

DAMASCUS HIGH SCHOOL 2022-2023 STUDENT HANDBOOK

25921 Ridge Road Damascus, MD 20872

Main Office: 240-207-2400

Fax: 301-253-7046

Attendance: 240-207-2222

Health Suite: 240-207-2401

Counseling Office: 240-207-2250

Principal, Mr. Kevin Yates

Assistant Principal, Mrs. Lora Brazil

Principal Intern, Ms. Pam Krawczel

Assistant Principal, Mr. Adam Saltzman

School Business Administrator, Mrs. Kerri Pitts

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





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DHS CORE VALUES “LET P.R.I.D.E. BE YOUR GUIDE”

P- Personal accountability and integrity,

R- Respectful relationships,

I - Inquisitive thinking,

D- Dedicated to equity and inclusion, &

E- Excellence in academics

SCHOOL HOURS

The building is open from 7:20 a.m. - 2:50 p.m. for all students. Car riders should follow the signage for the correct drop off and pick up locations. All students will enter the building through the cafeteria doors.

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.

ADMINISTRATIVE STUDENT SUPPORT

| Administrator | Last Name Begins With: |
|----------------------|-------------------------------|
| Ms. Krawczel | A – Gn |
| Mr. Adam Saltzman | Go – Oo |
| Mrs. Lora Brazil | Op – Z |

COUNSELING Department

| Counselor | Last Name Begins With: |
|------------------|-------------------------------|
| Mr. Higgins | A - Cop |
| Ms. Stevenson | Cor - Had |
| Mrs. Djouha | Hag - Mac |
| Mrs. Kohajda | Mad - Ram |
| Mr. Jurado | Rap - U |
| Mrs. Oswald | V - Z |

COLLEGE AND CAREER READINESS AND COLLEGE COMPLETION (CRCCA) ACT OF 2013:

It is expected that all MCPS high schools provide instructional opportunities during the junior and senior years to help students transition to credit-bearing coursework in college and help them achieve college-ready scores on the SAT, ACT, or ACCUPLACER. By the end of the junior year, students will have taken a college entrance exam (SAT/ACT) or college placement exam (ACCUPLACER).

MARYLAND SEAL OF BILITERACY:

Maryland Seal of Biliteracy requirements for demonstrating high proficiency in listening, speaking, reading, and writing in English and another language (see a counselor or Dr. Cuppone, World Languages Resource Teacher, in room 203 for details).

MCPS PROMOTION REQUIREMENTS

| End of: | Total Credits Needed for Promotion to Next Grade | Mathematics Credits in Required Courses | English Credits in Required Courses | Science Credits in Required Courses | Social Studies Credits in Required Courses | Other Credits |
|----------------|---|--|--|--|---|----------------------|
| Grade 9 | 5 | 1 | 1 | 0 | 0 | 3 |
| Grade 10 | 10 | 2 | 2 | 1 | 1 | 4 |
| Grade 11 | 15 | 3 | 3 | 2 | 2 | 5 |

MCPS GRADUATION REQUIREMENTS (22 credits needed to graduate)

English – 4 credits

Math – 4 credits (Algebra, Geometry, and enrollment in a math class each year is required)

Science – 3 credits (NGSS or AP Biological & Physical Sciences required)

Social Studies – 3 credits (US History, NSL Gov't, & Modern World History required)

Physical Education – 1 credit

Health – 1/2 credit (1 full credit for the class of 2025 and beyond)

Fine Arts – 1 credit

Technology Education – 1 credit

Students must complete one** program below to meet graduation requirements

**World Languages – 2 credits

**Beginning with students entering the 9th grade class in the 2021-2022 school year, students must complete two credits of the same world language, which may include two credits of American Sign Language.

or

**Advanced Tech Education – 2 credits

or

**Career Completer Program – 4 credits

Student Service Learning Hours – 75 hours required (260+ hours for MD recognition)

Must participate in MD State Assessments – Govt HSA, ELA10, Algebra 1, & Life Science MISA

SGA SPONSOR – Mrs. Lea Sybrant

CLASS SPONSORS

- Grade 12** Mr. Steven Kachadorian
- Grade 11** Ms. Coleen Djouha
- Grade 10** Mrs. Megan Stultz
- Grade 9** Mrs. Nicole Moravy

