

PARENT HANDBOOK

2009 – 2010



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

Web page- damascushs.org

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

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SECTION 1

Introduction

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

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

PTSA Newsletters – monthly (includes calendar of events)

The Buzz – school newspaper

Student handbook

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

The Husky Hornet (Career Center newsletter) – monthly

Damascus High School Mission Statement

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

Effective education develops the whole person intellectually, emotionally, socially, aesthetically, physically, and ethically. Upon graduation from Damascus High School, our students will demonstrate leadership and an appreciation of diversity.

We believe in the **DHS Core Values**:

- Every person is valued and respected;
- A safe and inviting environment is essential to learning;
- Success is everyone's responsibility;
- Everyone can and should strive for improvement.

Damascus High School Graduate Profile

Upon graduation from Damascus High School, our students will:

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

- Possess the problem-solving, communication, technology, and social skills to competently enter their chosen career or educational path
- Seek to become involved, concerned, independent, and active citizens eager to contribute to a better society

Damascus High School Objectives

By June 2009, Damascus High School students will demonstrate increased academic achievement as measured by:

- 90 % of our students passing Algebra, English10, Biology and NSL High School Assessments on 1st attempt and 100% by the time they graduate
- 90% of our students will be eligible each marking period
- 75% of our students enrolled in an Honors/AP course
- 79% of our students taking the SAT with an average score of 1646

Staff Listings

ADMINISTRATION		<u>Extension</u>	<u>E-mail address</u>
Main Office	301-253-7030	Phone 301-253-	
Principal	Robert Domergue	7036	Robert_Domergue@mcpsmd.org
Assistant Principals			
9 th Grade	Greg Pleasant	8703	Gregory_R_Pleasant@mcpsmd.org
10 th Grade A – G	Andrew Fields	7035	Andrew_S_Fields@mcpsmd.org
10 th Grade H – O	Greg Pleasant	8703	Gregory_R_Pleasant@mcpsmd.org
10 th Grade P - Z	Brandi Heckert	7034	Brandice_C_Heckert@mcpsmd.org
11 th Grade	Andrew Fields	7035	Andrew_S_Fields@mcpsmd.org
12th Grade	Brandi Heckert	7034	Brandice_C_Heckert@mcpsmd.org

COUNSELORS	Students by Alpha		
Geoffry Peelman	A - Ba	7037	Geoffory_J_Peelman@mcpsmd.org
Marty Higgins	Be – E	7037	Martin_Higgins@mcpsmd.org
Coleen Djouha	F – Kh	7037	Colleen_M_Djouha@mcpsmd.org
Arthur Smith	Ki – O	7037	Arthur_D_Smith@mcpsmd.org
Kristi Poker	P – Sa & Community Based	7037	Kristi_A_Poker@mcpsmd.org
Patricia Villani	Sc – Z & Functional Life Skills	7037	Patricia_K_Villani@mcpsmd.org
RESOURCE TEACHERS AND DEPARTMENT HEADS			
Athletic Dept	Rob Wells	7050	Robert_Wells@mcpsmd.org
Attendance	Barbara Taylor	7042	Barbara_A_Taylor@mcpsmd.org
Business Manager	Kerri Pitts	7048	Kerri_L_Pitts@mcpsmd.org
Career & Tech. & Art	Jeffrey Hanson	7045	Jeffrey_L_Hanson@mcpsmd.org
Child Development	Leslie Coggins	7069	Leslie_K_Coggins@mcpsmd.org
English	Jerry Nava	7066	Joseph_G_Nava@mcpsmd.org

Foreign Language	Ellen Briggs	8708	Ellen_R_Briggs@mcpsmd.org
Guidance	Geoffrey Peelman	7037	Geoffrey_J_Peelman@mcpsmd.org
Health Room	Bernadette Plesniak	7051	Bernadette_Plesniak@mcpsmd.org
Math	Thomas DeBoy	7070	Thomas_D_DeBoy@mcpsmd.org
Media Specialist	Freida Berg	7058	Freida_J_Berg@mcpsmd.org
Physical Education	Charles Hopkins	7059	Vic_K_Mollet@mcpsmd.org
Science	David Culpepper	7071	David_L_Culpepper@mcpsmd.org
Security	Sara Clark	7067	SaraAnn_A_Clark@mcpsmd.org
Special Education	Jeffrey Jennings	7060	Jeffrey_S_Jennings@mcpsmd.org
Social Studies	John Mosier	7072	John_M_Mosier@mcpsmd.org
Yearbook	Lauren McCormick		Lauren_E_McCormick@mcpsmd.org

