMPORTANT TELEPHONE NUMBERS**

Main Office.....	240-497-6300
Attendance Office.....	240-497-6309
Health Room.....	240-497-6337
Student Service Learning.....	240-497-6354
Athletics.....	240-497-6344

PLEASE REFER TO THE B-CC WEBPAGE FOR STAFF E-MAIL ADDRESSES AT  
<http://www.mcps.k12.md.us/schools/bcchs/>

## BELL SCHEDULES

### **FULL-DAY (7 periods)**

Warning Bell	7:20
Period 1	7:25–8:17
Period 2	8:22–9:10
Period 3	9:15–10:02
Period 4	10:07–10:54
LUNCH	10:54–11:34
Period 5	11:39–12:26
Period 6	12:31–1:18
Period 7	1:23–2:10

### **HALF-DAY (4 periods)\***

Warning Bell	7:20
Period 1	7:25–8:17
Period 2/ 5	8:22–9:10
Period 3/ 6	9:15–10:02
Period 4/ 7	10:07–10:54
LUNCH	10:54–11:40

**\*The four-period half-day schedule will alternate periods 1, 2, 3, 4 and 1, 5, 6, 7.**

### **HALF-DAY (7 Periods)**

Warning Bell	7:20
Period 1	7:25–7:56
Period 2	8:01–8:28
Period 3	8:33–8:59
Period 4	9:04–9:30
Period 5	9:35–10:01
Period 6	10:06–10:32
Period 7	10:37–11:03
LUNCH	11:03–11:40

### **TWO-HOUR DELAY**

Warning Bell	9:20
Period 1	9:25–10:01
Period 2	10:06–10:35
Period 3	10:40–11:11
Period 4	11:16–11:47
LUNCH	11:47–12:22
Period 5	12:27–12:58
Period 6	1:03–1:34
Period 7	1:39–2:10

### **FINAL EXAMS**

First Exam	7:30–9:40
Second Exam	10:30–12:40

**If there is a two-hour delay (due to inclement weather) on an exam day in January, the following schedule will be followed:**

First Exam	9:30–11:40
Lunch	11:40–12:05
Second Exam	12:10–2:10

If there is a day called off during exams due to inclement weather, the day students return they will take the exams regularly scheduled for the day they missed. Updates will be reflected on the school's web site:  
<http://www.mcps.k12.md.us/schools/bcchs/>

<b>DO YOU NEED?</b>	<b>PLEASE GO TO (THE):</b>
Free and reduced lunch.....	Ms. Laura Reese, Cafeteria Manager
Locker assignment, locker assistance.....	Security Office
Work permits.....	Ms. Feldsott, College/Career Counselor
Transcripts.....	Ms. Peebles, Registrar
Age of majority applications.....	Senior Class Administrator
Parking permits.....	Security Office
To clear obligations.....	Ms. Torrey, Financial Assistant

### **ATTENDANCE REGULATIONS**

School attendance is mandatory. Students should attend daily.

#### **COLLEGE VISITS**

Juniors may have a total of **2** excused days and seniors may have a total of **5** excused days to visit colleges with the submission of a note from a parent/guardian. Students must notify their teachers and the attendance office **prior** to the absence(s) for college visits.

#### **EARLY DEPARTURES**

B-CC encourages students to make appointments outside of the school day. However, a student who needs to leave school for a doctor or dentist appointment must have a note from parent/guardian stating the reason for leaving and the time of departure. **The student must take the note to the Attendance Office before school begins.** He/she must sign out at the Attendance Office when leaving. **A doctor's or dentist's note or verbal verification may be required if there is an attendance question or concern.**

If the early departure is for part of the day and the student returns to school, he/she must sign in at the Attendance Office when returning. Students are responsible for making up all class work and assignments missed as a result of early departures. **If a student arrives at school after 7:25 a.m. or leaves before 2:10 p.m., he/she must sign in or sign out. Otherwise, he/she will incur an unexcused absence.** Students dismissed from school by the Health Room Technician or Nurse must sign out at the Attendance Office. Upon departing, students must present the *Health Room Dismissal* slip to the Attendance Office and sign out. Any additional days of absence will be excused only with a note from the student's parent or guardian.

## **EXAMS**

Students missing exams must present a note with the reason for the absence **to the teacher** to schedule a make-up.

## **EXCUSED ABSENCES**      **Note: Absences for vacations are unexcused.**

Each student's attendance record at school is very important. The State Board of Education identifies the following as excused absences:

Death in the immediate family	*Illness of pupil
Court summons (proof required)	Medical appointments
Suspension	Observance of religious holidays
State emergency	Authorized activity approved in advance
Violent/hazardous weather	Lack of MCPS transportation

## **FULL-DAY ABSENCES**

For extended illness of five days or more, parents/guardians should call the Main Office (240-497-6300) for assignments. Please allow 24 hours for assignments to be gathered from teachers\*.

Upon the student's return to school from a full day's absence, a written note prepared by the parent or guardian explaining the absence must be submitted to the Attendance Office. This note must be received within three (3) days of returning to school. Otherwise, the absence will be considered unexcused.

The **ABSENCE NOTE** must contain the following:

- Date of note/Dates and reason of absence.
- Student's full name, grade level, and ID number (printed).
- Parent/Guardian Signature and Daytime Phone numbers

\*A physician's note is required for five or more consecutive days.

It is the student's responsibility to meet with each teacher to arrange to make up missed work. Teachers allow students a limited number of days to make up missed assignments, usually equal to the number of days of the legitimate absence.

## **(Procedure for Issuing) LOSS OF CREDIT**

The Loss of Credit (LC) disposition is applied to any student who has five (5) or more unexcused absences in a class during a semester. The teacher warns the student of possible loss of credit by completing and forwarding an LC warning letter to the appropriate administrator after three (3) unexcused absences. The LC warning form is sent home. Following five or more unexcused absences, the teacher completes and forwards an LC letter to the appropriate administrator. The LC form is sent home. Students who miss five (5) or more sessions of class during a semester due to unexcused absences will be denied credit in that class.

