

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

## **STUDENT HANDBOOK – 2011-12**

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

Principal	Mr. Robert Domergue
Assistant Principal	Dr. Andrei Ghelman
Assistant Principal	Dr. Greg Pleasant
Assistant School Admin.	Mrs. Karen Rose
School Business Admin.	Mrs. Kerri Pitts

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

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

### **CORE VALUES**

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

### **Damascus High School Objectives**

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

- A. 77% the number of students successfully completing at least one Honors or AP course.
- B. 80% the number of the students enrolled in an AP or Honors class earning an A or B.
- C. 90% the number of students enrolled in on-level classes earning an A, B or C.
- D. 100% of the class of 2012 passing Algebra, Biology, English 10, and Government High School Assessments (H.S.A.s) - 90% passing on their first attempt.
- E. 77% of seniors taking the SAT/ACT exam with an average score of 1650/24.
- F. 95% of all seniors taking a college placement test.
- G. 97% the number of students taking the PSAT exam by 11<sup>th</sup> grade.
- H. 95% attendance rate.
- I. 10% ineligibility or less each quarter.

### **SCHOOL HOURS**

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

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

### **CLASS SPONSORS**

**Grade 12** Shevchenko  
**Grade 11** Gannon  
**Grade 10** Quay  
**Grade 9** TBD

**SGA SPONSOR** – Voketitis

### **List of Clubs**

AOIT - Hanson  
Art Honors Society - Goldsmith  
Art Club - Goldsmith  
Auto Club - Ortiz  
Best Buddies - Formeller  
Book Club - Garnham  
Chorus - TBD  
Debate Team - Anderson  
Drama Club - Kachadorian  
Drill Team - Ms. Hyman  
Environmental - Dickie  
FFA - Mayhew  
FL Honor Society - Bartel  
Forensics - Kachadorian  
Hopmework Club – Reidy

It's Academic - Anderson  
Jazz Club - Doherty  
Leo Club - Ails/Sluger  
Literary Magazine - Pastora  
Marching Band - Doherty  
Math Team - Paulson  
Nat. Honor Soc.-Krebs  
Newspaper - DiStefano  
Sign language – Grysavage  
Step Team - TBD  
Student Academy of Science  
– D. Jennings  
Weightlifting Club – Dow  
Yearbook - McCormick

### **SAT Test Dates**

October 1, 2011  
November 5, 2011 at DHS  
December 3, 2011  
January 28, 2012 at DHS  
March 10, 2012  
May 5, 2012 at DHS  
June 2, 2012

### **PSAT Test Date**

October 12, 2011

### **ACT Test Dates**

October 22, 2011 at DHS  
December 10, 2011  
February 11, 2012  
April 14, 2012  
June 9, 2012 at DHS

## **COUNSELING OFFICE**

### **Counselor**

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

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

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

## **GRADUATION REQUIREMENTS**

English – 4 credits  
Social Studies – 3 credits (US History, NSL, MWH required)  
Science – 3 credits (Physical & Biological Science required)  
Math – 4 credits (Algebra & Geometry required)  
Physical Education – 1 credit  
Health – 1 credit  
Fine Arts – 1 credit  
Technology Education – 1 credit  
\*\*Students must complete one \*\* area to meet graduation requirements.  
\*\*Foreign Language – 2 credits  
\*\*Advanced Tech Education – 2 credits  
\*\*Career Development Program – 4 credits

Student Service Learning Hours –75  
22 credits needed to graduate  
Students must pass the MD High School Assessment tests.

## **School Calendar 2011-2012**

### **2011**

August 22	Professional Day for Teachers
August 25	Incoming Grade 9 Orientation
August 29	First Day of School for Students
September 5	Holiday – Labor Day
September 22	Back to School Night
September 28	Early Release Day – K-12
September 29	Rosh Hashanah

October 3	Interims mailed home
October 21	MSTA Convention – No School
October 28	1 <sup>st</sup> Marking Period Ends
October 31	Professional Day for Teachers
November 10	Report Card Distributed
November 10-11	Early Release Day – K-8 only
November 23	Early Release Day – K-12
November 24-25	Holiday – Thanksgiving
December 4	Interims mailed home
December 26	Holiday
December 27-30	Winter Break

