

PARENT HANDBOOK

2016-2017



DAMASCUS HIGH SCHOOL
25921 RIDGE ROAD
DAMASCUS, MD 20872
240-207-2400

Web page:

<http://www.montgomeryschoolsmd.org/schools/damascushs/>

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SECTION 1

Introduction and DHS Overview

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 cannot 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.montgomeryschoolsmd.org/schools/damascushs/

PTSA Newsletters: Electronic - monthly (includes calendar of events)

The Buzz: school newspaper

Student Agenda book: each freshman will receive a free copy during the first week of school

ConnectEd: automated phone calls from school-to-home to notify parents of important items and events

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

Staff Contact Info.	Phone:	Extension:	E-mail address:
Main Office	240-207-	2400	Elizabeth_A_Madrzykowski@mcpsmd.org Lynn_S_Downs@mcpsmd.org
Attendance	Liz Amerson	2222	Elizabeth_R_Amerson@mcpsmd.org
Guidance	Kristy Poker	2250	Kristy_A_Poker@mcpsmd.org
Health Room (Tech)	Heather Berney	2401	Heather_R_Berney@mcpsmd.org
School Nurse	Joann Sarver	2401	Joann_Sarver@mcpsmd.org
Security Team Leader	Michael Hancock	2351	Michael_Hancock@mcpsmd.org
Administration			
Principal	Jennifer Webster	2399	Jennifer_L_Webster@mcpsmd.org
Assistant Principals			
9 th Grade A - G	Mark Carothers	2347	Mark_A_Carothers@mcpsmd.org
9 th Grade H - O	Maniya Jules	2349	Maniya_Jules@mcpsmd.org
9 th Grade P - Z	Jaclynn Lightsey	2348	Jaclynn_M_Lightsey@mcpsmd.org
10 th Grade	Maniya Jules	2349	Maniya_Jules@mcpsmd.org
11 th Grade	Jaclynn Lightsey	2348	Jaclynn_M_Lightsey@mcpsmd.org
12 th Grade	Mark Carothers	2347	Mark_A_Carothers@mcpsmd.org
Business Office			
School Business Administrator	Kerri Pitts	2355	Kerri_L_Pitts@mcpsmd.org
Financial Specialist	Pam Dunn	2356	Pam_K_Dunn@mcpsmd.org
Counseling			
Linda Hogentogler	Counseling Secretary	2250	Linda_Hogentogler@mcpsmd.org
	Students by Alpha		
Kristy Poker, Resource Counselor		2250	Kristy_A_Poker@mcpsmd.org
Marty Higgins	A - D	2344	Martin_Higgins@mcpsmd.org
Coleen Djouha	E - K	2340	Coleen_M_Djouha@mcpsmd.org
Francine Kohajda	L - Ric	2341	Francine_C_Kohajda@mcpsmd.org
Marcus Jurado	Rid - Z	2343	Marcus_A_Jurado@mcpsmd.org
Ed Martin	Career Center	2383	Edward_K_Martin@mcpsmd.org
Resource Teachers and Dept. Heads			
Athletic Department	Joe Doody	2388	Joseph_J_Doody@mcpsmd.org
Career Tech, Art, & Music	Jeffrey Hanson	2354	Jeffrey_L_Hanson@mcpsmd.org
Child Development	Kimberly Krill	2395	Kimberly_A_Krill@mcpsmd.org
English	Jerry Nava	2359	Joseph_G_Nava@mcpsmd.org
Math	Rebecca Paulson	2368	Rebecca_M_Paulson@mcpsmd.org
Media Specialist	Catherine Ward	2230	Catherine_E_Ward@mcpsmd.org
Physical Education	Steve Pisarski	2356	Stephen_D_Pisarski@mcpsmd.org
Science	David Culpepper	2361	David_L_Culpepper@mcpsmd.org
Special Education	Jeffrey Jennings	2377	Jeffrey_S_Jennings@mcpsmd.org
Social Studies	John Mosier	2391	John_M_Mosier@mcpsmd.org
World Language	Maria Boichin	2365	Maria_Boichin@mcpsmd.org
Yearbook	Laura Schley	2372	Laura_J_Schley@mcpsmd.org
Class Sponsors			
9th Grade (co-sponsors)	Coleen Djouha	2340	Coleen_M_Djouha@mcpsmd.org
9th Grade (co-sponsors)	Colleen Callis	2377	Colleen_J_Callis@mcpsmd.org
10th Grade	Stacey Horman	2359	Stacey_L_Horman@mcpsmd.org
11th Grade	Amanda Quay	2357	Amanda_L_Quay@mcpsmd.org
12th Grade	Megan Stultz	2377	Megan_K_Stultz@mcpsmd.org

School Year Calendar: 2016-2017

2016

July 4	Holiday—Offices/schools closed
August 23, 24, 25, and 26	Professional days for teachers
August 29	First day of school for students
September 5	Labor Day—Offices and schools closed
September 12	No school-Professional day for teachers
September 30	Early release day for all students
October 3	No school for students and teachers
October 12	No school for students and teachers
November 7	No school-Professional day for teachers
November 8	Election Day—Offices/schools closed
November 10	Early release day K-8 ONLY
November 11	Early release day K-8 ONLY
November 23	Early release day for all students
November 24 and 25	Thanksgiving—Offices/schools closed
December 26, 27, 28, 29, 30	Winter Break—No school