**Note: Students must remain in their assigned class even when an LC has been issued.**

## **(Procedure for Appealing) LOSS OF CREDIT**

Students may appeal their loss of credit by submitting a petition to their teacher within 10 days of official notification. Appeal forms are available in the Main Office

and in the Counseling Office. Students must submit a separate appeal to teachers in each class where they have lost credit. The teacher then makes a recommendation to the appropriate administrator. Often, conditions are set and a decision is deferred until the end of the semester. If and when the student petition is granted, credit will be restored.

### **MAKE-UP WORK**

Upon returning from an absence, students are responsible for determining what work was missed and making arrangements with the teacher for its completion. The time for completion of make-up work is determined by the individual teacher, but make-up work should be completed as promptly as possible. If the assignment was known in advance of the absence and was due the day of the absence, it is due immediately upon the student's return. Teachers are obligated to help students in making up work when the absence is excused; **no such obligation exists when the absence is unexcused.** Students should make arrangements to make up missed work before school, during lunch or immediately after school.

### **PARTIAL ATTENDANCE OF A CLASS PERIOD**

The Montgomery County School Board has established a policy that ties attendance to credit in all senior high schools. Missing twenty (20) minutes of any class constitutes an absence from that class. Five (5) or more unexcused absences could result in the loss of credit for the course (see loss of credit procedures).

### **UNEXCUSED TARDINESS**

Tardiness to class is one of the major reasons students lose credit. Students who are tardy three times without a valid excuse will be given one unexcused absence. Three (3) unexcused tardies equal one unexcused absence.

**If a student arrives to school late, he/she should report to the Attendance Office. Late arrivals will be considered unexcused unless the student presents a note consistent with the reasons for excused absences.**

## **B-CC POLICIES/PROCEDURES**

### **ACADEMIC DISHONESTY**

This applies to both written work and oral presentations. Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized text; and unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology.

#### **Plagiarism:**

- Submitting or presenting another person's work as your own without proper documentation, including downloaded information from the Internet and lab data
- Using another student's material without prior approval

#### **Cheating:**

- Giving or receiving information before, during and after a test, quiz, and/or class work assignment without teacher authorization
- Using hand signals, computers, text messages, phone messages and the like during tests or quizzes to obtain/give information.
- Using unauthorized materials during a test or quiz

### **AGE OF MAJORITY**

Students who reach the age of eighteen may apply for the privilege of Age of Majority (AOM). Students must present a letter signed by a parent/guardian that gives the student permission for AOM to his/her grade level administrator.

**Note: Age of Majority status is a privilege, and the school reserves the right to rescind that privilege if it is abused. Students who exercise their AOM privilege are held accountable for their judgment and their actions. If a student with AOM falls into a pattern of absences or tardiness, the school contacts the student's parents/guardians and may rescind the student's AOM status.**

### **BUS TRANSPORTATION/BEHAVIOR AND RULES**

The Montgomery County Public Schools system provides bus transportation to all students who live beyond a reasonable walking distance and to those students who might encounter hazardous walking conditions regardless of distance. Bus listings of stops, pick-up and drop-off times are sent to each student prior to the opening of school. Questions regarding this service can be directed to the Department of Transportation (301-670-8260).

**All school rules are in effect while students are waiting at school bus stops and riding school buses.** The bus operator is in charge of the bus and the passengers and is responsible for the safety of pupils and for their conduct on the bus. Riding the bus is a privilege that can be denied temporarily or permanently. A

pupil may become ineligible for transportation if his/her behavior creates a problem on the school bus.

### **COMPUTER USE**

B-CC encourages students to make educational use of its computers during class and after school. Computers are available in:

- The Media Center
- English Department Writing Center in room A311
- Cyber Café

Students have the right to use technology provided by MCPS for educational purposes only as defined in regulation IGT-RA. Computer equipment, computer services, and network access to schools and offices are provided for purposes consistent with the mission of MCPS. All actions are subject to MCPS review and may be logged and archived. Students must protect information and resources against theft, malicious damage, unauthorized access, tampering, and loss and comply with relevant state, local and federal law.

### **DISTRIBUTION OF MATERIALS**

Distribution of newspapers, leaflets, flyers, magazines or any other non-school-issued materials on the school grounds by B-CC students must be approved in advance by an administrator. Distribution of such materials by individuals other than B-CC students requires the permission of the Deputy Superintendent of Schools. Posters and flyers must have approval of sponsor and administrator or they will be removed.

### **DRUGS, ALCOHOL, AND TOBACCO PRODUCTS**

Use and/or possession of illegal drugs (intoxicants), including alcoholic beverages, on school grounds or within the drug-free school zone of 1000 feet or during a school-related activity is illegal. Police referral and suspension are minimum consequences, and expulsion is the maximum consequence. **Distribution of any intoxicant or intent to distribute any intoxicant requires police referral and recommendation for expulsion as the minimum consequence.** Use of tobacco or tobacco products is also illegal and prohibited on school grounds or within the drug-free school zone. Suspension may result from violation of this rule.

### **ELEVATOR USE**

The use of the elevators in the school buildings is limited to staff members and students who are disabled or physically limited (permanently or temporarily). Students requiring the use of elevators need to bring a doctor's note to the Business Office, stating the reason and length of time the key will be necessary. A \$50.00 deposit is required for a key to be loaned to a student. Unauthorized use of elevators by students will result in consequences ranging from detention to suspension.

### **ELIGIBILITY FOR ATHLETICS/EXTRACURRICULAR ACTIVITIES**

In order to be eligible for any athletic or extracurricular activity, a student must have obtained a 2.0 grade point average (GPA), with not more than one grade of E, for the previous nine-week grading period (the first nine-week eligibility period is determined by the fourth-quarter grades from the previous school year). If a student does not earn a 2.0 GPA, or has more than one failing grade, the student will be ineligible for the next nine weeks. The period of eligibility/ineligibility begins on the day report cards are distributed and continues until the next report card is distributed.

**Serious behavior infractions or excessive unexcused absences may be sufficient reason for declaring a student ineligible at any time.** Such decisions will be made by the principal after conferring with the coach, sponsor, and/or athletic director.

