

# Bethesda-Chevy Chase High School



## eParent Handbook

[4301 East-West Highway](#)  
[Bethesda, Maryland 20814](#)  
**240-740-0400**

**Dr. Shelton Mooney, Principal**

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### Welcome

Established in 1926, B-CCHS is a comprehensive public senior high school with a full complement of challenging academics and innovative courses and programs. B-CC offers honors courses, Advanced Placement (AP) courses, and a signature program — the International Baccalaureate (IB) program.

## Frequently Called Telephone Numbers

Office	Number	Office	Number
Main Office	240-740-0400	Internship Coordinator	240-740-0382
Art	240-740-0436	Mathematics	240-740-0442
Athletics Office	240-740-0444	Media Center	240-740-0449
Attendance	240-740-0409	Music	240-740-0434
Building Services	240-740-0418	Physical Education	240-740-0430 240-740-0431
Cafeteria	240-740-0419	Registrar	240-740-0420
Counseling Services	240-740-0420	Science	240-740-0457
Career Technology Ed.	240-740-0448	Security	240-740-0400
English	240-740-0464	School Business Administrator	240-740-0415
ELD	240-740-0384	Social Studies	240-740-0389
Financial Office	240-740-0417	Special Education	240-740-0438
Health Room	240-740-0437	Staff Development	240-740-0360
IB Office	240-740-0429 (DP) 240-740-0347 (MYP)	World Languages	240-740-0386

## B-CC Administrative Team

Principal	Dr. Shelton Mooney
School Administrative Secretary	Ms. Kristine Decastro
Assistant Principal (Grade 9)	Mr. DeBerry Goodwin
Assistant Principal (Grade 10)	Ms. Lee Holland
Assistant School Administrator (Grade 11)	Ms. Christine Rizkallah
Assistant Principal (Grade 12)	Ms. Olga Shapiro-Palanker and Ms. Rebecca Sutton
Assistant Principal (EML)	Ms. Olga Shapiro-Palanker
School Business Administrator	Ms. Debbie Teicher

**Administrative Assignments [HERE](#)**

## B-CC Instructional Leadership

Career and Technology Education:	Ms. Leanna Blandford
Counseling Services	Ms. Jeannette Reveron
English	Ms. Christine (Chris) Smithson
ELD	Ms. Belinda Campbell
Mathematics	Ms. Janet Gallagher
Media Center	Mr. Brian Baczkowski
Physical Education/Health/Music/Fine Arts	Mr. Marshall White
Science	Dr. Chris McDonald
Social Studies	Dr. Hunter Hogewood
Special Education	Ms. Deb Newman
Staff Development	
World Languages	Ms. Shira Pomeroy
IB Diploma Program Coordinator	Ms. Chris Smithson
IB Middle Years Program Coordinator	Mr. Tony Louis
Elected Faculty Representative (EFR)	Mr. Ethan Sribnick
Elected Faculty Representative (EFR)	Ms. Rosana Pagan
Elected Supporting Services Representative (ESR)	Ms. Kristine Decastro

## Offices and Services

Office	Hours	Point of Contact	Phone Number	Services
Main Office	7:00am-3:30pm	Kristine DeCastro Kayla Nahar Tara George Adriana Chicas	240-740-0400	Administrator's offices, general questions and services
Attendance Office	7:00am-3:00pm	Erwin Avila	240-740-0409	Attendance questions, early departures/late arrivals

Security Office	7:00am-3:30pm	Ray Gray	240-740-0400	Security questions, ID replacement, lost and found, lockers, lost items
Business Office	7:00am-3:30pm	Debbie Teicher Wagaye Williams	240-740-0417	Financial matters and questions, payments, refunds, obligations
Counseling Office	7:00am-3:00pm	Jeannette Reveron Elizabeth Campos	240-740-0420	Personal guidance, students supports, SSL forms, report card/transcript inquiries, scheduling questions, conferences, 504/EMT meetings
College and Career Center	7:00am-3:00pm	Kate Heald	240-740-0420	College and career questions, college application support, Naviance, college presentations, scholarships, and events
Health Office	7:00am-3:00pm	Nazanin Chung Sharon White	240-740-0437	Health assessments, student care/first aid, immunization/medication, student care, health counseling
Media Center	7:00am-3:30pm	Brian Baczkowski	240-740-0449	Student media services, technology accounts, technology platform support
ITSS	7:00am-3:30pm	Sean Malone	240-740-0447	Technology issues
Cafeteria	7:00am-12:30pm	Laura Reese	240-740-0419	Food information, menus, student meal account information
Transportation		Bethesda Bus Depot	240-740-6580	Bus route questions, route assignments, bus stop locations

## Staff Email Addresses

Emailing teachers and staff is an important aspect of open communication between the school and home. Staff email addresses can be accessed through the B-CC Staff Directory. Parents can expect a reply within 48 hours of the initial inquiry.

Follow these steps -

From the [B-CC school website](#) → Look under "Quick Links" → Select "[Staff Directory](#)" → Search by Department

## Attendance Office

Excellent school attendance is essential to student achievement and required in order to demonstrate mastery of material and receive credit for courses. In addition, excellent attendance is essential in demonstrating a commitment to learning and forging positive relationships with staff and peers. Attendance will be reported to parents/guardians on the student's report card. A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for a half day if the student is in attendance for at least two hours of the school day, but less than four hours.

Mr. Erwin Avila, attendance secretary

Please find more information from the attendance office at

- [The attendance office website](#)
- [Student attendance expectations and policies](#)

Truancy: Truancy is an illegal absence from school. Parents and students will be notified and disciplinary action may be taken for each class missed. Continued truancy can lead to suspension, and referral to the truancy review board.