CLASS SPONSORS:

9 th grade	Joe Gannon	7072
10 th grade	Janet Gallagher	7070
11 th grade	Deanna Jennings	7071
12 th grade	Bridget Patton and Theresa Sluger	7066

MCPS TRANSPORTATION: 301-353-0955

School Year Calendar

School Calendar 2009-2010

2009

July 3	Holiday - Independence Day
August 24	Professional Day for Teachers
August 31	First Day of School for Students
September 7	Holiday – Labor Day
September 28	Yom Kippur – No School
October 2	Early Release Day
October 16	MSTA Convention – No School
October 30	1 st Marking Period Ends
November 2	Professional Day for Teachers
November 25	Early Release Day
November 26	Holiday – Thanksgiving
November 27	No School
December 24	Holiday – No School
December 25	Holiday – Christmas – No School
December 28-31	Winter Break

2010

January 1	Holiday – New Year’s Day – No School
January 18	Holiday – MLK Birthday – No School
January 22	2 nd Marking Period Ends
January 25	Professional Day for Teachers

February 2	Report Cards Distributed to Students
February 15	Holiday – President’s Day – No School
February 26	Early Release Day
March 26	3 rd Marking Period Ends
March 29-April 1	Spring Break
April 2	Holiday – Easter – No School
April 5	Holiday – Easter Monday – No School
April 6	Professional Day for Teachers
April 14	Report Cards Distributed
May 31	Holiday – Memorial Day
June 16	Last Day of School for Students
June 17	Professional Day for Teachers
June 23	Report Cards Mailed Home

School Contingency Calendar, 2009-2010

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

If school are closed/The school year will be extended by:

5 days/one day to June 17, 2010

6 days/two days to June 17 and 18, 2010

7 days/three days to June 17, 18, and 21, 2010

8 days/four days to June 17, 18, 21, and 22, 2010

9 days/five days to June 17, 18, 21, 22, and 23, 2010

School Events and Important Dates

August 27	Incoming gr. 9 Orientation
September 15	Back to School Night
September 23	Progress reports
October 6	Interim #1 mailed home
October 30	End Marking Period # 1
November 11	Report card # 1 distributed to students
November 24	Progress reports
December 11	Interim # 2 mailed home
January 14	Exam review day
January 15,19,20,21	Semester Exams
January 22	Second marking period ends
January 26	Second Semester begins with homeroom
February 3	Report card # 2 distributed to students
February 19	Progress reports
March 5	Interim # 3 mailed home
March 26	Ends Marking Period # 3
April 14	Report card # 3 distributed to students
April 29	Progress reports
April 30	Interim #4 mailed to seniors
May 14	Interim # 4 mailed to underclassmen
May 17-21	HSA tests
May 28	last Day for seniors
June 9	Exam Review Day
June 10,11,14,15	Final Exams
June 16	End Marking Period # 4 and last day for students
June 23	Report cards mailed

PTSA meetings – 3rd Tuesday each month 7:00 pm in media center

2009 · MCPS Counseling Services Calendar · 2010

AUGUST

- 7 ACT Regular Registration Deadline (Sept)
- 21 ACT Late Registration Deadline (Sept)
- 31 **First day of school for students**

SEPTEMBER

- 7 **HOLIDAY**-Labor Day
- 9 SAT Regular Registration Deadline (Oct)
- 12 ACT Administration
- 18 ACT Regular Registration Deadline (Oct)
- 21-22 **Baltimore National College Fair**
Baltimore Convention Center Baltimore, MD
- 23 SAT Late Registration Deadline (Oct)
- 28 **No School/** Yom Kippur
- 29 **Greater Washington National College Fairs**
Washington Convention Center Washington, DC

OCTOBER

- 1 SAT Regular Registration Deadline (Nov)
- 2 ACT Late Registration Deadline (Oct)
- 5-8 **HSA:** (05) Biology (06) Alg/ DA (07) Gov't (08) English
- 10 SAT Administration
- 12-13 **HSA Make-ups**
- 14 **PSAT** In school Administration
- 15 SAT Late Registration Deadline (Nov)
- 20 **College Expo Field trip**
- 24 ACT Administration
- 25 Washington DC : Performing & Visual Arts College Fair
at the Walter E. Washington Convention Center
- 30 **1st Marking period ends**
- 30 SAT Regular Registration Deadline (Dec)