**To participate in any athletic/extracurricular event the student must be present in all scheduled classes on the day of the event or previous Friday for weekend events, unless the absence has received prior administrative approval.**

### **FINANCIAL OFFICE**

The Financial Office is open before school, during lunch, and immediately after school. Students may not go to the Financial Office during class time. Students may pay obligations, class fees and purchase workbooks in the Financial Office. Students may also purchase replacements for lost student handbooks in the Financial Office. Students should bring checks, money orders, or exact change for payments. A \$15 charge will be assessed for any returned checks. Change will not be available for large money denominations.

### **HALL PASSES**

Dismissal during class requires a hall pass signed by a staff member with the date, time, and destination noted. The MCPS General Use Slip or this B-CC Student Agenda Book should be used as a hall pass.

### **HEALTH ROOM**

The Health Room is located opposite the Auditorium on the first floor and is open from 8:00 a.m. to 2:00 p.m. daily. If the Health Room is locked for any reason, students should report to the Attendance Office. Students should have an emergency name and telephone number on file. A student cannot leave school without permission from a parent/guardian or previously designated person.

### **LOCKERS**

All students will be assigned a locker and combination. Lockers remain the property of B-CC High School, and **may be searched by school officials with reasonable cause.**

## **LOST AND FOUND**

When personal property is missing or vandalized, students should immediately notify the security team leader or member of the security team and complete the appropriate form. **Students should not bring valuable or expensive items or large sums of money to school.** “Lost and Found” is in the Security Team Office. This does not include textbooks. Lost textbooks should be reported to the teacher; found textbooks are returned to the appropriate teacher.

## **LUNCH**

The students, staff, and parents of B-CC High School agree that an open lunch period is desirable. It allows students maximum freedom and choice in meals as well as free time. The single-period format provides the greatest freedom for clubs and other groups to meet. It also places the following responsibilities upon the individual student to:

- Return to campus on time.
- Conduct oneself as a representative of B-CC High School, following all school rules even when off campus.
- Dispose of trash in appropriate receptacles.
- Respect the rights of the community members at all times.

## **OBLIGATIONS**

All students have the responsibility to return textbooks and library materials at the end of each semester and to pay lab fees at the beginning of the semester for courses that require fees. These fees pay for supplies to support the course. Books that are not turned in must be paid for in order to receive the final report card of the year.

- ***No parking permits will be issued to students with obligation***
- ***Students with obligations will not be able to participate in extracurricular activities or athletic games/matches***

Questions about obligations should be addressed to the Financial Office at 240-497-6317.

## **PARKING**

Parking forms are located in the Security Office. They are available for pick-up before school, during lunch and after school. Students should apply for a parking space the first week of each semester. A school committee will review all applications. Approved students will be notified. **No parking permits will be issued to students with financial obligations.**

### **B-CC Parking Rules:**

- Students who plan to park on school grounds must have a valid up-to-date Parking Permit
- Students are expected to drive in a safe manner
- Students must park only in the Student Parking spaces
- Students are not to loiter around their cars and may not return to their cars

- during the school day
- All parking permits must be prominently displayed for all to see
- Parking permits cost \$25.00 per semester
- Parking permits are not transferable and thus cannot be used in any vehicle that is not registered with the Security Office

**Failure to comply with the above expectations will result in revocation of the parking permit.**

### **PERSONAL PROPERTY**

Cell phones, radios, walkmans, MP3 players, iPods®, electronic games, and cassette players are not to be used or visible during class time. Any staff member has the right to confiscate such equipment until the end of the day, and **it will be considered an act of insubordination if the student refuses to relinquish such property.**

### **SCHOOL CLOSING**

When weather conditions are severe, the regular school schedule may be changed. School closings or delayed starting times will be announced on the radio, TV and MCPS website. Students should not call the school because telephone lines must be available for emergencies.

### **STUDENT SERVICE LEARNING (SSL)**

Service learning experience is a graduation requirement. These 60 required hours (75 for class of 2011 and beyond) may be accumulated through curriculum, co-curricular programs, community organizations or special student service learning activities. Approval must be granted **prior** to beginning the activity. Verification forms are available in the Counseling and on the website. Forms should be submitted no later than the end of the semester in which the hours were completed. If an activity is for two semesters, the hours earned each semester must be submitted at the end of the semester. Hours earned during the summer must be submitted no later than September 28. Student questions to the SSL Coordinator, Ms. Bayona.

### **SUPPORT PROGRAMS FOR STUDENTS**

- Student Assistance Program (SAP)
- National Honor Society Mentoring Program – Thurs. @ lunch
- Time for Academic Progress (TAP) - Tuesday, Wednesday, Thursday, 2:15 - 3:15 p.m.\*
 

Math.....C211	English.....A311
Science.....B318	Social Studies..... A411
- College Tracks – Tuesdays at 2:30 p.m. and Thursdays at 7:00 p.m. at the Coffield Center.\*

\*Funded by B-CC Educational Foundation.

### **TRESPASSING**

**Any person violating the Board of Education's posted regulations for visitors will be requested to leave the premises. If he/she refuses, the police will be called immediately and the principal, if necessary will issue a trespassing notice. Students who have out-of-school suspension may not be on the school's premises for the duration of the suspension.**

### **WEAPONS**

Weapons are defined as any instrument that can cause bodily harm. This includes knives **of any size**, razors, clubs, metal knuckles, nunchucks, guns, laser pointers, and any other objects intended or used to inflict harm.

When a student is found in possession of any such illegal object, the police must be involved and the minimum consequence is suspension from school. **The maximum consequence for any student who uses a weapon to cause bodily harm/injury is police referral and recommendation for expulsion.**

## COUNSELING DEPARTMENT INFORMATION

Counseling services are available to all students. Each student is assigned to a particular counselor alphabetically based on his/her last name. Students who would like to make an appointment to see a counselor should visit the Counseling Office before school, during lunchtime, or after school and speak with the Counseling Office Secretary. Counselors are available to see students on a drop-in basis during lunch.

### GRADING

Grades are based on evidence of attainment of the course outcomes, as outlined in the *MCPS Curriculum Frameworks*.