2017

January 2	Holiday - New Year's Day
January 16	Holiday - Dr. Martin L. King, Jr.
January 20	Presidential Inauguration—Offices and schools closed
January 27	No school - Professional day
February 20	Holiday - Presidents' Day
March 3	Early release day for all students
April 7	No school - Professional day
April 10, 11, 12, 13, 14, 17	Spring Break—No school
April 14 & 17	Holidays – school/offices closed
May 29	Holiday - Memorial Day
June 16	Last day of school - Early release
June 19	Professional day for teachers

School Contingency Calendar, 2016–2017

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

If schools are closed... The school year will be extended by...

5 days	1 day to June 19, 2017
6 days	2 days to June 19 and 20, 2017
7 days	3 days to June 19, 20, and 21, 2017
8 days	4 days to June 19, 20, 21, and 22, 2017
9 days	5 days to June 19, 20, 21, 22, and 23, 2017

DAMASCUS HIGH SCHOOL

Counseling Dept. Dates to Remember 2016-17

August 2016

5	ACT Regular Registration Deadline (Sept)
6-19	ACT Late Registration Deadline (Sept)
25	New Student Orientation; Parent Orientation
27	Back to School Fair; CESC
29	First Day of School; 1 st Marking Period Begins

September 2016

1	9 th Grade Parent Info Night
1	SAT Regular Registration Deadline (Oct)
5	Schools Closed
7, 9, 14, 16	12 th Grade Naviance activity/Post High School Plan Check *
10	ACT Test Date
12	Schools Closed
13-20	SAT Late Registration Deadline (Oct)
15	12 th Grade Parent Meeting; Back to School Night
16	ACT Regular Registration Deadline (Oct)
17-30	ACT Late Registration Deadline (Oct)
20,22,27,29	11 th Grade Naviance Activity *
24-25	Catalyst SAT Boot Camp
30	Early Release
30	Summer SSL Hours Due

October 2016

1	SAT Test Date
3	Schools Closed
4	25 th Day Deadline *
7	SAT Regular Registration Deadline (Nov)
10-14	Spirit Week
10	Open House
4, 6, 11, 13	10 th Grade Naviance Activity *
12	Schools Closed
13	11 th Grade PSAT Registration Deadline
18-25	SAT Late Registration Deadline (Nov)
19	PSAT/ACCUPLACER Administration
20	FAFSA Workshop
22	ACT Test Date at DHS
27	ASVAB

November 2016

1	MOCK ACT Administration *
3	Hispanic College Fair
3	SAT Regular Registration Deadline (Dec)
4	1 st Marking Period End
4	ACT Regular Registration Deadline (Dec)
5	SAT Test Date at DHS
5-18	ACT Late Registration Deadline (Dec)

November 2016 (cont.)

7	No school for students; Prof Day for teachers
8	Schools Closed
9	2 nd Marking Period Begins
15-22	SAT Late Registration Deadline (Dec)
16	PSAT Score Back Night *
17	Report Card Distribution
23	Early Release Day
24 & 25	Schools Closed

December 2016

1-23	9 th Grade Naviance activity *
1-23	9 th & 10 th Grade PSAT Results Mailed
1-23	11 th Grade Individual Meetings Begin
3	SAT Test Date
10	ACT Test Date
21	SAT Regular Registration Deadline (Jan)
22	Alumni College Day
24-31	Schools Closed

January 2017

2	Schools Closed
6	1 st Semester SSL Hours Due
13	ACT Regular Registration Deadline (Feb)
3-10	SAT Late Registration Deadline (Jan)
14-20	ACT Late Registration Deadline (Feb)
16	Schools Closed
20	Schools Closed
24-25	Rising 9 th Grade 2018 Registration Info Distribution at Baker MS
26	Rising 9 th Grade 2018 Registration Info Distribution at Rocky Hill MS
26	2 nd Marking Period Ends; 1 st Semester Ends
21	SAT Test Date
27	No School for Students; Professional Day for Teachers
30	3 rd Marking Period Begins; 2 nd Semester Begins
31	Incoming 9 th Grade Fair
31	Rising 9 th Grade 2018 Registration Computer Input at Baker MS

February 2017

1	Rising 9 th Grade 2018 Registration Computer Input at Baker MS
2	Incoming 9 th Grade Fair (snow date)
2	Rising 9 th Grade 2018 Registration Computer Input at Rocky Hill MS
6-10	National School Counseling Week

February 2017 (cont.)

7	10 th Grade & 11 th Grade Parent Meeting / Rising 12 th Grade 2018 Registration
8	Report Card Distribution / Rising 11 th Grade 2018 Registration
9	10 th Grade & 11 th Grade Parent Meeting (snow date) / Rising 10 th Grade 2018 Registration
10	SAT Regular Registration Deadline (March)
11	ACT Test Date
20	Schools Closed
21-28	SAT Late Registration Deadline (March)
27	AP Early Registration Begins

March 2017

1-31	AP Registration
3	Early Release Day
3	ACT Regular Registration Deadline (April)
4-17	ACT Late Registration Deadline (April)
6	25 th Day Deadline *
11	SAT Test Date
27-31	11 th Grade Naviance/College Fair Registration

April 2017

3-28	9 th Grade Naviance Activity *
5-6	College Fair at Montgomery County Fair Grounds

April 2017 (cont.)