EXTRACURRICULAR CLUBS AND ACTIVITIES

Please visit this [link](#) to view the extracurricular clubs and activities offered at DHS. Please note: club information is always being updated, so please refer to the list for changes throughout the school year.**

STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

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

2022-23 COLLEGE ENTRANCE EXAMS

SAT Test Dates:

- August 27, 2022**
- October 1, 2022**
- November 5, 2022**
- December 4, 2022**
- March 11, 2023**
- May 6, 2023**
- June 3, 2023**

ACT Test Dates:

- September 10, 2022
- October 22, 2022
- December 10, 2022
- February 11, 2023
- April 5, 2023
- June 10, 2023
- July 15, 2023

P-SAT Test Date:

- October 12, 2022
- *10th Graders take for FREE.
- *11th Graders take for FREE.
- *9th Graders will participate in a Digital Literacy lesson.

[**Bolded Dates** are scheduled to be at DHS]

DHS SAT SCHOOL DAY:

(Free for 11th Graders) typically in **March/April 2022** (More information will be provided when the official date is determined by MCPS)

Please Note: Information is subject to change, so please refer to official SAT/ACT websites.

AP EXAM SCHEDULE

| Week 1 | Morning 8:00am Local time | Afternoon 12:00pm Local time |
|--|---|---|
| Monday, May 1, 2023 | United States Government and Politics | Chemistry |
| Tuesday, May 2, 2023 | Environmental Science | Psychology |
| Wednesday, May 3, 2023 | English Literature and Composition | |
| Thursday, May 4, 2023 | | Seminar Statistics |
| Friday, May 5, 2023 | European History United States History | Art History Microeconomics |
| <p>Art and Design: Friday, May 5, 2023, is the last day for AP coordinators to submit digital AP 2-D Art and Design, 3-D Art and Design, and Drawing portfolios (by 8 p.m. ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly. Teachers should forward completed digital Art and Design portfolios to coordinators before this date.</p> | | |

| Week 2 | Morning 8:00am Local time | Afternoon 12:00pm Local time |
|--------------------------------|---|---|
| Monday, May 8, 2023 | Calculus AB Calculus BC | Computer Science Principles |
| Tuesday, May 9, 2023 | English Language and Composition | Physics C: Mechanics |
| Wednesday, May 10, 2023 | Spanish Language and Culture | Biology |
| Thursday, May 11, 2023 | World History | |
| Friday, May 12, 2023 | Music Theory | |

[Check the College Board website \(click here\) for more details.](#)

2022-23 SCHOOL YEAR CALENDAR



2022-2023 TRADITIONAL SCHOOL YEAR CALENDAR

School Year Beginning
Aug. 29, 2022 through June 16, 2023
Board Adopted 1-13-22

| | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | School Days in Month | Cumulative School Days |
|-------------|--------|--------|------|------|------|--------|------|------|----|----|-------|----|-------|----|---------|---------|---------|-------|-------|---------|-------|-------|-------|-------|---------|----------------------|------------------------|
| 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUG | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 F | 30 | 31 | | | 3 | 3 |
| SEP | | | | 1 | 2 | 5 H* | 6 | 7 | 8 | 9 | 12 | 13 | 14 ER | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 NI | 27 | 28 | 29 | 30 ER | 20 | 23 |
| OCT | 3 | 4 | 5 NI | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 PD/M | 25 | 26 | 27 | 28 | 31 | | | | | 19 | 42 |
| NOV | | 1 | 2 | 3 | 4 | 7 PD/M | 8 H* | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 ER | 22 ER | 23 SC | 24 H* | 25 H* | 28 | 29 | 30 | | | 17 | 59 |
| DEC | | | | 1 | 2 | 5 | 6 | 7 ER | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 NI | 26 H* | 27 NI | 28 NI | 29 NI | 30 NI | 16 | 75 |
| 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JAN | 2 H* | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 H* | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 PD/M | 30 | 31 | | | | 19 | 94 |
| FEB | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 H* | 21 | 22 | 23 | 24 | 27 | 28 | | | | 19 | 113 |
| MAR | | | 1 | 2 | 3 ER | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 ER | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 PD/M | 22 | 135 |
| APR | 3 NI/M | 4 NI/M | 5 NI | 6 NI | 7 H* | 10 H* | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 PD/M | 24 | 25 | 26 | 27 | 28 | | | | | | 13 | 148 |
| MAY | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 H* | 30 | 31 | | | 22 | 170 |
| JUN | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 L | 19 SC | 20 PD/M | 21 M | 22 M | 23 M | 26 | 27 | 28 | 29 | 30 | 12 | 182 |

