

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

**DAMASCUS HIGH SCHOOL  
STUDENT HANDBOOK – 2016-17**

25921 Ridge Road  
Damascus, MD 20872  
240-207-2400 Fax: 301-253-7046  
Attendance Office: 240-207-2222  
Health Suite: 240-207-2401

Principal  
Assistant Principal  
Assistant Principal  
Assistant School Admin  
School Business Admin.

Mrs. Jennifer Webster  
Mr. Mark Carothers  
Ms. Maniya Jules  
Ms. Jaclynn Lightsey  
Mrs. Kerri Pitts



### **Damascus High School Mission Statement**

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

### **CORE VALUES**

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

### **SCHOOL HOURS**

School is open from 7:20 a.m. - 2:50 p.m. for all students.  
**Students should not be in the building after buses leave in the afternoon unless they are participating in an activity under staff supervision.**

Official class hours for students are 7:45 a.m. to 2:30 p.m.

### **COUNSELING OFFICE**

#### **Counselor**

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

Mrs. Kristy Poker

Resource Counselor

Mr. Marty Higgins

A - D

Mrs. Coleen Djouha

E - K

Mrs. Francine Kohajda

L - Ric

Mr. Marcus Jurado

Rid - Z

### **GRADUATION REQUIREMENTS**

English – 4 credits

Social Studies – 3 credits (US History, NSL, MWH required)

Science – 3 credits (Physical & Biological Science required)

Math – 4 credits (Algebra & Geometry required)

Physical Education – 1 credit

Health – 1 credit

Fine Arts – 1 credit

Technology Education – 1 credit

**\*\*Students must complete one \*\* area to meet graduation requirements.**

**\*\*World Languages – 2 credits**

**\*\*Advanced Tech Education – 2 credits**

**\*\*Career Development Program – 4 credits**

Student Service Learning Hours – 75 hours required

22 credits needed to graduate

Students must pass the MD State Assessments (HSA and PARCC).

**SGA SPONSOR** – Ms. Voketitis

**CLASS SPONSORS**

**Grade 12** Mrs. Megan Stultz

**Grade 11** Mrs. Kelly Lamari

**Grade 10** Mrs. Stacey Horman

**Grade 9** Mrs. Colleen Callis/Mrs. Coleen Djouha

**LIST OF 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

Bible Study – Mr. David McGaffin

Book Club – Ms. Catherine Ward

Chorus – Mr. Brian Isaac

Color Guard - Mrs. Cathy Hyman

Debate Team – TBD

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)– Mrs. Gretchen Goldsmith  
 Tolerise – Mrs. Kelly Lamari  
 Tri-M Music Society – Mr. Charles Doherty/Mr. Brian Isaac  
 Weightlifting Club – Mr. James Dow  
 Yearbook – Mrs. Laura Schley  
 Young Conservatives – Mrs. Judy Stone  
 Young Progressives – Mrs. Stacey Horman

\*\*Club info was accurate at the time of printing. Check the website  
 For changes throughout the school year.

**SAT Test Dates**

October 1, 2016  
**November 5, 2016\***  
 December 3, 2016  
**January 21, 2017\***  
 March 11, 2017  
**May 6, 2017\***  
 June 3, 2017

**PSAT Test Date**

**Wed. Oct 19, 2016**

**\*offered at DHS**

**ACT Test Dates**

Sept. 10, 2016  
**Oct. 22, 2016\***  
 Dec. 10, 2016  
 Feb. 11, 2017

April 8, 2017  
**June 10, 2017\***

**\*offered at DHS**

**SAT II Subject Tests**

SAT II Subject tests are offered on the October, November,  
 December, January, May and June test dates – check this  
 website for when specific SAT II tests are offered:

<https://collegereadiness.collegeboard.org/sat-subject-tests/register/test-dates-deadlines>

## School Year Calendar: 2016-2017

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 <b>K-8 ONLY</b>
November 11	Early release day <b>K-8 ONLY</b>
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

## **ATTENDANCE**

There is a direct and positive relationship between school attendance and student achievement. Student attendance and participation is a vital responsibility for every student and parent. Attendance in all classes is mandatory. On the day of an absence, the parent/guardian should call the attendance office (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. ***Failure to turn in a note within 3 school days of the student's return will result in an unexcused absence. Assignments may not be accepted or given credit if absences are unexcused. A doctor's note will be needed for 5 or more successive absences.*** Court dates will be excused with a note from parent and copy of court summons.