The following symbols and statements are used to report progress:

- A** Outstanding level of performance
- B** High level of performance
- C** Satisfactory level of performance
- D** Minimum level of performance
- E** Failure
- E<sub>2</sub>** Loss of credit
- CR** The student is maintaining a level of performance that is acceptable for credit purposes.
- NC** The student's level of performance is unsatisfactory.
- I** Incomplete—Due to extenuating circumstances, the student has been given an approved extension of time.
- W** Withdrawn with school approval in accordance with MCPS procedures.

### GRADING - SENIOR EXAM CALCULATION (SEMESTER 2)

End of the year finals for seniors are calculated as part of the fourth quarter grade. The final counts as 25% of the fourth quarter grade. Teachers record "exempt" in the final exam column for all seniors. The second semester grade is an average of the third and fourth quarter grades.

## GRADUATION REQUIREMENTS

To be awarded the Maryland High School Diploma, a student shall have earned a minimum of 22 credits in Grades 9–12.

### MCPS Graduation Requirements for All Students:

#### Necessary Credits

English.....	4
Social Studies (must include 1 US History, 1 NSL Gov., 1 World History).....	3
Mathematics (must include 1 Algebra, 1 Geometry) .....	4
Science (must include 1 Physical, 1 Biological Science) .....	3
Fine Arts.....	1
Technology Education .....	1
Physical Education.....	1
Health.....	½
Foreign Language or Advanced Technology or.....	2
Career Preparation.....	3-9
*Student Service Learning.....	60 hours

\*\*Participation in statewide HSA/MSA exams

*\*Students in the class of 2011 and after must earn 75 student service learning hours to fulfill graduation requirements.*

*\*\*Students in the class of 2009 and after must earn a passing score on statewide HSA exams to fulfill graduation requirements.*

Credit may be awarded for successful completion of mathematics and foreign language high school level courses taken while in middle school if **all** of the following occur:

- The student successfully completes the high school level course with a grade of D or better.
- The student passes the final examination with a grade of D or better.

## REQUESTS FOR TRANSCRIPTS

Request for transcripts to be sent to post-secondary institutions should be made one month prior to the institution's deadline.

TRANSCRIPT FEES			
First three college requests	FREE	Each additional college request	\$5.00
Withdrawal (sent to new school)	FREE	Private School (first request)	\$5.00
Summer/Work Program	\$5.00	Scholarship	\$1.00
Unofficial	\$1.00		

## **TRIUMPH, A FREE ONLINE SAT/ACT/PSAT PREP PROGRAM**

Access Triumph's Free Online SAT/ACT/PSAT Prep Program for FREE 24/7 from any computer by following these directions:

- 1) Go to the website:  
<http://www.montgomeryschoolsmd.org/curriculum/hsi/testprep.shtm>
- 2) Scroll down and click on Bethesda-Chevy Chase
- 3) This will bring you to the "Online Study Guide" where you can log in  
Username = your six digit student ID #  
Password = your six digit student ID #
- 4) Log in brings you to "TCA Study Guide".
- 5) From here, you can navigate through the site. To prepare for the test, do the following:
  - Click on "Study Guide for ACT or SAT" at the top of the screen
  - Be sure to do Step 1 "Overview" within the Study Guide
  - Check out Step 4 "Review Your Skills" (also within the Study Guide). Here you can click on review lessons and quizzes in any of the subtest areas.
  - For a review of key concepts just before taking the ACT or SAT: Click on "Final Prep for the ACT" or "Final Prep for the SAT" on the left of the screen. Completing this portion will take about 2 ½ hours – but you can break it up at your convenience – and this alone could make a 2-5 point difference on the ACT or a 50 point difference on the SAT!

## COUNTDOWN TO GRADUATION

### 9th Grade

- \_\_\_\_\_ Visit the College/Career Center. Become familiar with the resources.
- \_\_\_\_\_ Participate in school extracurricular activities.
- \_\_\_\_\_ Take practice PSAT at B-CC.
- \_\_\_\_\_ Review your academic progress; plan your program for next school year with parents and counselor. Remember the grades earned in the ninth grade are part of your official high school transcript.
- \_\_\_\_\_ Use the Summer Search booklet to locate summer enrichment programs.

### 10th Grade

- \_\_\_\_\_ Continue your participation in extracurricular activities.
- \_\_\_\_\_ Visit the College/Career Center. Ask about career interest inventories.
- \_\_\_\_\_ Take practice PSAT at B-CC.
- \_\_\_\_\_ Meet with your counselor to discuss results of PSAT/NMSAT.
- \_\_\_\_\_ Plan next year's program.
- \_\_\_\_\_ Consult handbooks of colleges, trade, and technical schools.
- \_\_\_\_\_ Talk with teachers about taking achievement tests (SAT II) in subjects you have completed.
- \_\_\_\_\_ Consider the career/technology course offerings at Edison Career Center.
- \_\_\_\_\_ Use the Summer Search booklet to locate summer enrichment programs.

### 11th Grade

#### FALL

- \_\_\_\_\_ Take the PSAT/NMSQT. *It counts!!!*
- \_\_\_\_\_ Attend the college programs sponsored by the counseling department and PTSA.
- \_\_\_\_\_ Attend career presentations sponsored by the school, MCPS, and the business community.
- \_\_\_\_\_ Meet with college admissions representatives who visit the College/Career Center.
- \_\_\_\_\_ Consider getting information on apprenticeship programs and trade and technical schools.

#### SPRING

- \_\_\_\_\_ Plan next year's program to enhance prospects for employment opportunities and college admissions.
- \_\_\_\_\_ Use the computer search programs to identify appropriate colleges, trade or technical schools.
- \_\_\_\_\_ Consider an internship for senior year.
- \_\_\_\_\_ Attend the MCPS College Fair and the school-sponsored programs. Confer with your counselor about post high school plans.

- \_\_\_\_\_ Spend time in the College/Career Center exploring materials. Find out about summer enrichment programs.
- \_\_\_\_\_ Assemble a file of materials collected from colleges, trade and technical schools and those distributed by the Career Center.
- \_\_\_\_\_ Register for SAT and/or ACT (important if you are considering early decision).
- \_\_\_\_\_ Make interview appointments for the early fall if appropriate.
- \_\_\_\_\_ Become familiar with college and job applications.
- \_\_\_\_\_ Use the Summer Search booklet to locate summer enrichment programs.