NOVEMBER

- 6 ACT Regular Registration Deadline (Dec)
- 7 SAT Administration
- 11 **Report Cards**
- ?12 **Hispanic College Fair**
- 12 SAT Late Registration Deadline (Dec)
- 20 ACT Late Registration Deadline (Dec)
- 26-27 **HOLIDAY-THANKSGIVING**

DECEMBER

- 5 SAT Administration
- 12 ACT Administration
- 24-31 **HOLIDAY / WINTER BREAK**
- 15 SAT Regular Registration Deadline (Jan)
- 30 SAT Late Registration Deadline (Jan)

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

SCHOOL CODE:

JANUARY

- 1 Complete and File your FAFSA Form
First day to file the form online / by mail
- 1 **HOLIDAY**
- 5 ACT Regular Registration Deadline (Feb)
- 11-14 **HSA:** (11) Biology (12) Alg/ DA (13) Gov't
(14) English
- 15 ACT Late Registration Deadline (Feb)
- 18 **HOLIDAY**-Martin L. King Jr. Day
- 19-22 **HSA Make –up:** (19) Biology (20) Alg/ DA
21) Government (22) English
- 22 **2nd Marking period ends**
- 23 SAT Administration

FEBRUARY

- 2 **Report Cards**
- 4 SAT Regular Registration Deadline (Mar)
- 6 ACT Administration
- 15 **HOLIDAY**-Presidents' Day
- 18 SAT Late Registration Deadline (Mar)

MARCH

- 1 **Maryland Deadline to file your FAFSA**
- 5 ACT Regular Registration Deadline (Apr)
- 13 SAT Administration
- 19 ACT Late Registration Deadline ((Apr)
- 25 SAT Regular Registration Deadline (May)
- 26 **3rd Marking period ends**
- 29-31 **HOLIDAY /Spring Break**

April

- 1-5 **HOLIDAY /Spring Break**
- 8 SAT Late Registration Deadline (May)
- 10 ACT Administration
- 12-16 **HSA:** (12) Biology (13) Alg/ DA (14) Gov't
(15) English (16) Make-up
- 14 **Report Cards**
- 14-15 **Montgomery County National College Fair**
At the Agricultural Center in Gaithersburg, MD
- 29 SAT Regular Registration Deadline (June)

MAY

- 1 SAT Administration
- 3-7 AP Exams -Week 1
- 7 ACT Regular Registration Deadline (June)
- 13 SAT Late Registration Deadline (June)
- 10-14 AP Exams -Week 2
- 17-18 **HSA:** (17) Biology (18) Algebra/ DA
- 20-21 **HSA:** (20) Government (21) English
- 21 ACT Late Registration Deadline (June)
- 24-27 **HSA Make –up:** (24) Biology (25) Algebra/ DA
(26) Government (27) English
- 31 **HOLIDAY**-Memorial Day

JUNE

- 1-4 **HSA Make –up:** (01) Biology (02) Alg/ DA
(03) Gov't (04) English
- 5 SAT Administration
- 12 ACT Administration

SECTION 2

Policies, Procedures, and School Services

Activity Fee - \$15.00 - \$30.00 based on family income. Activity fee and completed extracurricular activity fee remittance form are mandatory for students to participate in extracurricular activities. **Students cannot have any outstanding obligations in order to participate.**

After School Transportation – When students who normally ride a school bus remain after school for make-up work or school-sponsored activities, they may use the **Ride-On busses** for free after 2:09 p.m. when they show the drivers their school ID's. **Activity bus** operates on Wednesday & Thursdays.

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

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

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

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

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

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

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

Emergency situations -

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

keep parents informed as much as possible through Connect Ed, the system we use to call homes or through our web page if possible.

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

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

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

Option 1

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

Option 2

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

Option 3

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

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

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

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

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

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

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

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

Lost and Found – Any items found by students or staff will be taken to the cafeteria. Items of value, i.e., jewelry, cell phones, calculators etc. are kept in the main office.