### **LATE ARRIVAL**

Any student arriving late must sign in at the attendance office.

### **LEAVING EARLY**

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

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

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

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

Some absences need to be pre-approved by an administrator. Examples of these include: college visits, educational trips,

graduation of a family member, take your son/daughter to work). Some extended absences are NOT excused (weddings, reunions, vacations), however should be pre-arranged to help students stay caught up. **A note from a parent needs to be submitted to an administrator 3 days before any extended 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. 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.

Students who are chronically absent may be required by an administrator to submit a doctor's note for all absences.

### **AGE OF MAJORITY**

Those students who reach the age of 18 while in school have the choice of requesting the Age of Majority status. The two basic privileges which Age of Majority status affords the student are the ability to write his/her own legitimate absence notes, and the right to access his/her school records. The procedure for requesting this privilege is as follows:

- ❖ Student completes an Age of Majority Declaration card that they receive from the Main Office.
- ❖ Student presents proof of age from a driver's license or birth certificate to the Grade Level Administrator.
- ❖ Student takes the AOM Declaration home for signatures and returns it to the Main Office.
- ❖ Approved materials are returned to the main office secretary.
- ❖ Students and parent/guardian will be notified by mail.
- ❖ NOTE: Although a student may attain Age of Majority status, the school reserves the right to notify the parents of any concerns or problems. This would include:
  1. Attendance problems.
  2. Issuance of interims.
  3. Questions concerning credits needed for graduation.

## **EXTRA-CURRICULAR**

### **ACADEMIC STANDING -ELIGIBILITY**

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

### **FINANCIAL OBLIGATIONS**

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

## **SPORTS**

### **SPORTS PROGRAM**

Specific dates for the activities will be announced prior to the start of each season. All students are encouraged to participate in any sports activity of their choosing. As a general rule, a



student cannot participate in concurrent activities. With agreement of both sponsors, cheerleaders and Pompons may participate in a sports activity.

**\*\*\*IMPORTANT\*\*\***

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

**PHYSICAL EXAMINATION REQUIREMENT**

Students are required to submit a physical exam form stipulating physical limitations -if any-before engaging in any team practice. Forms are available in the Main Office, the AD office and online as well. 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.

**CONCUSSION AWARENESS**

Every student athlete must take the Baseline concussion test given at Damascus HS.

- ❖ This test is given 3 different times each year to accommodate each sport season.
- ❖ Testing times and the necessary paperwork will be listed on the Athletics page of our school web site by the beginning of August for the fall season.
- ❖ Other testing times will be during the month of October for the Winter sports participants and during the month of February for the Spring season athletes.
- ❖ This test is good for two years so students do not need to take the test every year.

**STUDENT DRUG & ALCOHOL POLICY PLEDGE**

Students participating as a member of a school sponsored athletic team must sign the Damascus High School Drug and Alcohol Policy pledge prior to playing in a game or participating in any sport activity.

## **GRADES**

### **QUARTERLY ASSESSMENTS**

All students will take required quarterly assessments for specific courses. These quarterly assessments will count as 10% of each Marking Period's grade. Students missing an assessment due to an excused absence must bring in the excused note to the teacher in order to reschedule a make-up assessment for full credit.

### **MAKE-UP WORK**

When a student is legally absent from classes, he/she will have the equivalent of the number of school days absent 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.

### **REPORT CARDS**

Report cards will be issued to all students during an in school homeroom, with the exception of the final report card which will be mailed home in June. If an "I" is placed on the report card for a marking period grade, it must be changed in the Counseling Office to the earned letter grade by the 10th school day after the report cards are issued for each marking period. Unchanged "I's" will be changed to "E's" on the 10th school day if no teacher has reported a grade change. This policy will affect a student's eligibility.