### 12th Grade

#### SUMMER/FALL

- \_\_\_\_\_ Make an appointment with your counselor for you and your parents to discuss post high school plans.
- \_\_\_\_\_ Complete student self assessment survey.
- \_\_\_\_\_ Request applications from colleges, trade and technical schools.
- \_\_\_\_\_ Register for Oct./Nov. SAT I, ACT and/or SAT II.
- \_\_\_\_\_ Stay abreast of all scholarship opportunities through the College/Career Center.
- \_\_\_\_\_ Visit college, trade and/or technical schools. Talk to admissions representatives who visit the Career Center.

#### FALL/WINTER

- \_\_\_\_\_ Attend college and career programs sponsored by the Counseling Department.
- \_\_\_\_\_ Familiarize yourself with the school's transcript procedure and follow it.
- \_\_\_\_\_ Register for October/Nov./ December SAT I, ACT, and/or SAT II (subject) tests.
- \_\_\_\_\_ Submit applications by December 1 if possible.
- \_\_\_\_\_ Abide by both school and college deadlines.
- \_\_\_\_\_ Seek letters of recommendation if needed. Give teachers sufficient notice.
- \_\_\_\_\_ Apply for scholarships (use the computer and other resources in the College/Career Center)
- \_\_\_\_\_ If appropriate, have your parents complete necessary financial aid forms.

#### SPRING

- \_\_\_\_\_ Attend job fairs.
- \_\_\_\_\_ Notify counselor of your application status as you hear from the colleges.
- \_\_\_\_\_ Request a final transcript to be sent to the college you will be attending in the fall.

Good decisions follow a timetable. The following checklist is provided to guide students in the complex process of making post-high school plans.

## **MEDIA CENTER**

### **PHILOSOPHY**

The media center staff attempts to create an open and inviting atmosphere where students are encouraged to think critically and creatively with our support.

### **EXPECTED STUDENT BEHAVIOR**

To assist in creating this open and inviting atmosphere, students are asked to be respectful of those around them. With these goals in mind, the following rules apply:

- Please ask the staff for assistance. We are here to help.
- Maintain a level of conversation which allows no distractions.
- Only one person per computer without special permission.
- No food and drink in order to keep the areas clean.

### **MEDIA CENTER USE WITH PASSES**

Students may use the Media Center without passes before and after school and during lunch. At all other times during the school day, a pass or handbook signed by a staff member is required.

### **COMPUTERIZED RESOURCES**

The computer network in the Media Center changes and expands constantly. Currently on the network are programs for word processing, spreadsheets, video editing, multimedia creation, and the B-CC card catalogue. Several online research services can be accessed from home via the Internet. *See the following page for many of the passwords.*

### **STUDENT TECHNOLOGY AND MEDIA USE**

The media center possesses several technology items such as digital video and still cameras. Priority use of these items is first given to teachers. If, however, these items are not checked out and a student needs one to complete a school project, students may check an item out for a negotiated time period.

### **CIRCULATION/LOAN PERIODS**

Please check out materials from the circulation desk located near the door of the library. Loan periods are three weeks for general books, overnight for reference books, and one week for magazines/periodicals.

### **OVERDUE FINES**

Overdue notices are sent to first period classes and posted in the Media Center regularly. Students with overdue materials may not check out additional items. Fines are 5 cents per day for general books, and 25 cents per day for reference books. Maximum fines are \$2 per book or the replacement cost of the book if it is lost or stolen.

## MEDIA CENTER DATABASES

Online Resource	Description & URL	Username
		Password
ABC-CLIO Social Studies	<a href="http://www.socialstudies.abc-clio.com/">http://www.socialstudies.abc-clio.com/</a>	bethsdach
		bcc
Art Museum Image Gallery	<a href="http://vnweb.hwwilsonweb.com/hww/lo gin.jhtml">http://vnweb.hwwilsonweb.com/hww/lo gin.jhtml</a>	bethsdach
		bcc
CultureGrams	<a href="http://online.culturegrams.com/">http://online.culturegrams.com/</a>	bethsdach
		bcc
Ebooks	<a href="http://infotrac.galegroup.com/itweb/">http://infotrac.galegroup.com/itweb/</a>	beth42944
		bcc
Encyclopedia Britannica	<a href="http://school.eb.com/">http://school.eb.com/</a>	bethsdach
		bcc
Global Reference Center (Spanish, Japanese, Korean, Chinese, & French language encyclopedias)	<a href="http://global.eb.com/">http://global.eb.com/</a>	bethsdach
		bcc
Granger's World of Poetry	<a href="http://www.columbiagrangers.org/">http://www.columbiagrangers.org/</a>	bethsdach
		bcc
Issues and Controversies	<a href="http://www.2facts.com/">http://www.2facts.com/</a>	bethsdach
		bcc
JSTOR (create your username and password after you register)	<a href="http://www.jstor.org/token/wG94rF7vhISmEbMW9TxG-share/bcchs.mcpsmd.org">http://www.jstor.org/token/wG94rF7vhISmEbMW9TxG-share/bcchs.mcpsmd.org</a>	You create!
		You create!
NoodleTools (create your username and password after you register)	<a href="http://noodletools.com/">http://noodletools.com/</a>	BCC Comp Login
		You create!
Opposing Viewpoints	<a href="http://infotrac.galegroup.com/itweb/">http://infotrac.galegroup.com/itweb/</a>	beth42944
		bcc
Points of View	<a href="http://search.ebsco.com">http://search.ebsco.com</a>	bethsdach
		bcc
ProQuest Platinum	<a href="http://proquest.umi.com/login">http://proquest.umi.com/login</a>	bethsdach
		bcc
ProQuest Historical Newspapers	<a href="http://hn.bigchalk.com/">http://hn.bigchalk.com/</a>	bethsdach
		bcc
Science Resource Center	<a href="http://infotrac.galegroup.com/itweb/">http://infotrac.galegroup.com/itweb/</a>	beth42944
		bcc
SIRS Decades, Knowledge Source	<a href="http://sks.sirs.com/">http://sks.sirs.com/</a>	bethsdach
		bcc
Student Resource Center Gold	<a href="http://infotrac.galegroup.com/itweb/">http://infotrac.galegroup.com/itweb/</a>	beth42944
		bcc
US History & World Resource Center	<a href="http://infotrac.galegroup.com/itweb/">http://infotrac.galegroup.com/itweb/</a>	beth42944
		bcc
Webster's New International Dictionary	<a href="http://www.mwu.eb.com/">http://www.mwu.eb.com/</a>	bethsdach
		bcc
World Book Encyclopedia	<a href="http://www.worldbookonline.com/wb/">http://www.worldbookonline.com/wb/</a>	bethsdach
		bcchs

## EXTRACURRICULAR ACTIVITIES

Extracurricular activities at B-CC High School offer many opportunities for students to develop and expand their interests, talents, service to the school and community, and active participation in school life. All students will be given the opportunity to attend our fall in-school Activity Fair to learn more information about the varied extracurricular activities at B-CC.