## **2012**

January 2	Holiday- New Years Day
January 12	Exam Review Day
January 13,17,18,19	Semester Exams
January 16	Holiday – MLK Birthday – No School
January 20	2 <sup>nd</sup> Marking Period Ends
January 23	Professional Day for Teachers
February 1	Report Card Distributed
February 20	Holiday – President’s Day – No School
March 2	Early Release Day – K-12
March 3	Interims mailed home
March 29	3 <sup>rd</sup> Marking Period Ends
March 30	Professional Day for teachers
April 2-5	Spring Break
April 3	Holiday- Election Day- All schools closed
April 5	Holiday – Good Friday – No School
April 9	Holiday – Easter Monday – No School
April 12	Report Cards Distributed
May 1-11	AP Exams
May 9	Interims mailed home for seniors
May 17	Interims mailed home for grades 9-11
May 21-24	HSA Exams
May 25	Last day for seniors
May 28	Holiday – Memorial Day
June 6	Exam Review Day
June 7, 8, 11, 12	Final Exams
June 12	Last Day of School for Students
June 13	Professional Day for Teachers
June 21	Report Cards Mailed Home

## School Contingency Calendar, 2011-2012

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/one day to June 13, 2012**

**6 days/two days to June 13 and 14, 2012**

**7 days/three days to June 13, 14, and 15, 2012**

**8 days/four days to June 13, 14, 15, and 18, 2012**

**9 days/four days to June 13, 14, 15, 18, and 19 2012**

## **ATTENDANCE**

There is a direct and positive relationship between school attendance and student achievement. Student attendance and participation is a vital responsibility for every student and parent. Attendance in all classes is mandatory. On the day of an absence, the parent/guardian should call the attendance office (301-253-7042). Within three days of the student's return to school, the parent must provide a written note for the absence to the attendance office, even if they had called.

Please include your daytime number (work or cell phone number), the full name of student (first and last name), date and day of absence, the reason for absence and the student ID number. ***Failure to turn in a note within 3 school days of the student's return will result in an unexcused absence. 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**

Students without a note will go directly to their first class, until 7:50 a.m. ***After 7:50 a.m. all students must sign in – with or without a note in the attendance office.*** The student must have a valid sick note from a parent/guardian in order for the tardy to school to be excused. All notes will be verified.

### **LEAVING EARLY**

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

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

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

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

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

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

\*Family travel or "vacation" is not an excused absence.

However, in the case of an unusual family circumstance, a student's absence may be approved after a written parent contact with the appropriate grade level administrator. Approval must be in advance of the requested absence. The school administration may check recommendations from the student's teacher(s) concerning the possible effect of the anticipated absence on the student's academic program and the options available for make-up work before making a decision to approve the absence.

### **AGE OF MAJORITY**

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

basic privileges which Age of Majority status affords the student are the ability to write his/her own legitimate absence notes, and the right to access his/her school records. The procedure for requesting this privilege is as follows:

- ❖ Student completes an Age of Majority Declaration card that they receive from the Main Office.
- ❖ Student presents proof of age from a driver's license or birth certificate to the Grade Level Administrator.
- ❖ Approved materials are returned to the main office secretary.
- ❖ Parents will be notified by mail.
- ❖ NOTE: Although a student may attain Age of Majority status, the school reserves the right to notify the parents of any concerns or problems. This would include:

1. Attendance problems.
2. Issuance of 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. Students should make every effort to have the exams completed before the beginning of school. Students must turn in a permission/insurance form signed by a parent or guardian before being allowed to practice.

### **PHYSICAL CONDITIONING**

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

### **FINANCIAL OBLIGATIONS**

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

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

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

## **GRADES**

### **END OF COURSE EXAMS**

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

### **HOMEWORK**

Homework is a required part of the instructional program. It is defined as an activity relating to instructional and/or performance objectives. Homework is to be assigned regularly and is considered the rule rather than the exception to daily activity.

### **MAKE-UP WORK**

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

### **REPORT CARDS**

Report cards will be issued to all students with the exception of the final report card which will be mailed home. If an "I" is placed on the report card for a marking period grade, it must be changed in 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 (301) 253-7037**

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 301-253-7037.

### **CAREER CENTER (301) 253-7045**

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 can not 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.

**Requests for a waiver of the fourth year enrollment requirement must be submitted no later than the end of the student's 10<sup>th</sup> grade year.**

### **SCHEDULE CHANGES**

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

- The student has a schedule conflict.
- The student has requested a course that has already been completed.
- The student has 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 301-253-7037 between 7:00 a.m. and 3:30 p.m. on school days.