6	3 rd Marking Period Ends
7	SAT Regular Registration Deadline (May)
7-17	Schools Closed
8	ACT Test Date
18	4 th Marking Period Begins
18-25	SAT Late Registration Deadline (May)
19	Report Card Distribution
26	SMOB Elections

May 2017

1-12	AP Testing
5	ACT Regular Registration Deadline (June)
6	SAT Test Date at DHS
6-19	ACT Late Registration Deadline (June)
9	SAT Regular Registration Deadline (June)
15-31	10 th Grade Naviance Activity *
16--24	SAT Late Registration Deadline (June)
26	Last Day of School for Seniors
29	Schools Closed

June 2017

2	Graduation
2	2 nd Semester SSL Hours Due
3	SAT Test Date
10	ACT Test Date at DHS
16	4 th Marking Period Ends; 2 nd Semester Ends;
	Early Release Day
19	Professional Day for Teachers
27	Report Cards Mailed

* Dates and classes are subject to change. * Damascus High School does not guarantee accuracy. *

PTSA Information

PTSA meetings are held in the Media Center at 7:00 p.m. Please monitor the webpage

PTSA Officers

- President: Karen Love damascusptsa@gmail.com 301-916-5432
- Vice President: Kim Obendorfer kimobendorfer@verizon.net 301-704-6147
- Secretary: Laurie Whitney dhsptasecretary@gmail.com 301-916-1887
- Treasurer: Lisa Keaner lkeaner@comcast.net 301-972-5321

Please visit the PTSA page on the DHS homepage or go directly to <http://dhsptsa.weebly.com> for more information.

SECTION 2

Policies, Procedures, and Services

Abbreviated Schedules – Students who have approved abbreviated 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.

Activity Bus –An activity bus operates on Wednesday & Thursdays and leaves from the front of the building at 4:00pm.

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. Although a student who is of age may be absent, his/her absence still must fall under the lawful absences (MCPS JEA-EB) noted in this handbook to be considered excused.

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. Calculators can be borrowed for the year from the math department while supplies last. If lost or damaged, students will be issued a financial obligation. Please contact Mrs. Rebecca Paulson at 240-207-2368 for more information.

Closed Campus – Students are not permitted to leave campus at any time during the school day (7:45 a.m. – 2:30 p.m.) unless they are on an abbreviated schedule or they have acquired documented permission through the attendance or administrative offices. For underclassmen, this includes lunch. Only seniors and 2nd semester eligible juniors may leave campus once they have submitted the proper documentation and been approved by administration.

Student Drop off and Pick up location – Located in the front of the school (facing route 27) at the main entrance.

Electronic Devices – Students may use electronic devices with headphones before and after school, during passing times, at lunch and during class time if permitted by the teacher. Non-compliance with adult direction regarding the use of devices with headphones could result in the loss of privilege.

Emergency Situations –

- **Lockdown** – Imminent danger exists inside or outside of the building(s). All students, staff, and visitors go to nearest securable location; call 911 for immediate police assistance.
- **Shelter in Place (community concern)** – Community incidents in the area near the school; Bring students, staff, and visitors into the building; Lock the exterior doors of the school; OSET maintains door security.
- **Shelter in Place (medical)** – Medical emergency in the building, other emergency that dictates holding the students/staff/visitors in place. Hold students, staff, and visitors in place until cleared to resume normal routine.
- **Shelter in Place (outside contamination)** – Dangerous outdoor conditions dictate sheltering the students, staff, and visitors from possible chemical/biological contamination. Ensure that students, staff, and visitors are sheltered inside of the building; Lock doors and windows, and turn off electricity; Ensure, as completely as possible, that there is no air exchange from outside of the building.
- **Shelter in Place (weather)** – Weather conditions dictate sheltering the students, staff, and visitors from potentially severe weather conditions. Ensure that students, staff, and visitors are sheltered inside the building.

- **Parent reunification** – If an emergency situation occurs, 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.
- **Controlled Evacuation** – Bomb threat; chemical spill. Need to perform a directed and controlled evacuation from the building; will not use fire alarm.
- **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.
- **Off-site Evacuation** – 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.

Extracurricular Activity Fee – The annual Extracurricular Activity fee is \$32.50, unless the family income is less than \$35,000 a year, in which case the fee would be reduced to \$15.00. 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. Please visit the following website for more information and payment options <http://www.montgomeryschoolsmd.org/departments/accounting/pay-eca.aspx>.

Financial Obligations – Students may incur financial obligations for situations such as lost or damaged textbooks, media center materials, replacement student IDs, class 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.*

Returned checks will be subject to a \$25 fee. The amount of the check and the \$25 fee will be entered as a financial obligation to the student, and a letter will be mailed home. Payment of this obligation is requested to be made in cash.