### INTERSCHOLASTIC SPORTS

Fall	Winter	Spring
Field Hockey	Basketball	Boys Tennis
Football	Wrestling	Lacrosse
Cross Country	Swimming	Softball
Girls Tennis	Indoor Track	Coed Volleyball
Boys Soccer	Cheerleading	Boys Volleyball
Girls Soccer	Poms	Track and Field
Girls Volleyball		Gymnastics
Cheerleading		Baseball
Poms		
Golf		

In order to be eligible for any athletic or extracurricular activity, a student must have obtained a 2.0 grade point average (GPA), with not more than one grade of E, for the previous nine-week grading period (the first nine-week eligibility period is determined by the fourth-quarter grades from the previous school year). If a student does not earn a 2.0 GPA, or has more than one failing grade, the student will be ineligible for the next nine weeks. The period of eligibility/ineligibility begins on the day report cards are distributed and continues until the next report card is distributed.

Students with obligations will not be able to participate in extracurricular activities or athletic games/matches.

All students must have a current physical before trying out for a sport.

Any questions relating to interscholastic sports should be directed to the athletic director, Mr. Tim Gilmore (240) 497-6344.

### STUDENT ORGANIZATIONS

B-CC High School offers students the opportunity to form their own special-interest club or activity.

Students who wish to form a club or activity must pick up a New Club/Activity Application from the Student Government Association (SGA) Advisor, Mr. Herchenroeder. Once the application is completed, students should return it to Mr. Herchenroeder who then sends it to the Principal for approval. After the application is approved, the club must meet at least twice a semester to remain an official club/activity.

## CLUBS, ACTIVITIES AND ORGANIZATIONS\*

Aid Disabled Athletes	Ethics Club	Model Congress Club
Aids Awareness	Evening Star	Model U.N.
Amnesty International	Feminists United	National Organization for Women
Anime Club	Forensics	Operation Smile
Art Club	French Honor Society	Outrigger Club
Asian Culture Club	Future Farmers of America	Peace Club
Aiding Underprivileged African Children	Gospel Choir	Peer Mediation
B-CC Film Club	Green First	Philosophy Club
Bethesda Students Care, Inc.	Green Peace	Photography Club
Bike Club	Green Schools Project	Ping Pong Club
Black Students Association	Greenify Maryland	Poetry Club
Bowling Club	Guitar Club	Programming Club
Braille Awareness Club	Habitat for Humanity	Project Africa
Break Dancing Club	Harry Potter Club	REACH
Breakpoint	Heifer International Club	Robotics Club
Bridge Club	Hispanic Culture Club	Russian Film Club
Car Enthusiast Club	Hope	S.A.D.D.
Ceramics	Horizons	San Jose Project
Chance for Change	Ice Hockey	Save the Children Now
Chess Club	Improv Troupe	Science Club
Childsavers	Interact Club	Shakespeare Club
Chips Literary Magazine	International Club	Skate Video Club
Clothing Donation Club	International School Supplies Donation Club	Smoke Cessation Group
Club Communicate	Investment Club	Sounds for Seniors
Club Create	Irish Culture and Heritage Club	Special Olympics
Club Hellas	Italian Culture Club	Squash Club
Club READ	It's Academic	Student Government Association
Communicate	Jewish Culture Club	Step Team
Community Service in Action	Juggling Club	Students Against Hazing
The Converse Club	Junior State of America	Students for Social Changes
Crew	Key Club	Tattler
Cricket Club	Kids Like You	TEDDY
D3 Club	Knitting Club	Teens for Technology
Dance Club	Ladies Club	Ultimate Frisbee
Darfur Intervention Project	LAN Club	Webmasters
Debate Team	Latin Club	Welcoming Diversity
Drama Club	Latinos Unidos	Yearbook (The Pine Tree)
Drawing Group/Drawing for Life	Le Cercie Fracophone	Young Democrats
Dungeon and Dragons	Literacy Plus	Young Republicans
Endangered Species Club	Math Club/Mathletes	Youth Ending Hunger
Equality Now	Middle East Club	
Equestrian Team	Mock Trail	

\*Please refer to the school's website for a listing of groups active during the 2008-2009 school year.

## HONORARY SOCIETIES/ORGANIZATIONS

Chinese Honor Society	National Honor Society
French Honor Society	Spanish Honor Society
Jaime Escalante Hispanic Honor Society	Thespian Society
National Art Honor Society	Tri-M (Music)

## DISCIPLINE POLICY

The school is responsible for ensuring equitable treatment of students and for maintaining a safe and healthy learning environment. The school staff will respect the rights of individuals while taking the responsibility for seeing that students follow school and county disciplinary procedures. In keeping with MCPS Policy, teachers may request that a conference be held with a student and administrator prior to a student's return to the classroom.

At Bethesda–Chevy Chase High School, we are proud of our disciplinary record and the behavior of our students. Nevertheless, there are times when students must be reminded of their responsibilities. This policy is designed to protect the rights of all who study and work at B–CC.

## CONSEQUENCES

All consequences described in this policy are the result of a discipline referral to an administrator.

The Discipline Policy applies to all school-related activities.

### CONFISCATION

**First offense confiscations will be given to the security office for return to the student at the end of the school day. For second offenses and beyond, items will be given to the security office and will only be returned to parents or guardians.**

### DETENTION

After school detention is served from **2:30-3:20 p.m.**, Monday through Friday. lunch detention is served from 11:00-11:35 a.m.