### **TRANSCRIPT REQUESTS**

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

## **MISCELLANEOUS**

### **ADVERTISING IN THE SCHOOL**

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

### **DRIVING**

- ❖ Students who park in the lot are to have a current student parking tag displayed on the rear view mirror of their car. Applications for tags may be secured through the Business Office. Illegally parked cars may be warned with a sticker for the 1<sup>st</sup> offense and subsequent offenses could result in fines, towing, loss of future parking privileges or suspension.
- ❖ 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, cafeteria, handicapped spaces, or in the staff parking areas.
- ❖ Students with serious violations involving their vehicles will lose their parking tags and can be suspended.

### **FINANCIAL OBLIGATIONS**

Students may incur financial obligations such as lost or damaged textbooks, 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.**

If any checks are returned by the bank due to insufficient funds, the amount of the check and the bank's return check charge 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**

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

- ❖ Obtain a medication administration form from the Health Room. This form must be completed by both parent and doctor.
- ❖ Medication must be brought to the school by an adult. It must be in the original prescription bottle, or, for over-the-counter medications, in a brand new bottle.
- ❖ Vision, hearing, and T8 screening tests are available upon request. The Health Room has health related literature available to students and parents. The nurse and Health Room technician are members of Montgomery County Health and Human Services Division. The Health Room phone number is 253-7051.

### **LOCKS AND LOCKERS**

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

### **LUNCH TIME**

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

### **MEDIA CENTER**

The purpose of the Media Center is to support the instructional needs of Damascus students and staff. It is a specialized library with a collection of resources which focus specifically on the units of instruction in grades 9-12. The Media Center web page has on-line resources available for home use as well as other information for students. The Media Team, composed of outstanding technology students, is available for assistance. The Center is open from 7:00 a.m. – 3:30 p.m. Monday thru Friday. Individual students reporting to the Media Center must have a pass. Students are responsible for all items checked out on their ID number. All materials may be renewed. Fines are charged for overdue materials.

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

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

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

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

### **STUDENTS IN HALLS**

- ❖ Students must have a signed hallway pass (agenda book) from their classroom teachers to go to their lockers, the Health Room, Media Center, Counseling, Business Office, etc.

- ❖ Students should not block the halls and stairs so that other people are able to move freely down the corridors. Students should not sit in the hallways or stairs.

### **STUDENT SECURITY**

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

### **TELEPHONE**

Students should not use their cell phones during the school day. If needed, students may come to the main office to use their cell phone. In the case of emergency, students may request to use the office phone after stating the request to the office staff.

## **TECHNOLOGY**

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

1. MCPS provides computer equipment, computer services, and network access for educational purposes only. Access to networks both inside and outside of MCPS carries with it the responsibility for proper use by the user. **Educational purposes are defined in this regulation as those purposes directly related to an MCPS assignment, project, job, or function for which the user is responsible.** Inappropriate network use may result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.
2. MCPS is not responsible for all of the information found on the networks outside of the MCPS organization, and MCPS does not have control over information residing on other systems to which there is access through MCPS.
3. Users are expected to keep their disk storage space at an acceptable level. Unnecessary files should be removed on a regular basis.
  - a. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.
  - b. System administrators reserve the right to moderate, monitor, and modify the network hardware, software and communications.

4. Users are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner.
5. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, guidelines are posted in each computer lab. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

## **TRANSPORTATION**

### **ACTIVITY BUS**

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

## **DAMASCUS HIGH SCHOOL'S DISCIPLINE PROGRAM PHILOSOPHY**

The **philosophy** of our discipline program can be summarized as follows:

- a) All students are capable of behaving appropriately.
- b) Misbehavior is a matter of choice.
- c) A student will accept responsibility for his/her actions.
- d) Teachers have a right to teach.
- e) Students have a right and responsibility to learn.
- f) No student should prevent a teacher from teaching or a student from learning.
- g) Respect must be shown at all times.

## **NONDISCRETIONARY EXPELLABLE OFFENSES**

Montgomery County Public Schools has determined that the following infractions will result in a **recommendation for expulsion and police referral as a minimum action:**

- Possession of a bomb or bomb facsimile or making a bomb threat
- Distribution of intoxicants/drugs
- Possession or concealment of firearms (including pellet guns or toy guns)
- Violent physical attack on a staff member or student
- Weapons used to cause bodily harm or injury

The list below contains other discipline infractions, but does not cover every possible infraction. Any infractions not listed will

be covered by MCPS Policy and/or Damascus's discipline philosophy listed above. Students who fail to serve original consequences will receive additional consequences. Principals may assign out of school suspension when it is determined that a behavior is disruptive and detrimental to the operation of the school.