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

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

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

Parking (Students) –

- Limited student parking is **available for seniors only - Approximately 160 spaces**
- Permits are issued on a semester basis, upon application approval by the parking committee.
- Permit must be displayed in the registered vehicle driven by permitted student ONLY in the space designated. **IT IS PROHIBITED FOR STUDENTS TO SHARE THEIR SPACE. STUDENTS WHO PARK ILLEGALLY WILL BE TICKETED (\$25 FINE) OR TOWED AT THEIR EXPENSE!**
- Permits are issued on a point system basis, which includes such factors as grades and extra-curricular activities.
- Fee of \$25.00 semester.
- Students must abide by all signs/instructions. **Violation of any rules will result in the revocation of the parking permit eliminating the opportunity for future re-application.**
- Additional information and questions should be directed to Kerry Pitts, 301/253-7048.

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

Partial schedule – Students who have approved partial schedules are to be on school grounds during their scheduled periods only and are to leave school grounds immediately following their last class. Students whose schedules begin after the first class should plan to arrive at school no sooner than 10 minutes before their first assigned class.

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

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

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

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

School Insurance – A student insurance program is available to all students. Information about the program is distributed to all students during the first week of school. Additional applications can be obtained in the Main Office.

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

Student Handbook – Each student will receive a free handbook. Replacements are \$5.00 each.

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

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

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

Valuables – Students should refrain from bringing valuable items including large sums of money, cell phones and Ipods to schools. Backpacks are not secure storage items to safeguard valuables.

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

Attendance Policy

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

- Student Illness
- Observance of religious holiday; pre-approved
- Death in the immediate family (parent, sibling, grandparent)
- Court summons (copy of summons required)
- Hazardous weather conditions, in which the health or safety of a student is endangered

- Work approved or sponsored by the school/MCPS system or State Dept. of Education
- State emergency
- Suspension
- Lack of authorized transportation – does not include students denied authorized transportation for disciplinary reasons or students with out of area transfers.
- Other emergencies or circumstances, which in the judgment of the superintendent, constitutes a good and sufficient cause for school absence.

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

Attendance Policies and Procedures:

- **Students must attend all scheduled classes daily.**
- **Anticipated absences** – requires pre-approval. A parent/guardian must provide a note to an administrator 5 days prior to absence and the student will be given a form for all his/her teachers to sign, which must be returned to the attendance office. This includes school-related activities, college visits, take your child to work day and family obligations such as weddings, family member graduations, reunions and unusual family circumstances.
- **Unanticipated absences – please call the school in cases when a student needs to leave school unexpectedly (such as an unexpected appointment). A pass will be sent to the student with the time to leave requested on it AND a parent/guardian is required to sign the student out at the attendance office.**
- **College visits** – Typically for juniors and seniors. Limited to 3 days per year complying with *anticipated absence procedure*.
- **Doctors Note** – required for 5 or more consecutive absences due to illness or at the discretion of the grade-level administrator for students who demonstrate a pattern of excessive absences
- **Early Departure** – If it is necessary for the student to leave school before the end of the regular school day, he/she must bring a note to the attendance office before the 7:25 a.m. bell. Students are required to sign out at the attendance at the approved time.
- **Emergency situation** – Student must contact an administrator before leaving school and sign out at the Attendance Office with parental AND administrator's permission prior to departure. Failure to sign out could result in detention and will be unexcused for any classes missed.
- **Excused Absence (non anticipated)**
 - Parent/guardian should call the attendance office on the day of their child's absence AND
 - Provide a written note within 3 days of absence including: student's full name, student ID, date and day of absence(s), reason, and daytime phone # for parent/guardian. Failure to turn in note within required time will result in unexcused absence(s).
- **Late arrivals (after 7:50 a.m.)** – student must sign in at the attendance office **AND** turn in a note from his/her parent/guardian. All notes will be verified before the tardy is considered excused.
- **Medical or dental appointments** – appointments for any portion of the day will be excused only with a doctor's or dentist's verification that is provided to the Attendance Office.
- **Automated Absence Connect-Ed calls** --When a student is marked absent by the teacher in one or more classes during the school day, an automated call home is generated that evening. If the absence is an error, the student should contact the teacher to correct the error. The attendance office can assist in determining which teacher needs to be contacted.

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 25 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.