Two lunch detentions = 1 after school detention

Students must be in their seats in the ISS room on time and remain there until the end of detention. Students must bring work to do or materials to read. Regular classroom rules apply. Missed detentions will lead to additional consequences.

### IN SCHOOL SUSPENSION (ISS)

In-School Suspension is served from 7:25 a.m.-2:10 p.m. Students will follow the same rules as for detention. Students placed in ISS will not be eligible to attend school-sponsored extra-curricular activities.

### OUT-OF-SCHOOL SUSPENSION (OSS)

Students who are assigned OSS are prohibited from being on B-CC property or from attending any B-CC sponsored activity until they have been readmitted to school. Therefore, students suspended on a Friday will not be eligible to participate in or attend school-sponsored weekend events.

BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
<p><b>Cheating</b></p> <p>An attempt to improve one's performance or the performance of another through deceit or fraud including using material from another source without appropriate attribution. Cheating involves giving information as well as receiving it.</p>	Loss of assignment credit 2 lunch detentions Parent contact	Loss of assignment credit 4 lunch detentions Parent contact	Loss of assignment credit 1 day ISS Parent contact
<p><b>Class Disruption</b></p> <p>Behavior which inhibits the teacher's ability to conduct a lesson.</p>	1 lunch detention Parent contact	2 lunch detentions Parent contact	4 lunch detentions Parent contact
<p><b>*Computer/ Technology Misuse</b></p> <p>Computer hacking, playing unapproved games, theft and/or misuse of equipment or marketed copyrighted materials or using technology in a manner inconsistent with instructional objectives or the MCPS Computer Use Regulation IGT-RA. Computers and technology must be used only according to staff directions for school-related assignments or projects.</p>	Change of computer privileges 1 lunch detention Parent contact	Change of computer privileges 1 day ISS Parent contact	Change of computer privileges 2 days OSS Parent contact
<p><b>Cutting Class</b></p> <p>Being out of one's designated location during class time without permission.</p>	Unexcused absence Loss of assignment credit 2 lunch detentions Parent contact	Unexcused absence Loss of assignment credit 4 lunch detentions Parent contact	Unexcused absence Loss of assignment credit 5 lunch detentions Parent contact
<p><b>Electronic Devices</b></p> <p><u>Use</u> or <u>visibility</u> of electronic devices such as iPods®, MP3 players, radios, tape players, CD players, televisions, and video games during class time. Refusal to comply with staff confiscation request will result in "insubordination consequences."</p>	Confiscation	1 detention Confiscation Parent contact Item held for 24 hours	1 day ISS Confiscation Parent must pick up
<p><b>*Extortion</b></p> <p>Attempt to obtain money or property through threat of physical or emotional harm (explicit or suggested).</p>	2 days OSS Parent contact Police notification	5 days OSS Parent contact Police notification	10 days OSS Parent contact Police notification Rec. for expulsion
<p><b>Falsifying of School Documents</b></p> <p>Writing, signing, or creating a document that contains deliberately misleading, false, or inaccurate information. This offense includes forging parent/guardian or staff names or initials on notes.</p>	Loss of assignment credit 2 lunch detentions Parent contact	Loss of assignment credit 4 lunch detentions Parent contact	Loss of assignment credit 1 day ISS Parent contact

<p><b>*Fighting</b></p> <p>When two or more participants engage in a physical confrontation. In a fight, <b>all participants</b> will be disciplined.</p>	<p>3 days OSS Parent contact</p>	<p>5 days OSS Parent contact</p>	<p>10 days OSS Parent contact Rec. for expulsion</p>
<p><b>Gambling</b></p> <p>Playing cards or dice for money, tossing coins, or wagering on any activity is prohibited on school property.</p>	<p>1 lunch detention Parent contact</p>	<p>2 lunch detentions Parent contact</p>	<p>4 lunch detentions Parent contact</p>
<p><b>Inappropriate Dress/Adornment</b></p> <ul style="list-style-type: none"> <li>Shirts must cover the tops of shoulders, coming to at least the armpit. No tanks or tube tops with spaghetti straps, or tops with straps smaller than two inches in width allowed.</li> <li>The midsection of the body must be completely covered. No bare midriffs or muscle shirts exposing the rib-cage area will be allowed.</li> <li>Backs must be covered.</li> <li>No undergarments may be exposed.</li> <li>Clothes or any adornment of a sexual nature or that depict tobacco, drugs, alcohol or may be associated with gang activity are prohibited.</li> </ul>	<p>Change/cover item and/or confiscation</p>		
<p><b>Inappropriate Language</b></p> <p>Language and/or actions considered indecent, profane and/or obscene by the recipient or by the staff.</p>	<p>1 lunch detention Parent contact</p>	<p>2 lunch detentions Parent contact</p>	<p>4 lunch detentions Parent contact</p>
<p><b>Insubordination</b></p> <p>Refusing to obey a request or instruction by a staff member.</p>	<p>1 lunch detention Parent contact</p>	<p>2 lunch detentions Parent contact</p>	<p>4 lunch detentions Parent contact</p>
<p><b>*Intimidation/Threats/ Bullying/ Verbal Abuse</b></p> <p>Frightening or tormenting another person physically or verbally. This may include racial, ethnic, or sexual epithets or references used to degrade another person.</p>	<p>1 day ISS Parent contact</p>	<p>2 days ISS Parent contact Police notification</p>	<p>3 days ISS Parent contact Police notification</p>

BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
<p><b>Leaving School Grounds Without Permission</b></p> <p>Leaving school grounds without first receiving parental or administrative permission and signing out at the attendance office.</p>	<p>Unexcused absence</p> <p>Loss of assignment credit</p> <p>2 lunch detentions</p> <p>Parent contact</p>	<p>Unexcused absence</p> <p>Loss of assignment credit</p> <p>4 lunch detentions</p> <p>Parent contact</p>	<p>Unexcused absence</p> <p>Loss of assignment credit</p> <p>5 lunch detentions</p> <p>Parent contact</p>
<p><b>*Physical Assault</b></p> <p>An attack on a student on school grounds or in conjunction with a school activity.</p>	<p>3 days OSS</p> <p>Parent contact</p> <p>Police notification</p>	<p>5 days OSS</p> <p>Parent contact</p> <p>Police notification</p>	<p>10 days OSS</p> <p>Parent contact</p> <p>Police notification</p>
<p><b>Plagiarism</b></p> <p>To present as one's own the writing, ideas, etc. of another. This includes copying from books, magazines, newspapers and the internet.</p>	<p>Loss of assignment credit</p> <p>2 lunch detentions</p> <p>Parent contact</p>	<p>Loss of assignment credit</p> <p>4 lunch detentions</p> <p>Parent contact</p>	<p>Loss of assignment credit</p> <p>1 day ISS</p> <p>Parent contact</p>
<p><b>Portable Communication Devices</b></p> <p>Portable communication devices (cell phones) may not be visible or used in the school building during the school day.</p>	<p>Confiscation</p>	<p>1 detention</p> <p>Confiscation</p> <p>Parent contact</p> <p>Item held for 24 hours</p>	<p>1 day ISS</p> <p>Confiscation</p> <p>Parent must pick up</p>
<p><b>*Possession and/or Use of Intoxicants or drug paraphernalia</b></p> <p>Possession or use of drugs, alcohol, placebos, or other dangerous and/or illegal substances, including drug paraphernalia or rolling papers in the school, on school property, or within the drug-free school zone (1000 feet) at any time. This constitutes a violation of Maryland State Law and will be strictly enforced.</p>	<p>5 days OSS</p> <p>Parent contact</p> <p>Referral to Student Assistance Program (SAP)</p> <p>Police notification</p>	<p>10 days OSS</p> <p>Parent contact</p> <p>Referral to Student Assistance Program (SAP)</p> <p>Police notification</p>	
<p><b>Possession and/or Use of Tobacco Products</b></p> <p>Possession or use of tobacco and/or tobacco products in the school, on school property, or within the drug-free school zone (1000 feet) at any time. This constitutes a violation of Maryland State Law and will be strictly enforced.</p>	<p>2 detentions</p> <p>Confiscation</p> <p>Parent contact</p>	<p>1 day ISS</p> <p>Confiscation</p> <p>Parent contact</p>	<p>2 days OSS</p> <p>Confiscation</p> <p>Parent contact</p>

BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
<p><b>Sexual Harassment</b></p> <p>Unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature.</p>	<p>1 day ISS</p> <p>Parent contact</p>	<p>3 days OSS</p> <p>Parent contact</p> <p>Police notification</p>	<p>5 days OSS</p> <p>Parent contact</p> <p>Police notification</p>
<p><b>*Sexual Offenses</b></p> <p>Physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual harassment.</p>	<p>3 days OSS</p> <p>Parent contact</p> <p>Police notification</p>	<p>5 days OSS</p> <p>Parent contact</p> <p>Police notification</p>	
<p><b>Tardy to Class (Unexcused)</b></p> <p>Students must be in their seats prepared to begin class when the second bell rings.</p>	<p>1 detention</p> <p>Parent contact</p>	<p>2 detentions</p> <p>Parent contact</p>	<p>1 day ISS</p> <p>Parent contact</p>
<p><b>*Theft and/or Accomplice to Theft</b></p> <p>Directly stealing, assisting in, and/or contributing to the possession of items without the owner's consent.</p>	<p>2 days OSS</p> <p>Parent contact</p> <p>Police notification</p> <p>Restitution</p>	<p>5 days OSS</p> <p>Parent contact</p> <p>Police notification</p> <p>Restitution</p>	<p>10 days OSS</p> <p>Parent contact</p> <p>Police notification</p> <p>Restitution</p>
<p><b>*Vandalism</b></p> <p>Destruction or defacement of any school property, including books, supplies, facilities and equipment.</p>	<p>1 day ISS</p> <p>Parent contact</p> <p>Restitution</p>	<p>3 days OSS</p> <p>Parent contact</p> <p>Police notification</p> <p>Restitution</p>	<p>5 days OSS</p> <p>Parent contact</p> <p>Police notification</p> <p>Restitution</p>
<p><b>*Verbal Abuse</b></p> <p>Verbal threats and taunts. Use of offensive language directed at staff members or other students. This may include racial, ethnic, or sexual epithets or references used to degrade another person.</p>	<p>2 days OSS</p> <p>Parent contact</p>	<p>3 days OSS</p> <p>Parent contact</p>	<p>5 days OSS</p> <p>Parent contact</p>

## PUBLIC SAFETY

BEHAVIOR	1 <sup>ST</sup> OFFENSE
<p><b>*Arson</b></p> <p>Setting or helping to set any fire on school grounds.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police/fire marshal</li> </ul>
<p><b>*Bomb/Facsimile Possession or Bomb Threat</b></p> <p>Possession of a bomb or a bomb-like device, bomb threat or false information concerning the placement of explosives or destructive substances.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>
<p><b>*Dangerous Weapons</b></p> <p>Bringing any weapon or potentially dangerous item is prohibited on school property. Any item that could be considered a dangerous weapon is covered by this policy, including (but not limited to) guns, knives of any size, razor blades, tools, slingshots, mace or pepper gas, key rings including any of the above, clubs sticks, and laser pointers.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>
<p><b>*Distribution of Intoxicants</b></p> <p>Selling or giving away drugs, alcohol, placebos, or any other dangerous substance, including prescription medications.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>
<p><b>*Explosive Devices, Firecrackers</b></p> <p>Bringing explosive devices, firecrackers, or smoke or stink bombs onto school property.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>
<p><b>*False Fire Alarm</b></p> <p>Pulling the fire alarm without a legitimate cause.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police/fire marshal</li> </ul>
<p><b>*Firearms</b></p> <p>Possession of firearms or other dangerous weapons, including explosives on school grounds.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>
<p><b>*Violent Physical Attack on a Staff Member</b></p> <p>Any violent physical attack on a staff member on school grounds or in conjunction with a school activity.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>
<p><b>*Weapons Used to Cause Bodily Harm/Injury</b></p> <p>Use of a weapon to injure any person on school grounds.</p>	<ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Recommendation for expulsion</li> <li>• Referral to police</li> </ul>