## **COUNSELING SERVICES**

### **COUNSELING SERVICES (240) 207-2250**

The Damascus High School Counseling Department consists of six counselors. The Damascus High School Counseling Department also consists of a Counseling Secretary, a Registrar, and a Career Information Coordinator.

### **ASSIGNMENTS FOR ABSENCES**

Students are encouraged to get homework assignments from other members of their class when they have been absent for under three days. The Counseling Office will request work assignments when the absence, if due to illness or suspension, will be for three days or more. Please allow 24 hours after the request for work to be ready. This request must come from the parent. Please call 240-207-2250.

### **CAREER CENTER (240) 207-2383**

The Career Information Center is located in Room 133 where career and vocational materials are available for students and their parents or guardians to explore their career interests.

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

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

- ❖ The Credit or No Credit will be entered on the report card and the pupil's cumulative record form.
- ❖ The minimum standard for Credit grade will be achievement at the same level as for earning credit in any other course.
- ❖ A student may have one Credit or No Credit in grade 9, one in grade 10, and two in grade 11, and two in grade 12.
- ❖ A student who receives approval for this option is required to meet all attendance and academic requirements of the course.
- ❖ Credit or No Credit cannot be used for any course that fulfills a graduation requirement.

### **EARLY GRADUATION**

The Maryland State law on graduation requires 4 years of enrollment in high school. A student may request a waiver of this requirement. To qualify for a waiver, a student must have met all other MCPS graduation requirements and demonstrate to their counselor and principal that a waiver would be in the best educational and developmental interest of the student.

### **SCHEDULE CHANGES**

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

- ❖ The student has a schedule conflict.
- ❖ The student has a change in his/her instructional day.
- ❖ The change is recommended by an administrator or the EMT Committee.

### **STUDENT CONFERENCES**

Students or parents may make appointments with their counselor through the counseling secretary. Except in emergency cases, all students must have a pass to see their counselor. The pass is most often given to the student by the counseling secretary. All students must have signed staff permission to visit their counselors. All students must sign in and out of the Counseling Office. Parents may schedule a conference, appointment or speak with a counselor regarding any student concern by calling the Counseling Office at 240-207-2250 between 7:20 a.m. and 3:30 p.m. on school days.

### **TRANSCRIPT REQUESTS**

A transcript is a record of the courses and grades that a student has earned throughout his/her high school years. All college applications, some job applications, and many scholarship applications need to be accompanied by a transcript. Transcript requests and procedures are handled by the Registrar at 240-207-2346 during school hours.

## **MISCELLANEOUS**

### **ADVERTISING IN THE SCHOOL**

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

### **DRIVING**

- ❖ Students who park in the lot must have a current student parking tag displayed on the rear view mirror of their car. Applications for tags may be secured through the Business Office. Students must meet certain requirements as stated on the application to be considered. If approved, students must pay a nonrefundable fee set by MCPS. Parking authorization remains a privilege, not a right.
- ❖ Illegally parked cars may be warned with a sticker for the 1<sup>st</sup> offense and subsequent offenses could result in parking obligations, towing, and loss of future parking privileges.
- ❖ Students are not to enter cars or lots during the school day without permission.
- ❖ At no time are students to park in the visitor's, handicapped spaces, or in the staff parking areas.
- ❖ Students with serious violations involving their vehicles may lose their parking tags.

### **ELECTRONIC DEVICES**

Students may use electronic devices with headphones only before and after school, during passing times, at lunch and during class time **if permitted by the teacher**. Failing to respond to adult direction regarding the use of devices with headphones could result in the loss of privilege. Students may place cell phone calls before school, during lunch, and after school, but not during passing or class time.

### **FINANCIAL OBLIGATIONS**

Students may incur financial obligations such as lost or damaged textbooks, lost or late media center materials, replacement IDs, and course related 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.