Grading Policy

The 36 week school year is divided into two 18-week semesters consisting of 4, 9-week marking periods. **Students receive half a credit for each semester class in which a passing grade (D or better) is earned.** Other key information is listed below.

Quarter grades are based on the percentage of the total points a student earns during the grading period. Standard 90%, 80%, 70%, 60% cut-offs will be used to determine final quarter grades

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

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

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

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

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

Re-teaching and Re-assessing: Students will have at least one reassessment opportunity each quarter. The teacher will determine which assignments are eligible for reassessment. Only one reassessment opportunity is offered per assignment. Assignments that indicate a final measure of learning may not be reassessed, such as

final exams, final drafts of papers, culminating projects. Teachers may invite students to revise and reassess certain assignments, or students may request an opportunity to reassess. Students may request reassessment if all of the following are true:

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

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

DISCIPLINE POLICY 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 can 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/MP3 Players

Cell phones and MP3 players are not to be used during the instructional day (7:25- 2:09) on school property. This includes lunch and passing times between periods. Cell phones and MP3 players are to remain **turned off** and **placed out of sight**.

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 absent 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/admin. 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.

Minimum - Verbal request to remove hat.

Maximum - Hat is to be kept by staff member and returned to the student or hat is sent to the main office.

If a student refuses to relinquish the hat to a staff member, a referral for insubordination may be given to the grade level administrator, who will take the hat and issue a consequence.

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.

DISRESPECTFUL 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 student 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 - A \$25 fine, towing, or loss of future parking privileges will be imposed for subsequent offenses.

Students with parking permits will have the permit revoked if he/she or someone using his/her vehicle is found to be parked illegally.

PHYSICAL ATTACK ON STAFF

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

Minimum - 10 days suspension/recommendation for expulsion.

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

PHYSICAL ATTACK ON STUDENT

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

Minimum - Suspension/Exclusion from class/parent contact.

Maximum - 10 days suspension/recommendation for expulsion.

PROFANITY

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

Minimum - Verbal correction by staff and/or detention.

Maximum - Suspension.

PUBLIC DISPLAY OF AFFECTION

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

Minimum - Verbal correction by staff.

Maximum - Detention.

RACIAL/ETHNIC COMMENT/ SLUR

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

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

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

Maximum - Suspension

RECKLESS DRIVING

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

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

Maximum - Suspension/Referral to police.

SCHOOL SPONSORED ACTIVITIES AND ASSEMBLIES

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

Minimum - Removal from activity and/or detention.

Maximum - Suspension and/or removal from other activities.

SEARCH AND SEIZURE

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

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

SEXUAL ACTIVITY

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

Minimum - Suspension.

Maximum - Suspension/Police referral/Recommended for expulsion.

SEXUAL ASSAULT

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

Minimum - Suspension.

Maximum - Suspension/Recommended for expulsion and Police referral.

SEXUAL HARASSMENT

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

Minimum - Detention/parent notification.

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

TAMPERING WITH THE SPRINKLER SYSTEM

Willfully and maliciously activating the fire sprinkler system.

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

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

TARDY (LATE TO CLASS/SCHOOL)

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

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

Maximum - Suspension.

THEFT

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

Minimum - Suspension, parent contact, compensation.

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

THREAT ON STAFF -VERBAL OR PHYSICAL

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

Minimum - Suspension/parent notification.

Maximum - 10 days suspension/Recommendation for expulsion.

THREAT ON STUDENT -VERBAL OR PHYSICAL

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

Minimum - Mediation and/or Parent Conference.

Maximum - Suspension.

THROWING

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

Throwing snowballs on school property is not permitted.

Minimum - Detention

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

Special consideration for cafeteria)

TOBACCO-USE

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

Minimum - Parent notification, suspension.

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

TOBACCO-POSSESSION

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

Minimum - Detention/parent conference.

Maximum– Suspension.

TRUANCY

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

Minimum - Detention. Teacher notification for loss of credit.

Maximum - Suspension.

VANDALISM

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

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

MINOR OFFENSE

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

Maximum – Suspension and restitution.

MAJOR OFFENSE

Minimum – Suspension and restitution.

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

WEAPONS ON MCPS PROPERTY: MCPS Regulation COE-RA

Students found storing, possessing, or carrying firearms, explosives or other dangerous weapons will be suspended for 10 days, referred to police, and recommended for expulsion. Possession does not require ownership.