- F First Day of School
- H Holiday—School System Closed (*Mandated for closure by state law)
- SC Systemwide Closure
- ER Early Release Day
- PD/M End of Quarter Grading/Planning—possible instructional day due to emergency closure
- PD/M Professional day for teachers—possible instructional day due to emergency closure
- NI Non-instructional (No school for students and teachers)
- NI/M Non-instructional—possible instructional day due to emergency closure
- M Make-up Day—possible instructional day due to emergency closure
- L Last Day of School (Early release day)

Q1 = 46
Q2 = 46
Q3 = 43
Q4 = 47

For more information on the
MCPS calendar, please visit
www.montgomeryschoolsmd.org
and click on calendar.

BELL SCHEDULES

| <u>REGULAR BELL SCHEDULE</u> | | <u>TWO-HOUR DELAY</u> | |
|-------------------------------------|--------------------|------------------------------|--------------------|
| Warning Bell | 7:40 a.m. | Warning Bell | 9:40 a.m. |
| Period 1 | 7:45 - 8:35 (50) | Period 1 | 9:45 - 10:20 (35) |
| Period 2 | 8:40 - 9:25 (45) | Period 2 | 10:25 - 10:55 (30) |
| Period 3 | 9:30 - 10:15 (45) | Period 3 | 11:00 - 11:30 (30) |
| Period 4 | 10:20 - 11:05 (45) | LUNCH | 11:35 - 12:10 (35) |
| LUNCH | 11:10 - 12:00 (50) | Period 4 | 12:15 - 12:45 (30) |
| Period 5 | 12:05 - 12:50 (45) | Period 5 | 12:50 - 1:20 (30) |
| Period 6 | 12:55 - 1:40 (45) | Period 6 | 1:25 - 1:55 (30) |
| Period 7 | 1:45 - 2:30 (45) | Period 7 | 2:00 - 2:30 (30) |
| <u>EARLY DISMISSAL</u> | | <u>HORNET TIME</u> | |
| Warning Bell | 7:40 a.m. | Warning Bell | 7:40 a.m. |
| Period 1 | 7:45 - 8:15 (30) | Period 1 | 7:45 - 8:27 (42) |
| Period 2 | 8:20 - 8:45 (25) | Hornet Time | 8:31 - 8:51 (20) |
| Period 3 | 8:50 - 9:15 (25) | Period 2 | 8:58 - 9:40 (42) |
| Period 4 | 9:20 - 9:45 (25) | Period 3 | 9:45 - 10:27 (42) |
| Period 5 | 9:50 - 10:15 (25) | Period 4 | 10:32 - 11:14 (42) |
| Period 6 | 10:20 - 10:45 (25) | LUNCH | 11:19 - 12:09 (50) |
| Period 7 | 10:50 - 11:15 (25) | Period 5 | 12:14 - 12:56 (42) |
| LUNCH | 11:20 - 12:00 (40) | Period 6 | 1:01 - 1:43 (42) |
| Dismissal | 12:00pm | Period 7 | 1:48 - 2:30 (42) |

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 have called.** Please include your daytime number (work or cell phone number), the full name of the 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 may result in an unexcused absence. Assignments may or 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 a parent and a copy of the court summons.

LATE ARRIVAL

Any student arriving late with a parent note must sign in at the attendance office. If it is the first 20 minutes of the day (ex: 7:45 am – 8:05 am), then students without a note should go directly to their class and the teacher should mark them Tardy Unexcused (TU).

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.** For last minute appointments, parents/guardians can either e-mail the Attendance Secretary or sign their student out from the Welcome Center entrance.

IN CASE OF AN EMERGENCY, A STUDENT MUST CONTACT THE ATTENDANCE SECRETARY BEFORE LEAVING SCHOOL. Parent notes for leaving school without signing out will not be accepted and the absence will be marked unexcused. **Students MUST sign out** with permission from parent or Health Room if they are sick. Failure to sign out will be considered unexcused for any classes missed.