**ARSON**

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

*Minimum* - Suspension/referral to the Fire Marshal, financial reimbursement of any item(s) destroyed.

*Maximum* - 10 day suspension and/or recommendation expulsion/referral to the Fire Marshal. Financial reimbursement of any item(s) destroyed.

**ATHLETIC EVENT MISBEHAVIOR**

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

*Minimum* – Parent notification/parent conference/exclusion from next athletic event/or detention.

*Maximum* - Suspension and/or removal from other remaining events. [Period of time, season/semester, TBD by administration on case-by-case basis]

**BLOCKING HALLS OR STAIRS**

In order to improve traffic flow, students are asked not to sit in the hall or stairways during the instructional day.

*Minimum* - Request made by staff to move to improve traffic flow.

*Maximum* - Refusal will result in an office referral for insubordination.

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

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

*Each Offense* - 10 day suspension, recommendation for expulsion, financial reimbursement of any item(s) destroyed. Police/Fire Marshal Referral.

### **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.

*Minimum* - Suspension

*Maximum* – 10 day suspension and/or recommendation for expulsion/referral to police.

### **BULLYING/HAZING**

Bullying is a direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an on-going pattern of harassment and abuse.

**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.

*Minimum* – Parent Notification and detention

*Maximum* – 10 Day Suspension/recommendation for expulsion/referral to police.

### **BUS BEHAVIOR**

Bus drivers are responsible for the orderly conduct of students while they are on the school bus. Disorderly conduct or severe misbehavior shall be sufficient reason for the principal to deny the student transportation on a school bus. Transportation does not allow basketballs, scooters, skateboards, or musical instruments on the bus unless they are in a case or bag.

*Minimum* - Detention and/or removal of transportation for a time period.

*Maximum* – Suspension

### **CAFETERIA/COURTYARD BEHAVIOR**

Students are expected to consume food only in the cafeteria or courtyard. Students are expected to behave properly while in the lunch area and to **dispose of their own trash**. No commercial fast food is allowed to be delivered without prior approval and can be confiscated. Any inappropriate behavior such as the throwing of food or trash may have the following consequence:

*Minimum* - Detention and/or cafeteria cleanup.

*Maximum* - Suspension and parent notification.

### **CELL PHONES/Ipod Players**

Cell phones and Ipod players are not to be used during the instructional day (7:25- 2:09) on school property. This includes lunch and passing times between periods. Cell phones and Ipods are to remain **turned off**. If needed, students may come to the main office to use their cell phone.

*Minimum* – Verbal correction by staff to put the item away.

*Maximum* – Confiscation of item for up to one week. Item may be given to parent at the end of the day.

If a student refuses to relinquish their cell phone to a staff member, a referral for insubordination should be given.

### **CHEATING/ACADEMIC DISHONESTY/PLAGIARISM**

The unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose is prohibited. Grades or credit earned by those involved in such action will be disallowed.

*Minimum* - Parent notification. In addition, detention and/or no credit on test/assignment may be given.

*Maximum* - Suspension

### **CLASS SKIPPING/CUTTING**

Students should not be absent from class without permission.

*Minimum* – Administrative detention & parent notification

*Maximum* – 3 hours of detention/school community service/in-school intervention with parent conference.

### **CLOTHING**

#### **Appearance and 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, 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.

*Minimum* – Student/teacher/admin conference

*Maximum* - Change of clothes/parent contact and/or detention/suspension

### **Hats**

No student hats are to be worn on the head during the instructional day. Bandannas of any kind are not permitted and will not be displayed.

*Minimum* - Verbal request to remove hat.

*Maximum* – Hat kept by staff member or main office. Period of time the hat is kept by main office to be determined on a case by case basis.

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

### **COMPUTER PROGRAMS OR PROPERTY ABUSE**

“Users are responsible for their own accounts. Any violation that can be traced to an individual account name will be treated as the sole responsibility of the account owner.” 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 systems will result in disciplinary action. Students will pay for damages.

*Minimum* - Parent notification/detention and/or removal of computer privileges.

*Maximum* – Suspension/referral to police and/or recommendation for expulsion.

### **DISRESPECTFUL BEHAVIOR**

Every person has the responsibility to treat others with courtesy and respect. Failure to do so will result in:

*Minimum* - Conference and/or detention.