This provision includes any and all firearms, knives, commercial or handmade weapons, penknives (the length of the blade is not an issue) and “look alike” weapons.

Firearms

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

Weapons Used to Cause Bodily Injury

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

Other Weapons

Each Offense - Suspension and/or recommendation for expulsion.

SECTION 3 STUDENT SERVICES

Counseling Services

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

COUNSELORS	Students by Alpha		
Geoffry Peelman	A - Ba	7037	Geoffory_Peelman@mcpsmd.org
Marty Higgins	Be - E	7037	Marty_Higgins@mcpsmd.org
Coleen Djouha	F - Kh	7037	Colleen_Djouha@mcpsmd.org
Arthur Smith	Ki - O	7037	Arthur_Smith@mcpsmc.org
Kristi Poker	P - Sa (& LFI)	7037	Kristi_Poker@mcpsmd.org
Patricia Villani	Sc - Z (& SCBP)	7037	Patricia_Villani@mcpsmd.org

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

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

Graduation Requirements

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

Specific Requirements

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

Algebra and Geometry Required

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

22 Credits Needed to Graduate

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

Transcript Information

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

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

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

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

College Countdown

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

USE A TYPED COVER LETTER

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

ESSAYS

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

RECOMMENDATIONS

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

TEST SCORES

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

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

Career Center Services

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

Counseling Information Center

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

College Searches:

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

Vocational/Trade School and Apprenticeship Information:

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

College/Trade School Representatives Visits

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

Test Information

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

Financial Aid

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

The Free Application for Federal Student Aid & (FAFSA)

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

College Based Scholarships/Grants

Pell Grant

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

Computer Search Systems

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

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

Access Bridges CX Online – online career planning

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

COLLEGE SEARCH SELECTIONS

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

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

Career Interest and Aptitude Tests

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

Testing for College

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

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

ACT (AMERICAN COLLEGE TESTING PROGRAM)

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

mailing in a hard copy. Pre-addressed envelopes are available in the Counseling Information Center. Online registration may be done at www.act.org.

CEEB (COLLEGE ENTRANCE EXAMINATION BOARD)

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

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

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

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

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

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

This year, the PSAT will be administered on Wednesday, October 14, 2009 at all Montgomery County High Schools. While tenth grade students take the PSAT at **no cost** through a partnership between MCPS and Montgomery College, juniors and freshmen must pay a fee to register through their individual high schools. Contact your Counseling Information Center or Counseling Office for additional registration information.

SAT I PREPARATION COURSES

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

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

MCPS SAT PREP ONLINE

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

Please note: Registration for the SAT exam is a separate process and can be done online www.collegeboard.com.

GED (General Education Development) Test

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

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

Maryland State University Admission Requirements

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

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

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

HEALTH SERVICES

The health room, located next to the Business Office, is open from 7:15 am – 1:45 pm and is supervised by a registered nurse and staffed by a certified health room technician, both of whom are employed by the Montgomery County Health and Human Services. The school-community health nurse provides consultation, counseling and health education on all aspects of health, including emotional, mental, physical, social and environmental. Vision, hearing, and TB screening tests are available upon request. Students in need of health room assistance are required to notify their teacher, use the signed agenda book as a pass and have the health room staff sign it before they return to class. In an emergency, students may be seen without a pass. The health room staff will make determinations on all early dismissals for health reasons, and students are required to sign out in the Attendance Office. Students who leave school without permission from a member of the Health Room staff will receive an unexcused absence in the classes they miss. In the event of a serious emergency or injury, 911 may be called and the student would be transported to a local hospital. A copy of the Student Emergency Information Form is used if a student is transported to a hospital. Parents should update this form through Edline when medical or emergency information changes.

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

SPECIAL EDUCATION SERVICES

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

Learning and Academic Disabilities:

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

Learning for Independence:

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

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

School-Community Based Program:

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

FOOD SERVICES

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

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

Lunch Prices

Lunch Meal	\$2.75
Reduced Lunch Meal	.40
Breakfast Meal	\$1.30
Reduced Breakfast	.30
Milk	.60

What is a School Lunch?