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 online or in the office). Forms must be completed and returned to DHS. Students who are eligible for free lunch should see an administrator to have other school fees waived.

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. Seniors are allowed to leave campus during their lunch with a valid sticker and a current senior ID. Eligible juniors will be allowed to receive a valid permission sticker after 2nd Marking Period report cards have been issued. Permission stickers will be issued only after completed parent permission forms are submitted.

Media Center – The Media Center opens at 7:15 a.m. and closes at 3:15 p.m. daily. Students may check-out up to three books at a time for a three week period. After three weeks students need to return their materials or renew them if more

time is needed. A late fee of 5 cents per day will be charged beginning the day after the materials are due. Fines are not to exceed \$5.00 per item, however, students will be charged the full price if materials are lost. An official financial obligation will be created for any outstanding balances.

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) –

- Student parking is limited to approximately 180 spaces. Priority for issuing parking permits is given to seniors; juniors will only be considered if there are sufficient spaces available.
- Permits can be issued for the full year, or for second semester only (if available), upon application approval by the parking committee.
- Permits are issued based on minimum requirements as stated on the parking application.
- A fee of \$75.00 per year, or \$37.50 for second semester only will be charged upon approval.
- Permit must be displayed in the registered vehicle driven by permitted student ONLY in the student lots. It is prohibited for students to share their permits. Students who park illegally will be issued a warning sticker. Subsequent violations may result in a parking financial obligation and/or having the vehicle towed at the owner's expense. (Note: Towing expenses can exceed \$100)
- Students must abide by all signs/instructions.
- **Violation of any rules may result in the revocation of the parking permit and eliminate the opportunity for future re-application.**
- Additional information and questions should be directed to Mrs. Kerri Pitts 240-207-2355.

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

Pictures – Each year students have their pictures taken for the yearbook. Student picture packages are available for purchase from the photographer, (Victor O'Neill Studios- 800-320-2894). The necessary order forms are given to all students prior to picture day. Students will receive a picture ID for free. If students lose their ID, an additional ID can be purchased for \$5.00.

Scholarship information – contact the Career Center for details and Mr. Martin at 240-207-2383.

School Hours – Classes are from 7:45 a.m. – 2:30 p.m. The school is open from 7:20 a.m. – 2:50 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 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 – All freshmen will receive a copy of the Student Handbook included in their agenda book. Replacement agenda books are \$5.00. Upper classmen will be able to access the student handbook on the DHS website.

Student Service Learning Hours – Students are required to complete 75 SSL *approved* hours to graduate; 260 hours earns special recognition at graduation. Students must obtain and complete the appropriate MCPS form 560-51 for approval consideration. MCPS form 560-50 and the completed SSL Hour submission forms

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 student will not receive next year's schedule or be cleared until the book is returned.

Tutoring – Students who participate in the National Honor Society and Foreign Language National Honor Society are available to tutor during lunch in the media center on Wednesdays or Thursdays. For additional information please contact the Guidance Office.

Visitors – All visitors are required to enter the school through the front door and register at the front desk and a visitor tag will be issued. Visitor parking is in designated spaces in the front of the school.

Attendance Policy

There is a direct and positive relationship between school attendance and student achievement. Student attendance and participation is a vital responsibility for every student and parent. Attendance in all classes is mandatory.

Lawful Absences

- 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.

E-3 – Students who accumulate five or more unexcused absences in a semester may receive a failing grade “E” for the course.

Unanticipated Absences –

- On the day of an absence, the parent/guardian should call the attendance office (240-207-2222).
- Within three days of the student's return to school, the parent must provide a written note for the absence to the attendance office, even if they had called. Please include your daytime number (work or cell phone number), the full name of student (first and last name), date and day of absence, the reason for absence and the student ID number.
- A doctor's note will be needed for five or more successive absences.
- Failure to turn in a note within three school days of the student's return will result in an unexcused absence.
- Court dates will be excused with a note from parent and copy of court summons.
- Students who are chronically absent may be required by an administrator to submit a doctor's note for all absences.

Pre-Approved Absences – Some absences need to be pre-approved by an administrator. These include: college visits, educational trips, graduation of a family member, take your son/daughter to work.

- A note from a parent needs to be submitted to an administrator **three school days before the absence**.
- The student will receive a blue form for teachers to sign. Once all signatures have been obtained, the students must deliver it to the attendance office before the absence.

College visits – Limited to three days per year complying with anticipated absence procedure.

Family travel or “vacation” – These will not be registered as excused absences. However, in the case of an unusual family circumstance, a student's absence *may* be approved after a written parent contact with the appropriate grade level administrator. Approval must be in advance of the requested absence. The school administration may check recommendations from the student's teacher(s) concerning the possible effect of the anticipated absence on the student's academic program and the options available for make-up work before making a decision to approve the absence.

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.

Late Arrival – Any student arriving late must sign in at the attendance office. The student must have a valid sick note from a parent/guardian in order for the tardy to school to be excused. All notes will be verified before they will be considered excused. Excessive tardies may require a doctor's note and/or a parent conference. Failure to sign in may result in an administrative detention.