*Maximum* - Suspension

### **DISRUPTIVE BEHAVIOR**

Actions which interrupt the effective operations of the classroom or school – Examples include, but not limited to

- talking in class
- horseplay or play fighting
- repeated non-compliance with staff direction
- clogging bathroom facilities
- stink bombs
- food fights

*Minimum* - Teacher conference and/or teacher detention.

*Maximum* -Parent notification, suspension and/or police referral

### **DISTRIBUTION OF LITERATURE**

Any unauthorized distribution of written, typed, or printed material to students and staff. Administration must be aware of and give approval for distribution of any and all such material through the authorization of administrator's initials present on all materials.

*Minimum* - Conference with student.

*Maximum* - Suspension

### **DRUGS, ALCOHOL, NARCOTICS, CONTROLLED DANGEROUS SUBSTANCES**

Possession, use (including sniffing or inhaling), or being under the influence of alcohol or any substances which are or have the appearance of narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside their legal medical purposes; or possession of drug paraphernalia. Possession does not require ownership

*Minimum* - 10 days suspension, referral to police, referral to SAP. (Alcohol – 5 day minimum suspension)\*

*Maximum* - 10 days suspension/referral to police and/or recommendation for expulsion.\*

\*Students may lose privilege to attend extra-curricular activities including Senior Banquet, Prom, and Graduation

### **DRUGS- DISTRIBUTION\***

Dispensing or conspiring to dispense -with or without the exchange of money- drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.

*Each Offense* - 10 days suspension/recommendation for expulsion/referral to police/referral to SAP.

### **EXTORTION**

Obtaining or attempting to obtain property from another, with or without that person's consent, by the wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages and retribution so caused by the student.

*Minimum* - Parent conference and/or suspension.

*Maximum* - Suspension

### **FALSE FIRE ALARM**

Illegally activating a fire alarm or issuing a false fire alarm.

*Minimum* - 5 days suspension, referral to police/Fire Marshal.

Maximum - 10 day suspension, referral to police/Fire Marshal/ and/or recommendation for expulsion.

#### **FALSE IDENTIFICATION / FALSE INFORMATION**

Refusing to identify self to staff, giving a false identification, or providing false information to staff

Minimum - Administrative detention and parent notification.

Maximum - In school suspension

#### **FIGHTING**

Unless it is clearly a case of an unprovoked attack by one person on another, anyone involved in a fight will face disciplinary action based on their involvement. **Any student who has reason to believe that a fight may occur should seek immediate help from an administrator, counselor, security, or teacher as a preventative step.**

Minimum - Suspension/exclusion from class/parent contact.

Maximum - 10 day suspension and/or police referral.

#### **FIRE EXTINGUISHERS -DISCHARGING**

Willfully and maliciously discharging a fire extinguisher

Minimum - Suspension and referral to the Fire Marshal/police.

Maximum - Financial reimbursement & suspension

#### **FORGED PASSES OR NOTES**

Signing someone else's name or altering an excuse or pass is a violation of school rules and policies. Forgery shall be interpreted to include any falsifying of or tampering with absence notes, permission slips, or other documents including report cards, etc.

Minimum - Referral to administrator, parent contact, detention.

Maximum - In school suspension

#### **GAMBLING**

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

Minimum - Referral to administrator and parent conference, detention.

Maximum - Suspension

### **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. Agenda books and MCPS hall passes are the only acceptable passes.

Minimum - Detention

Maximum - In school suspension

### **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).

Minimum - Student conference/parent notification/detention.

Maximum - Suspension/participation in special counseling program.

### **INAPPROPRIATE ITEMS**

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

Minimum - Detention/parent notification.

Maximum - Suspension

### **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.

Minimum - Referral to administrator, parent contact, detention.

Maximum - Suspension

### **INSULTING LANGUAGE**

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

Minimum - Suspension

### **LEAVING CAMPUS**

Once arriving on school property, leaving campus is not permitted without parental and administrative permission. (Damascus High School is a closed campus.) Seniors, who

have earned the privilege, may leave school property during the open lunch period. **All referrals are given to security/and or administration.**

*Minimum* – 3 hours of detention/parent contact/school community service

*Maximum* – Suspension with parent conference upon return

#### **LEAVING CLASS WITHOUT PERMISSION**

Walking out of class against teacher's directions

*Minimum* - Detention

*Maximum* - Suspension

#### **MEDICATIONS-PRESCRIPTION AND NON-PRESCRIPTION**

Possession or use of prescriptive or non-prescriptive medication without direct supervision of the school nurse is strictly prohibited (includes inhalers).

*Minimum* - Student conference/parent notification and/or detention.