PRE-APPROVED ABSENCES:

Some absences need to be pre-approved by an administrator. Examples of these include: college visits, graduation of an immediate 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 the Attendance Secretary 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.

EXTRACURRICULAR ELIGIBILITY

ACADEMIC STANDING- INTERSCHOLASTIC SPORTS, EXTRACURRICULAR CLUBS AND ACTIVITIES

- All first year freshmen are academically eligible for the entire school year, regardless of their GPA. Students in grades 10-12 must have received a 2.0 grade point average or higher and have no more than one "E" during the previous quarter 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 or to students engaged in activities which are extensions of a graded course (called "co- curricular").
- A student may regain his/her eligibility status at the start of the next marking period.
- The sponsors of all activities shall be responsible for enforcing the eligibility standards.
- Students who earn less than a 2.0 and/or have more than one "E" in the fourth grading period are not eligible to participate in the first marking period of the next school year.

For a list of what sports are offered during the fall, winter and spring seasons go to dhsswarminhornets.com. Please visit this [link](#) to view the extracurricular clubs and activities offered at DHS.

FINANCIAL OBLIGATIONS

Students with financial obligations may be prohibited from participating in extracurricular 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, students may participate in the activity.

SPORTS

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 Pom Poms may participate in a sports activity.

*****IMPORTANT*****

Students who are absent for any part of the day are ineligible to participate in any extracurricular 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

Each year, 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 website 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

MCPS athletic regulations state that any student-athlete with verified use, distribution, or possession of alcohol, tobacco, illegal drugs, and/or controlled substances on school property or at a school-sanctioned event is prohibited from participating in athletic activities for a minimum of 10 consecutive school days (including any intervening non-school days). The student-athlete will be eligible for athletic activities on the eleventh school day. Individual schools may create a more stringent penalty than that stated above consistent with the philosophy of its administration and community.

STUDENT BEHAVIOR AT SPORTING EVENTS

Student fans at DHS home and away games are expected to display appropriate and respectful behavior to student athletes, staff members, coaches and referees on the field, court, or sporting arena.

GRADES

Damascus High School aligns grading and reporting practices with the curriculum and assessment practices of Montgomery County Public Schools (MCPS) and the State of Maryland in order to accurately document and report student achievement.

Please visit Regulation ILA-RA: Grading and Reporting for more information.

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ikara.pdf>

To monitor student performance, please visit the myMCPS Classroom or Parent Portal.

<http://www.montgomeryschoolsmd.org/mymcps-classroom/index.aspx>

MAKE-UP WORK

When a student has an excused absence 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 excused absences - 5 days or longer - the teacher and student will work together to formulate a plan and may include a school counselor when needed.

REPORT CARDS

Report cards will be issued to all students during 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 after report cards are issued if a grade change is not reported.

ACADEMIC HONESTY

Because we value the learning and growing of our students here at Damascus High school, academic honesty is extremely important. If a student is found to have demonstrated academic dishonesty, the following actions will be taken:

- 1st offense: Verbal warning, teacher contact home, documentation in SYNERGY (communication log), and reassessment with a 10% reduction when possible. If the student chooses not to reassess, the student will receive a zero for the assignment.
- 2nd offense: Verbal warning, teacher contact home, documentation in SYNERGY (communication log), and reassessment with a maximum score of 50% when possible. If the student chooses not to reassess, the student will receive a zero for the assignment.
- 3rd offense: Verbal warning, referral to administration, teacher contact home and documentation in SYNERGY (communication log). The student will receive a zero for the assignment.

COUNSELING SERVICES

COUNSELING SERVICES (240) 207-2250

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

COUNSELING OFFICE STAFF:

Ms. Plummer, Counseling Secretary

Mrs. Brown, Registrar

Ms. Burkhalter, College/Career Information Coordinator

| Counselor | Last Name Begins With: | Phone Number |
|------------------|-------------------------------|---------------------|
| Mr. Higgins | A - Cop | (240) 207 - 2344 |
| Ms. Stevenson | Cor - Had | (240) 207 - 2250 |
| Mrs. Djouha | Hag - Mac | (240) 207 - 2340 |
| Mrs. Kohajda | Mad - Ram | (240) 207 - 2341 |
| Mr. Jurado | Rap - U | (240) 207 - 2343 |
| Mrs. Oswald | V - Z | (240) 207 - 2342 |

ASSIGNMENTS FOR ABSENCES

Students are encouraged to see their teacher if they are absent from class 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. Please contact your counselor.