Leaving Early – Any student who must leave school during the day for a necessary appointment must bring a note to the attendance office (with a parent's daytime phone number) stating the reason and time of departure before the start of school that morning. In the event of an emergency, students should contact an administrator before leaving school. Failure to sign out may be considered unexcused for any classes missed and may result in an administrative detention.

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.

Class Skipping/Cutting – Students should not be absent from class without permission. If a student chooses to miss class without appropriate permission, it may result in a teacher or administrative detention.

As outlined in MCPS Grading and Reporting:

- Students will have the opportunity to make up missed assignments/assessments. The teacher may assign a different, but equivalent, task/assessment to students when they return from any absence.
- If the student misses a due date because of an unexcused absence or unexcused tardy the grade may be lowered by 10% (or one letter grade).**
- If the student misses a deadline because of an unexcused absence or tardy the teacher may assign a zero. (Due dates and deadline should not be the same for quizzes, tests, and projects).**

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.

Marking Period Grades - 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.

Required Quarterly Assessments (RQAs): English, math, social studies, tech, and world language courses may have MCPS created assessments that are given quarterly. These assessments make up 10% of the quarter grade.

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 absent 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. Unless permission is given by the teacher, assignments received after the due date are at risk of not being eligible for reassessment (see “Re-teach and Re-assess”)

Deadline - The last date on which a student may turn in an assignment. Deadlines are at the discretion of the teacher. Assignments successfully completed by the deadline will be penalized no more than one letter grade from the earned score. Work not attempted or submitted by the deadline will receive a zero. Unless permission is given by the teacher, assignments received after the deadline may not be eligible for reassessment.

Re-teaching and Re-assessing - Teachers will determine which assignments are eligible for reassessment. Assignments that indicate a final measure of learning may not be eligible for reassessment, such as unit tests, final exams, final drafts of papers, or culminating projects. Teachers may invite students to revise and reassess certain assignments, or students may request an opportunity to reassess. A deadline for the revised assignment will be set by the teacher.

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 your student’s counselor or Jeff Hanson ([Jeffrey L. Hanson@mcpsmd.org](mailto:Jeffrey.L.Hanson@mcpsmd.org)).

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.
2. Go directly to edline.net or to the Damascus web page (damascushs.org), 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 “**Sign up 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. Please enter an email address so you can receive communication from your student's teachers. Encourage your student to add their email address to their account as well.
6. 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.

Discipline Policies 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*.

The infractions listed below could result in any of the following consequences, depending on the result of the investigation:

- ❖ Conference
- ❖ Parent contact
- ❖ Detention
- ❖ Restitution
- ❖ In school intervention/suspension
- ❖ Suspension
- ❖ Suspension with recommendation for expulsion

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

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

Bombs/Facsimile-Possession/Threat/False Notification - Possession /threat /or false notification of any explosive device.

Breaking and Entering - Entering school property or another person's vehicle without authorization is prohibited. Entering unauthorized school locations or another person's personal property including vehicles with authorization is prohibited.

Engaging in 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.

Cyber bullying is intentionally embarrassing, humiliating, threatening, or targeting an individual or group of people using e-mail, instant messaging, social sites, blogs, mobile phones, or other technological methods.

Inappropriate 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.

Cheating/Academic Dishonesty/Plagerism - 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.

Inappropriate Dress

- ❖ School is a student's work place. Student attire should be appropriate and not disruptive of the educational setting of the school.
- ❖ Clothing that advertises drugs, alcohol, tobacco, violence, weapons, sexuality, or any vulgarity, is 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, etc.) The wearing or displaying of gang colors or symbols is prohibited.
- ❖ Hats may be worn in the halls but should be removed in the classroom if directed by the teacher.

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. This includes any attempt to bypass MCPS web filtering policy (Proxy Abuse). Any behavior which constitutes deliberate destruction of or flagrant disregard for computer programs or system.

Disrespectful Behavior - Every person has the responsibility to treat others with courtesy and respect.

Disruptive Behavior - Actions which interrupt the effective operations of the classroom or school.

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.

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.

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.

Electronic Devices - Students may use electronic devices with headphones before and after school, during passing times, at lunch and during class time if permitted by the teacher. Non-compliance with adult direction regarding the use of devices with headphones could result in the loss of privilege.

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.

False Fire Alarms - Illegally activating a fire alarm or issuing a false fire alarm.

False Identification/False Information - Refusing to identify self to staff, giving a false identification, or providing false information to staff

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.

Fire Extinguishers – Discharging - Willfully and maliciously discharging a fire extinguisher

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.

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

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.

Harassment - Harassment are 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).

Inappropriate Items - Possession of firecrackers, pepper spray, stink bombs, mace or other items deemed inappropriate by school staff.

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 electronic devices as requested.

Insulting Language - Any derogatory name or insulting remark made to a member of the staff either directly or indirectly. (Profanity applies if the profanity is not directed towards the staff member.)

Leaving Campus - Once arriving on school property, leaving campus is not permitted without parental and administrative permission. Students, who have earned the privilege, may leave school property during the open lunch period.

Leaving Class without Permission - Walking out of class against teacher's directions.

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).

Parking Illegally - Parking in an unauthorized area on school property is prohibited.