*Maximum* - Suspension

#### **PARKING ILLEGALLY**

Parking in an unauthorized area on school property is prohibited.

*Minimum* - Students will receive a warning sticker.

*Maximum* - A \$25 fine, towing, or loss of future parking privileges will be imposed for subsequent offenses. Students with parking permits will have the permit revoked if he/she or someone using his/her vehicle is found to be parked illegally.

#### **PHYSICAL ATTACK ON STAFF**

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

*Minimum* - Suspension

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

#### **PHYSICAL ATTACK ON STUDENT**

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

*Minimum* - Suspension/exclusion from class/parent contact.

*Maximum* - 10 day suspension and/or recommendation for expulsion.

### **PROFANITY**

Profane language is not acceptable. If the finger is given to a staff member, the category changes to Insulting Language.

*Minimum* - Verbal correction by staff and/or detention.

*Maximum* - In school suspension

### **PUBLIC DISPLAY OF AFFECTION**

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

*Minimum* - Verbal correction by staff.

*Maximum* - Detention/parent contact.

### **RACIAL/ETHNIC COMMENT/ SLUR**

Respect for diversity in cultures and races is a fundamental belief of our school. Therefore, slurs against any individual for any reason will not be tolerated. In addition to disciplinary consequences, offenders may be required to participate in guidance counseling at each offense.

*Minimum* – Admin/parent conference and/or detention.

*Maximum* - Suspension

### **RECKLESS DRIVING**

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

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

*Maximum* - Suspension/referral to police.

### **SCHOOL SPONSORED ACTIVITIES AND ASSEMBLIES**

Students are expected to follow school rules while attending home or away school events, activities, and assemblies

*Minimum* - Removal from activity and/or detention.

*Maximum* - Suspension and/or removal from other activities.

### **SEARCH AND SEIZURE**

The principal, assistant principal, or security personnel may search you if he/she has a reasonable suspicion that you possess something illegal under Maryland law (such as tobacco products, 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:

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

### **SEXUAL ACTIVITY**

Inappropriate behavior or contact of a sexual nature- This includes indecent exposure and consensual sex. 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.

#### **SEXTING**

The act of sending and/or receiving sexually explicit messages or photos electronically is unacceptable.

Minimum - Suspension

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

### **TAMPERING WITH THE SPRINKLER SYSTEM**

Willfully and maliciously activating the fire sprinkler system

Minimum - 5 days suspension, referral to police/Fire Marshal.

Maximum - 10 days suspension, referral to police/Fire Marshal, and/or recommendation for expulsion.

### **TARDY (LATE TO CLASS/SCHOOL)**

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

Minimum - Conference and/or detention with teacher and/or parent notification.

Maximum – Extended after-school detentions [students may be assigned school community service]

### **THEFT**

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

Minimum - Suspension, parent contact, compensation.

Maximum -10 day suspension, parent conference/police referral

### **THREAT ON STAFF -VERBAL OR PHYSICAL**

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

*Minimum* - Suspension/parent notification

*Maximum* - 10 days suspension and/or recommendation for expulsion

### **THREAT ON STUDENT -VERBAL OR PHYSICAL**

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

*Minimum* - Mediation and/or parent conference

*Maximum* - Suspension

### **THROWING ITEMS**

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

*Minimum* - Adm. Conference and/or detention

*Maximum* - Extended detention and parent notification.

Restitution, medical bills, or repair if needed.

(Special consideration for cafeteria)

### **TOBACCO-USE**

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

*Minimum* - 3 hour detention/parent notification/police citation

*Maximum* - Multiple day suspension with parent conference prior to re-entering/police citation

### **TOBACCO-POSSESSION**

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

(Possession does not require ownership.)

Minimum - Detention/parent conference/confiscation

Maximum – In school suspension

### **TRUANCY**

Absent from school without school and parent permission.

Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.

Minimum – Detention or after-school community service

Maximum - In school suspension

### **VANDALISM**

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

### **MINOR OFFENSE**

Minimum - Detention which includes any additional time it takes to fix property. Maximum – Suspension and restitution.

### **MAJOR OFFENSE**

Minimum – Suspension and restitution.

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

### **WEAPONS ON MCPS PROPERTY:** MCPS Regulation COE-RA

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

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

### **Firearms**

Each Offense -10 day suspension with recommendation of expulsion and police referral.

**Weapons Used to Cause Bodily Injury**

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

**Other Weapons**

Each Offense - Suspension and/or recommendation for expulsion.