Students are offered a variety of choices and may select up to 5 components of a meal at the regular meal price. A complete meal includes:

- 2 oz. of meat/meat alternate
- 2 different fruits/vegetables
- 1 serving whole grain/breads
- 8 oz. of milk: fat free or 1%

TRANSPORTATION SERVICES

MCPS TRANSPORTATION: 301-353-0955

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

SECTION 4

Damascus High School Clubs

<u>Club Name</u>	<u>Faculty Sponsor</u>
Art Honor Society	Ms. Goldsmith
Art Club	Ms. Goldsmith
Auto Club	Mr. Ortiz
Best Buddies	Ms. Formeller
Book Club	Mrs. Garnham
Debate Team	Mr. Anderson
DOCC's	Mr. Martin
Drama Club	Mr. Kachadorian
Drill Team	Ms. Hyman
FFA	Ms. Mayhew
Forensics	Mr. Barnes
Foreign Language Honor Society	Ms. Bartel
Interact	Ms. Hartson
International Club	Ms. Russell
It's Academic	Mr. Anderson
Jazz Club	Mr. Doherty
Leo's Club	?
Literary Magazine	Ms. Walton
Math Team	Ms. Paulson
National Honor Society	Freida Berg & Kerry Krebs
SADD	TBD
Student Academy of Science	Ms. Jennings
Student Government Assoc.	Ms. Voketitis
Talk-it-Out	Dr. Pleasant

Athletics 2009-10 Athletic Director- Rob Wells 301-253-7050

<u>SPORT</u>	<u>SPONSOR</u>	<u>BASE SCHOOL</u>	<u>W. PHONE</u>	<u>Season</u>	<u>TRYOUT DATE</u>
Athletic Director	Wells, Rob	Damascus HS	301-253-7070		
Assistant AD	Martha Keller	Damascus HS	301-253-7060		
Athletic Trainer	Sanders, Phyllis	Non-MCPS	301-253-7061		
Ticket Manager, FB/BB					
Ticket Manager, General	Botkan, Mahvash	Damascus HS	301-253-7060		
Cheerleading, JV	Shea, Pam	Non-MCPS	301-415-1702	Fall/Winter	May
Cheerleading, Varsity		Damascus HS	301-253-7060	Fall/Winter	May
Cross Country	Youngblood, Robert	Northwest HS	301-601-4628	Fall	August 15
Field Hockey, JV	Paredes, Tricia	Baker MS	301-253-7010	Fall	August 15
Field Hockey, Varsity	Hathaway, Jodi	Non-MCPS		Fall	August 15
Football, Head	Wallich, Eric	Damascus High	301-253-7059	Fall	August 15
Golf	Brenneman, Eric	Damascus HS	301-253-7071	Fall	August 15
Pom Poms	Yost, Leslie	Damascus HS	301-253-7071	Fall/Winter	May
Pom Poms	Megan Wagner	MCPS		Fall/Winter	May
Soccer, JV Boys	Ralli, Alex	Non- MCPS		Fall	August 15
Soccer, JV Girls				Fall	August 15
Soccer, Varsity Boys	Dow, Jim	Damascus HS	301-253-7070	Fall	August 15
Soccer, Varsity Girls	Roberts, Katie	Baker MS	301-253-7010	Fall	August 15
Tennis, Girls	Becker, Barbara	Baker MS	301-253-7015	Fall	August 15
Volleyball, JV Girls	Davis, Becky	Damascus HS	301-253-7076	Fall	August 15
Volleyball, Varsity Girls	Couch, Brandie	Non-MCPS		Fall	August 15
Basketball, JV Boys	Humphrey, Brian	Non-MCPS		Winter	November 15
Basketball, JV Girls	TBD			Winter	November 15
Basketball, Varsity Boys	Riley, Rick	Mont Village MS	301-840-4660	Winter	November 15
Basketball, Varsity Girls	Pisarski, Steve	Damascus HS	301-253-7059	Winter	November 15
Swimming	Maddox, Evelyn	Non-MCPS	301-840-2435	Winter	November 15
Track, Indoor	Youngblood, Robert	Northwest HS	301-601-4628	Winter	November 15
Wrestling, JV	TBD			Winter	November 15
Wrestling, Varsity	Furgeson, John	Watkins Mill		Winter	November 15
Baseball, JV	O'Connor, Bob	Non-MCPS	301-946-8702	Spring	March 1
Baseball, Varsity	McManus, Jim	Damascus HS	301-253-7071	Spring	March 1
Golf, Girls Developmental	Gannon, Joe	Damascus HS	301-253-7072	Spring	March 1
Lacrosse, Boys Varsity	TBD			Spring	March 1
Lacrosse, Boys JV	TBD			Spring	March 1
Lacrosse, Girls Varsity	Hathaway, Jodi	Non-MCPS		Spring	March 1
Lacrosse, Girls JV	Francis, Mary Beth	Westminster HS		Spring	March 1
Lacrosse, Girls Volunteer	Welter, Dan	Damascus HS	301-253-7071	Spring	March 1
Softball, JV		Damascus HS		Spring	March 1
Softball, Varsity	Kachadorian, Steve	Damascus HS	301-253-7072	Spring	March 1
Tennis, Boys	Bonfils, John	Damascus HS	301-253-7072	Spring	March 1
Track, Head	Youngblood, Robert	Northwest HS	301-601-4628	Spring	March 1