Pepper Spray - Possession or use of pepper spray on school grounds is prohibited.

Profanity - Profane language is not acceptable.

Racial/Ethnic Comments/Slurs - 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.

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

School Sponsored Activities and Assemblies - Students are expected to follow school rules while attending home or away school events, activities, and assemblies

Sexual Activity

Inappropriate behavior or contact of a sexual nature – with or without consent. Included in this category are the following:

- ❖ Sexual Assault: Physical contact of a sexual nature where there is no consent.
- ❖ Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, or any inappropriate verbal, written, or physical conduct of a sexual nature. (This includes all forms of social media.)
- ❖ Sexting: The act of sending and/or receiving sexually explicit messages or photos electronically is unacceptable.

Streaking/Indecent Exposure - The act of taking off one's clothes and running through a public place or exposing private parts of the body.

Tampering with the Sprinklers Systems - Willfully and maliciously activating the fire sprinkler system.

Theft - Unlawful taking of property or obtaining property by false pretense.

Threat on Staff – Verbal or Physical - Any willful use of force or violence upon staff.

Threat on Student – Verbal or Physical - Any willful use of force or violence upon student.

Throwing Items – Throwing items in school is a matter of public safety and is not allowed. Throwing snowballs on school property is not permitted.

Tobacco Use/Possession - Use or possession 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 is not permitted. 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. Vaporizers and electronic cigarettes (e-cigs) are also not permitted.

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

Vandalism - Intentional destruction or defacement of any school property, property of another student, or staff member - this may include books, supplies, facilities, and equipment.

Weapons - Students are not permitted to store, possess, or carry firearms; explosives or other dangerous weapons. 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.

SECTION 3

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.

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	1
Health	0.5
Fine Arts	1
Technology Education	1
**Foreign Language	2
**Advanced Technology Education	2
** Career Development Program	4
Student Service Learning Hours	75

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

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 and/or PARCC Testing in order to earn a high school diploma.

22 Total Credits Needed to Graduate

MCPS Grade Retention Policy

Students must earn the minimum number of credits as indicated on the chart below to be promoted to the next grade level. For example, in order to become an 11th grader, a student must earn a minimum of 10 course credits, including at least two credits for required mathematics courses, two credits for required English courses, one credit for required science courses, and one credit for required social studies courses. Students who earn credits in summer school will be reevaluated for their correct grade level.

	Total Credits Needed for Promotion to Next Grade	Mathematics Credits in Required Courses	English Credits in Required Courses	Science Credits in Required Courses	Social Studies Credits in Required Courses	Other Credits
Grade 9	5	1	1	0	0	3
Grade 10	10	2	2	1	1	4
Grade 11	15	3	3	2	2	5
Grade 12 Credit-related Graduation Requirements	22	4	4	3	3	8

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 counseling office 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. Carey in the counseling office. Please allow three weeks for transcripts to be processed.

THREE (3) TRANSCRIPTS ARE PROCESSED FREE. STUDENTS REQUIRING ADDITIONAL TRANSCRIPTS WILL BE CHARGED A FEE OF \$3.00 EACH.

College Countdown

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.

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

Recommendations: Please be sure to request recommendations from teachers and counselors as soon as possible. Give each person you ask at least two weeks to complete the recommendations.

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. Request can be made on line.

Career Center Services

The Career Center is a resource for career planning managed by Mr. Ed 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 7:15 am to 3:30 pm Monday through Friday during the school year, and during summer months from 8:00 am to 3:00 pm. 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 Naviance/Succeed Program computer search system and the Access Bridges Program. The information on these computer systems 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/voc-tech, college, and post high school choices using the Naviance/Succeed Program, printed materials, college directories, pamphlets and catalogs as well as special online programs including the Access Bridges internet program.

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 Naviance/Succeed Program. Juniors and seniors must sign up for the representatives through the Naviance/Succeed Program, print their own pass, and obtain permission from their classroom teacher.

Financial Aid: The career center has a variety of books, pamphlets, and workshops covering sources of financial aid and scholarship programs. Also available are the scholarship search programs on the Naviance/Succeed Program and the Access Bridges scholarship search system. Students are encouraged to seriously explore sources over the summer between the junior and senior year. The Financial Aid Form (FAF) and Free Application for Federal Student Aid (FAFSA) become available to seniors and their parents in December of their senior year.

Pell Grant: There are limits on the maximum amount you are eligible to receive each academic year and in total (aggregate Pell Grant limit). The maximum Pell Grant award amounts for the 2012-13 award year (July 1, 2012 to June 30, 2013) and for the 2013-14 award year (July 1, 2013 to June 30, 2014) are each \$5,550. Check "Pell Grant" on the FAFSA when you fill it out. Pell Grants are based on income information given on the FAFSA.

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 2013 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 & Career Search Systems: The Naviance/Succeed Program is an internet-based program designed to assist students, parents, and counseling departments navigate the college application process. This program also includes several different college search engines, and portfolio sections, where a student can save career and college exploration and planning information, and develop a resume. The program can be found on each school computer or entered at home. All schools are moving to the eDoc's format. All applications and letters of recommendations from the student's counselor and teachers will be done through the Naviance/Succeed eDoc's Program. Parents are encouraged to get registered on the Naviance/Succeed Program as well. For your parent code please contact Ed Martin in the career center.