SCHEDULE CHANGES

Schedule changes can be disruptive to a student's program. Extensive work is done to review the appropriateness of student registration choices, to build a master schedule that reflects those choices, and to develop appropriate individual student schedules within the whole school master schedule. Therefore, requests to change student schedules will be subject to review by counseling and administration.

During the first two weeks, schedule changes will only be made if:

- ❖ There is a hole in your schedule (no class during a period).
- ❖ You are requesting to be placed in a higher level course.
- ❖ You were misplaced in your current course (you already earned credit in the course).

After the first two weeks, schedule changes will be limited. All students desiring a schedule change must work through the schedule change process with their counselor. Requests for schedule changes will be considered only under these circumstances:

- ❖ The student has a change in his/her instructional program.
- ❖ The change is recommended by an administrator or the EMT Committee.
- ❖ Special circumstances explained by student and parent/guardian.
 - o All sections of the "Schedule Change Form" must be completed and submitted in order for the process to review this request can begin.

If a request is being denied, then the administrator will communicate directly with the student who made the request to share the decision.

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.

HOW COUNSELORS SUPPORT STUDENTS

Counselors help students in a variety of ways. Counselors are here to offer academic, personal, and social/emotional support to all students. Counselors work with students throughout the year on Naviance, Personal Body and Safety lessons, and Signs of Suicide lessons.

OPTIONS IF A STUDENT FAILS A COURSE

There are multiple options available to students who fail a course. If a student needs to repeat a class due to failure, the student must speak with their counselor to determine next steps.

ADVANCED PLACEMENT (AP)

An AP course is a college level course offered at DHS in various subjects. Students have the option of taking the AP exam at the end of the course. Many colleges offer credit for a passing score on the AP exam in some courses. For questions about this process, students should contact their counselor. Ms. Burkhalter, the college and career coordinator, will have information for students who need financial aid assistance in taking an exam.

DUAL ENROLLMENT

Qualifying students may choose to take classes at Montgomery College (MC). Students may transfer these college credits to a four year college/university. Credits earned at MC may also be used for high school credit. Classes are offered at a reduced price and financial aid is available. Interested students should contact Ms. Oswald for additional information.

COLLEGE/CAREER CENTER (240) 207-2383

The College/Career Information Center is located in Room 133 where career and vocational materials are available for students and their families to explore their student's career interests. Our College/Career Information Coordinator, Ms. Burkhalter, will be working with all students as they work through the Naviance program and their post-secondary school plans. Our goal is for every student to have a plan in place after they graduate high school.

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. 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 1st offense and subsequent offenses could result in financial obligations, towing, and loss of parking privileges.
- ❖ Students are not to enter cars or lots during the school day without permission.
- ❖ At no time are students permitted to park in the visitor spaces, handicapped spaces, or the staff parking lot.
- ❖ Students with violations involving their vehicles may lose their parking tags.
- ❖ Students must continue to meet the criteria to park in the school parking lot in order to maintain this privilege.

ELECTRONIC DEVICES

Appropriate use of electronic devices is expected during the school day. Teachers/Staff will communicate times when electronic devices are not permitted to ensure students are engaged in their learning. Students must use their electronic devices appropriately and follow teacher/staff expectations when the use of these devices needs to be limited. If a student is found to have used their personal educational device inappropriately, the following actions will be taken:

- Teachers will share expectations for cell phone use in their classes. Students will receive frequent reminders about the classroom expectations with cell phone use.
- If a student is actively using their personal electronic device, the teacher will have a restorative discussion with the student and log a warning into Synergy with the date and time of their personal device use infraction.
- If a student is actively using their personal device again on a subsequent day, the teacher will provide another warning and discuss with the student. The teacher will then contact

the parent/guardian about the personal device use in the classroom and log that into Synergy.

- If a student is actively using the device for a third time in the class on a subsequent day, the teacher will write a referral to the office in Synergy and the phone will be confiscated for the day by the administration.
- If a student is actively using the device for a fourth time in the class on a subsequent day, the teacher will write a referral to the office in Synergy and the phone will be confiscated long-term by the administration.