Volleyball, Coed
Volleyball, Boys

Landefeld, KC
Anderson, Tim

Clarksburg HS
Damascus HS

301-253-7072

Spring
Spring

March 1
March 1

Eligibility Requirements

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

Eligibility for Extra-curricular Activities including Athletics and Clubs

- Must be under 19 on or before August 31, 2009
- GPA minimum of 2.0; no more than 1 failing grade in previous nine week marking period (Fall eligibility is determined by final marking period of the previous school year)
- Must reside within the boundaries of the school or obtain a waiver to participate form from athletic director
- Submit current medical examination form (MCPS form SRS-6); must be completed by qualified physician or nurse practitioner
- Submit completed parental permission form
- Participate in only one sports team per season
- Attend all scheduled classes on the day of an event or practice, unless due to extenuating circumstances, her/she has obtained prior approval from an administrator.
- Other restrictions may apply that require consulting the coach or athletic director such as participating on outside teams, participating in all-star games, maintaining amateur status, etc.

Eligibility requirements do not apply to students who are entering for the first time from non-MCPS schools, to freshmen when they first enter high school in the fall, or to students who must participate in an activity in connection with a course requirement.

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

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

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

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

SECTION 5

PTSA Officers and Committee Chairs for 2009-2010

OFFICERS

<u>position</u>	<u>first name</u>	<u>last name</u>	<u>email</u>	<u>phone</u>
President	Reina	Spankle	reinaqueen@aol.com	301-253-0936
1st vice president	Louisa	Stack	louisastack@verizon.net	301-253-8834
2nd vice president	Carolyn	Gray	cdianeg@aol.com	301-972-3866
Treasurer	Kristin	Tribble	Tribble4@verizon.net	301-414-2329
Secretary	Jo Ann	Hayes	HayesBJ283@aol.com	301-528-2180
MCCPTA delegate	Ilse	Light	ilse_light@hotmail.com	301-414-0205

COMMITTEE CHAIRS

Advertising				
Curriculum Development	Barbara	Zellers	bztower@yahoo.com	301-253-3465
Membership	Anja	Abbott	anja9605@verizon.net.	301-482-2593
NAACP rep	Carolyn	Gray	cdianeg@aol.com	301-972-3866
Newsletter	Beatrice	Kallungal	bkallungal@yahoo.com	301-414-2334
PTSA Mailings co chair	Laura	Mainhart	no email	301-253-0608
PTSA Mailings co chair	Darleen	Melkonian	melkonid@comcast.net	301-253-2091
Post - Prom co-chair				
Post - Prom co-chair				
Scholarship				
Special Needs				
Staff Appreciation co chair				
Staff Appreciation co chair				
Student Directory	Cathy	Hocker	catharine_m_hocker@mcpsmd.org	301-253-0590

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

GRADE 9 RECOMMENDED SCHOOL SUPPLIES

A. Large, 3-ring Notebook with Dividers (REQUIRED)

(If possible, try to purchase a notebook that has a clear plastic cover to display your child's schedule and other needed information.)

B. Notebook Paper - loose-leaf

C. Plastic Pouch for your binder containing:

1. Pens - blue or black
2. Pencils (#2 with eraser)
3. Highlighter
4. Stapler and staples
5. Calculator TI 84+ for math classes.

(Calculators can be rented from the math department for \$ 25 per year.)

FOR YOUR INFORMATION:

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

Welcome to Edline!

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

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

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

How to Set Up your Edline Account

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

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

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

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

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

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

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