Access Bridges: is a website that students find both 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 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. The component for high school students can be found under Career Center on the schools web page.

ASVAB (Armed Services Vocational Aptitude Battery): is administered free to interested eleventh and twelfth grade students the last Friday in the month of October. Check in the College/Career Center for the testing date. Taking the ASVAB in no way involves a commitment to the military but it is a great career assessment tool for students.

Test Information: Registration information for the PSAT, SAT, SAT II, ACT, and TOEFL can be found in the career center. Students are notified through the Naviance/Succeed Program and the Husky Hornet newsletter of all major test deadlines. Students should discuss their testing options with their counselor prior to signing up for any of these tests.

Testing for College: There are three college entrance exams. The ACT (American College Test) and the SAT (Scholastic Assessment Test) both are used for admission, placement, and scholarships to most four-year schools. The third test, the ACCUPLACER, tests for students wishing to attend a Community College. It is recommended that college-bound students check the requirements of individual colleges to determine the necessary tests for admission. Registration information is 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. Online registration may be done at www.actstudent.org. Our school code is **166950**.

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 on-line. The registration information is available in the Counseling Information Center. Students register on-line at www.collegeboard.com.

Damascus High School CEEB (College Entrance Examination Board) DHS School 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 at www.toefl.org. Students may also call 1-800-GO TOEFL for more information.

AP (Advanced Placement) Tests: Students may be tested in 31 areas. If successful on the test, the student may be given college credit in that subject. Tests are graded on a scale of 1-5, with 5 being the highest. 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 1. Scores are used to help predict how well one may do on the SAT 1. 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, 2016. 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.

COLLEGE PREPARATION COURSES

Preparation courses for the SAT I and ACT 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 See your Guidance Counselor for information on the in-school semester course.

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 and a Maryland resident for at least three months at the time of testing. For more information on obtaining an application, test dates or locations check the website www.gogedgo.org or call Maryland Adult Literacy Resource Center at Tel: 410-455-6725 or 888-goGEDgo (888-464-3346).

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 required.)
- 2 units** of the Foreign Language (check with individual college for variations in this requirement) or Advanced Technology
- 8 elective units**

HEALTH ROOM SERVICES

The health room, located next to the Business Office, is open from 7:30 am – 2:30 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	\$2.80	Breakfast Meal	\$1.30
Reduced Lunch Meal	.40	Reduced Breakfast	.00

For more information please visit the following website.

<http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.aspx>

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

Academy Of Information Technology (AOIT)	Mr. Jeff Hanson
American Sign Language	Mrs. Barbara Grysavage
Art Honors Society	Mr. Don Cleveland
Auto Club	Mr. Raul Ortiz
Baking Club	Mr. Brian Coffman
Best Buddies	Mrs. Megan Stultz & Mrs. Becky McGaffin
Bible Study	Mr. David McGaffin
Book Club	Ms. Catherine Ward
Chorus	Mr. Brian Isaac
Color Guard	Mrs. Cathy Hyman
Drama Club	Mr. Steve Kachadorian
Environmental Club	Mr. Rob Hyman
Equestrian Team	Mrs. Stacey Horman
Express! Club	Mrs. Susie O'Brien
Fellowship of Christian Athletes (FCA)	Mr. John Bonfils
Foreign Language Honor Society	Mrs. Taryn Dennison-McCabe
Forensics	Ms. Catherine Ward
Future Farmers of America (FFA)	Mrs. Lori Mayhew
Gay Straight Alliance (GSA)	Mrs. Margaret Garnham
Help Our Hero's	Mr. Brian Isaac
International Club	Mrs. Nancy Mendez
Jazz Club	Mr. Charles Doherty
Latin Dance Club	Mrs. Mary Ellen Cotton
Leo's Club	Mrs. Mary Ellen Cotton
Literary Magazine	Mrs. Shelby Pastora
Marching Band	Mr. Charles Doherty
Mu Alpha Theta Honor Society	Mr. Rob Wells
National Honor Society	Ms. Catherine Ward & Mrs. Erin Luther
National English Honor Society	Mr. Mark DeStefano
Newspaper	Mr. Mark DeStefano
Robotics Club	Mr. John Pisanic
Strategy Game Club	Mr. Chad Sandefur
Student Association of Science	Mrs. Deanna Jennings

Think Big Thursday (Open Art studio)
 Tri-M Music Society
 Weightlifting Club
 Yearbook
 Young Conservatives
 Young Progressives

Mrs. Gretchen Goldsmith
 Mr. Charles Doherty & Mr. Brian Isaac
 Mr. James Dow
 Mrs. Laura Schley
 Mrs. Judy Stone
 Mrs. Stacey Horman

Check the website for changes throughout the school year as new clubs may be formed throughout the year.