FINANCIAL OBLIGATIONS

Students may incur financial obligations such as lost or damaged textbooks, lost or damaged calculators, 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 (on-line form #525-13). 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/parents. The nurse and Health Room technician are members of Montgomery County Health and Human Services Division.
- ❖ Health room visits are limited to 20 minutes maximum. At this time, students should return to class or parents will need to pick them up if they are too sick to return.

LOCKS AND LOCKERS

Students at DHS will receive a single locker at the beginning of their freshman year upon request. This locker is retained until their departure from DHS, either by graduation or withdrawal. Locker requests at any other time throughout the school year, by any grade level, can be made in the business office. 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 assistance is unavailable, please report to the Business Office.

FOOD POLICY

All food should be consumed in the cafeteria, a supervised classroom, or outside in our courtyards at all times during the day.

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 7:20 a.m. to 3:30 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. An official financial obligation will be created for any lost materials. A material is determined lost after three months from the checkout date.

OFF CAMPUS LUNCH PRIVILEGE

All students are expected to stay on campus during lunch, unless permission is granted. Junior and Seniors will be permitted to leave school grounds during the lunch period. Students are expected to continue to meet criteria in order to maintain their eligibility to have open lunch privileges.

SCHOOL CLOSING OR LATE OPENING

In the event of snow or other emergencies that force a closing or delayed opening of schools, please check the MCPS website, news stations, and other reliable sources to know if there will be an altered schedule due a weather emergency. 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.

STUDENTS IN HALLS

- ❖ Students must have a hallway pass from their classroom teachers to be out of the classroom during a class period.
- ❖ Students must not block the halls and stairs so that other people are able to move freely down the corridors. Students who choose to sit in the hallway are asked to sit on one side of the hallways.

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 lost or stolen items.**

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 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 Tuesday, Wednesday, and Thursday, leaving school by the front entrance at 4:30 p.m. Students may ride the activity bus only if they 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/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

STUDENT RIGHTS AND RESPONSIBILITIES

In alignment with Montgomery County Public Schools (MCPS), Damascus High School strives to create a positive school climate where students, parents/ guardians, and all staff work together respectfully to maintain an orderly and safe learning environment focused on teaching and learning. Students have a right to a disciplinary process that is consistent, fair, and equitably applied.

The Montgomery County Board of Education Policy JGA, Student Discipline, sets forth the expectation that MCPS schools will be environments that are conducive to learning. In addition to a student's home, schools are communities in which positive behavior is expected, modeled, and learned within an environment of mutual respect and dignity. MCPS believes that discipline is a developmental process, and effective discipline strategies should meet students' varied behavioral and developmental needs with tiered responses and interventions. A continuum of instructional strategies and disciplinary responses supports teaching and learning, fosters positive behaviors, and reflects a restorative discipline philosophy. Restorative practices afford students opportunities to learn from their mistakes, correct any harm that results from their behavior, and restore relationships that are disrupted by their conduct. Our school discipline practices are designed to engage students in the classroom so that students may become college and career ready. Fair, firm, and consistent application of disciplinary action is expected, and students should be made aware of the consequences of misbehavior.

The following list is a starting point for engaging students in the process of setting positive expectations for conduct in an environment of mutual respect and dignity:

1. My words, actions, and attitudes demonstrate respect for myself and others at all times.
2. I demonstrate pride in myself, in my future, and in my school by arriving on time, dressed appropriately, and prepared to focus on my studies.
3. I seek the most peaceful means of resolving conflict and obtain the assistance of teachers, administrators, or school staff when I am unable to resolve conflicts peacefully on my own.
4. I seek to correct any harm that I have caused to others in the school community.
5. I take pride in promoting a safe and clean learning environment at my school.

The disciplinary consequences set forth in the Montgomery County Public Schools (MCPS) Student Code of Conduct apply to students at all times, while they are on MCPS property or attending an MCPS event. MCPS property includes any school or other MCPS facility, including grounds owned or operated by MCPS, MCPS buses and other MCPS vehicles, and the facility and grounds of any MCPS sponsored activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the principal believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities. Whenever possible, the disciplinary action will be related to the offenses.

Montgomery County Public Schools (MCPS) students must be provided with a clear articulation of their [rights and responsibilities \(click here\)](#) so that they may gain a deep appreciation of a democratic society. This deep understanding comes through opportunities for students to exercise their rights and assume their responsibilities as citizens.