### **HEALTH ROOM** - 240-207-2401

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

- ❖ Obtain a medication administration form from the Health Room. This form must be completed by both parent and doctor.
- ❖ Medication must be brought to the school by an adult. It must be in the original prescription bottle, or, for over-the-counter medications, in a brand new bottle.
- ❖ Vision, hearing, and T8 screening tests are available upon request. The Health Room has health related literature available to students and parents. The nurse and Health

Room technicians are members of Montgomery County Health and Human Services Division.

### **LOCKS AND LOCKERS**

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

### **MEDIA CENTER**

The purpose of the Media Center is to create life-long learners, promote a culture of literacy, and support the instructional needs of Damascus patrons. The Media Center strives to provide outstanding literature and online resources accessible both at school and from home. The Media Center hours are 7:15 a.m. to 3:00 p.m. daily and staff is available to help students before school and during lunch. Individual students reporting to the Media Center must have a pass. Students may check-out up to 3 materials at a time for a three week period. After that time students are responsible for returning all materials or renewing them if more time is needed. Students will be charged 5 cents a day per item for any materials that are returned late, beginning the day after the item is due back. (Fines not to exceed \$5.00 or the price of the book). Students will be responsible for paying the full price of any lost materials or financial obligations will be created.

**SCHOOL CLOSING OR LATE OPENING** In the event of snow or other emergencies that force a closing or delayed opening of schools, radio and TV stations will be notified of the decision no later than 6:00 a.m. The following options are provided:

1. Schools may be closed for the day.
2. The opening of schools may be delayed for two hours. High school will begin at 9:45 a.m. and school buses will pick up students two hours later than regular time.

### **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, illegal drugs, or weapons) 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:

### **STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES**

School rules apply to all extracurricular activities both on and off campus.

### **STUDENTS IN HALLS**

- ❖ Students must have a signed hallway pass from their classroom teachers to go to their lockers, the Health Room, Media Center, Counseling, Business Office, etc.
- ❖ Students must not block the halls and stairs so that other people are able to move freely down the corridors.

### **STUDENT SECURITY**

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

## **TECHNOLOGY**

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

1. MCPS provides computer equipment, computer services, and network access for educational purposes only. Access to networks both inside and outside of MCPS carries with it the responsibility for proper use by the user. **Educational purposes are defined in this regulation as those purposes directly related to an MCPS assignment, project, job, or function for which the user is responsible.** Inappropriate network use may result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.
2. MCPS is not responsible for all of the information found on the networks outside of the MCPS organization, and MCPS

does not have control over information residing on other systems to which there is access through MCPS.

3. Users are expected to keep their disk storage space at an acceptable level. Unnecessary files should be removed on a regular basis.
  - a. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.
  - b. System administrators reserve the right to moderate, monitor, and modify the network hardware, software and communications.
4. Users are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner.
5. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, guidelines are posted in each computer lab. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

## **TRANSPORTATION**

### **ACTIVITY BUS**

Two buses will operate each Wednesday and Thursday, leaving school by the front entrance at 4:15 p.m. You may ride the activity bus only if you are engaged in a school-related activity under the supervision of a staff member. Please check with a security staff member or the main office to confirm the availability of this service.

### **MCPS BUS SERVICE**

Students who wish to ride home on a friend's bus or get off of their own bus at a friend's stop must bring a note from their parent or guardian to the Main Office. The Main Office secretary will issue a pass to the student authorizing the riding of a different bus. This pass should be given to the bus operator. This practice will normally be approved where space permits.

School rules apply to all students while using  
MCPS bus services.



## **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***.

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

- ❖ Conferencing
- ❖ 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 ATHLETIC EVENT BEHAVIOR**

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

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

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

### **BREAKING & 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/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.

### **INAPPROPRIATE DRESS**

- ❖ **Appearance and Dress Guidelines-** 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). The wearing or displaying of gang colors or symbols is prohibited.

### **Hats/Hoods**

Hats/hoods 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.

### **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 ALARM**

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 or students, either **directly** or **indirectly**.

**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.

**PUBLIC DISPLAY OF AFFECTION**

Students are to refrain from displaying affection toward one another publicly on school property.

**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.

**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 SPRINKLER SYSTEM**

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 ON MCPS PROPERTY:** 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.