Athletics 2016-17

Athletic Director: **Joe Doody** **240-207-2388** **Joseph_J_Doody@mcpsmd.org**

SPORT

SPONSOR

Email

Athletic Director
 Assistants

Joe Doody
 Bill Zegowitz
 John Furgeson
 Eric Wallich

Joseph_J_Doody@mcpsmd.org

Athletic Trainer

Matt Brockman

FALL SPORTS

Cheerleading, JV
 Cheerleading, Varsity
 Cross Country
 Field Hockey, JV
 Field Hockey, Varsity
 Football, Varsity
 Football, JV
 Golf
 Pom Pons
 Soccer, JV Boys
 Soccer, Varsity Boys
 Soccer, JV Girls
 Soccer, Varsity Girls
 Tennis, Girls
 Volleyball, Varsity Girls
 Volleyball, JV Girls

Mindy Pitts
 Lindsay Durkin
 Jason Bozicevich
 TBD
 Mary Plotas
 Eric Wallich
 Vinny Colbert
 Eric Brenneman
 Karen Nugent
 Chris Thornett
 Andre' Wise
 Ken Diehl
 Dave Kovack
 Kevin McTighe
 Becky Ronquillo
 Taryn Dennison-McCabe

pittsmindy@gmail.com
 Lindsay_R_Durkin@mcpsmd.org
 Jason_Bozicevich@mcpsmd.org
 TBD
 maryplotas@mail.adelphi.edu
 Eric_R_Wallich@mcpsmd.org
 coachvinny@hotmail.com
 Eric_W_Brenneman@mcpsmd.org
 Karen_L_Nugent@mcpsmd.org
 Christopher_D_Thornett@mcpsmd.org
 Andre_L_Wise@mcpsmd.org
 kendiehl@erols.com
 david.kovack@verizon.net
 kpmctighe@gmail.com
 Rebecca_L_Ronquillo@mcpsmd.org
 Taryn_A_Dennison-mccabe@mcpsmd.org

WINTER SPORTS

Basketball, JV Boys
 Basketball, Varsity Boys
 Basketball, JV Girls
 Basketball, Varsity Girls
 Bocce
 Cheerleading, Varsity
 Pom Pons
 Swimming, Coach
 Track, Indoor
 Wrestling, JV
 Wrestling, Varsity

Mark DeStefano
 Butch Marshall
 Jamie Kaufman
 Steve Pisarski
 Vinny Colbert
 Lindsay Durkin
 Karen Nugent
 Kevin Beabout
 Jason Bozicevich
 Ed Irons
 John Furgeson

Mark_P_DeStefano@mcpsmd.org
 butch_marshall@hotmail.com
 Jamie_Kaufman@mcpsmd.org
 Stephen_D_Pisarski@mcpsmd.org
 Coachvinny@hotmail.com
 Lindsay_R_Durkin@mcpsmd.org
 Karen_L_Nugent@mcpsmd.org
 Kevin_W_Beabout@mcpsmd.org
 Jason_Bozicevich@mcpsmd.org
 eironso3@gmail.com
 John_A_Furgeson@mcpsmd.org

SPRING Sports

Allied Softball	Vinny Colbert	Coachvinny@hotmail.com
Baseball, JV	Scott Frye	Scott_Frye@mcpsmd.org
Baseball, Varsity	Greg Blake	damascusbasketball@gmail.com
Lacrosse, JV Boys	TBD	
Lacrosse, Varsity Boys	Chris Thompson	chris@rickthompsonsteam.com
Lacrosse, JV Girls	Judy Baggett-Stone	Judith_L_BaggettStone@mcpsmd.org
Lacrosse, Varsity Girls	Marcus Jurado	Marcus_A_Jurado@mcpsmd.org
Softball, JV	Lindsay Seal	linz6686@msn.com
Softball, V	Amanda Quay	Amanda_L_Quay@mcpsmd.org
Softball, V	Lindsay Durkin	Lindsay_R_Durkin@mcpsmd.org
Tennis, Boys	Eric Brenneman	Eric_W_Brenneman@mcps.org
Track, Head	Elrid Cason	Elrid.cason@gmail.com
Volleyball, Coed	Mark DeStefano	Mark_P_DeStefano@mcpsmd.org
Volleyball, Boys	Becky Ronquillo	Rebecca_L_Ronquillo@mcpsmd.org

Eligibility Requirements

Eligibility for Extra-curricular Activities including Athletics and Clubs

- Must be under 19 on or before August 31
- 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 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 or the athletic director.
- 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: This must be paid to participate in any extracurricular activity. Students with financial obligations will be prohibited from extracurricular activities until the obligations are resolved. The cost is between \$15 -\$32.50, depending on family income. All payments should be made DIRECTLY to MCPS:

By Credit Card: Payments are accepted online at www.montgomeryschoolsmd.org/parents/ (navigate to the Resources section, then click Pay Activity Fee Online). Reduced ECA fees are not eligible for online credit card processing. You will receive by e-mail a receipt when you pay on-line.

By Check: Make payment to MCPS and write student ID# on check or money order. Send payment directly to MCPS, ECA, 850 Hungerford Drive, Room 156, Rockville, MD 20850. Returned checks are subject to a \$25 fee.

By Cash: Cash payments must be made in person.

Athlete 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.

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

Student Athlete Residency Verifications: All students participating in athletics must submit a Residency Verification form.