## School Business Office

The school business office manages the financial health of Bethesda-Chevy Chase High School to ensure that students receive the materials needed to succeed in and out of the classroom. The business office processes funds for a multitude of student activities including club fees, field trips, exam fees and fundraisers. Additionally the business office is responsible for collecting student obligations for lost or damaged student materials. Obligation information may be found by viewing your student account in [Online School Payments here](#).

School obligations may prohibit a student's ability to participate in extra-curricular activities such as athletics, homecoming, prom, and all seniors are expected to clear all obligations prior to graduation.

## B-CC Bell Schedule

Regular	2-Hour Delay	Early Dismissal
Warning Bell 7:40am Period 1 7:45am - 8:31am	Warning Bell 9:40 Period 1 9:45 – 10:15	Warning Bell 7:40 Period 1 7:45 – 8:10

<p>Announcements:        8:37am - 8:43 am        Period 2 8:37am - 9:23 am        Period 3 9:35am - 10:21am        Period 4 10:27am - 11:13am        Lunch 11:13am - 11:54am        Period 5 12:00pm - 12:46pm        Period 6 12:52pm- 1:38pm        Period 7 1:44pm - 2:30pm</p>	<p>Period 2 10:21 – 10:56        Period 3 11:02 – 11:32        Period 4 11:38 - 12:08        Lunch 12:08 - 12:42        Period 5 12:48 - 1:18        Period 6 1:24 - 1:54        Period 7 2:00 - 2:30</p>	<p>Period 2 8:16 – 8:47        Period 3 8:53 – 9:18        Period 4 9:24 - 9:49        Period 5 9:55 - 10:20        Period 6 10:26 - 10:51        Period 7 10:57 - 11:22        Lunch 11:22 - 12:00</p>
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## Communication of School Closing/Dismissal

Information about the weather is gathered from many sources, including The National Weather Service, Accu-Weather, the news media and by actual inspection of roads, school driveways, and sidewalks throughout the county. Weather conditions in surrounding counties are also gathered and factored into forecasting conditions for Montgomery County students and considered for those students attending non-public schools in other areas. Information from these various sources is factored into the decision.

- [How are decisions made?](#)
- [How are closing/dismissals communicated?](#)

## Emergency Preparedness

Montgomery County Public Schools has been a leader in school emergency preparedness. For well over a decade, procedures have been used to keep students safe during emergencies that occur on or near school grounds. Federal safety guidelines contained in the National Incident Management System (NIMS) have since been adopted by both Maryland and Montgomery County. An important component of these guidelines is the use of plain, easily understood language to communicate during an emergency. Lockdown—Evacuate—Shelter, or LES, is MCPS' updated emergency preparedness program.

- [School Safety and Security website](#)

Each year, the following drills will be practiced across the school: Lockdown; Lockdown with Options; Shelter-in-Place; Fire drills (minimum of 5); Drop, Cover, Hold (Earthquake); Severe Weather; and Evacuation.

## Counseling Services

The B-CC High School Counseling Department is dedicated to helping young people reach their full academic and personal potential. We are committed to supporting and assisting students in acquiring the knowledge they need to make informed decisions and live successful and fulfilling lives. Each student is paired with their counselor for the entirety of their time at B-CC. It is encouraged for students to visit their counselor often for assistance with their academic success and personal achievements. The counselors are student advocates and, therefore, being accessible to students is their top priority.

Check your [Counselor Assignment for the 2023-2024 School Year here](#).

[Schedule Change Process](#)

The [College and Career Center](#) is supported by Catharine Heald, her email is [catharine\\_e\\_heald@mcpsmd.org](mailto:catharine_e_heald@mcpsmd.org)

## Student's Rights and Responsibilities/Code of Conduct

In order to ensure a safe, productive, and positive learning environment, Montgomery County Public Schools (MCPS) publishes two documents that help students, parents, and staff understand school rules and regulations; the expectations for student conduct; and the possible consequences for violating the rules.

A [Student's Guide to Rights and Responsibilities](#) is an overview of the rights and responsibilities students enjoy in MCPS and a summary of the laws and regulations that affect students.

The [MCPS Student Code of Conduct](#) provides an overview of discipline procedures and protocols and the range of consequences students could face for violating various policies, regulations, and rules. The guide also discusses the MCPS philosophy to discipline and defines the various disciplinary responses.

Search and Seizure (MCPS Reg. JGB): Any principal, assistant principal or authorized security officer of a public high school may conduct a reasonable search of a student or the student's property, if he/she has reasonable belief that the student is in possession of an item, the possession of which constitutes a criminal offense under the laws of the State of Maryland. The search must be conducted in the presence of a third party of majority age.

- Any principal, assistant principal or authorized security officer of a public high school may conduct a search of every part of the physical plant of the school and, upon reasonable belief, students' lockers and automobiles.
- Students out of location on school property and students leaving school property without permission may constitute reasonable belief for a self-search.

Appeals Procedure: A student has the right to seek a hearing regarding a problem or a complaint about the disciplinary action. The student has the right to have an advocate present at any step of the procedure. The appeals procedure has a number of levels. Every effort is made to reach agreement at the lowest possible level.

- Informal Conference - The student will discuss the problem with the person involved at a time agreed upon by both persons within three (3) school days of the incident. At this point a counselor conference with the student involved may be requested by the student.
- Appeal of the Decision to an Assistant Principal - If the problem/complaint is not resolved with the persons directly involved, the student may request a review of the complaint and appeal to the grade level assistant principal.



- Within three (3) school days of receiving a complaint, the assistant principal will inform the teacher of the complaint and hold a conference with the student and teacher.
- Within two (2) school days, the assistant principal will inform the student of a decision.
- The assistant principal will also inform the student of their right to appeal the decision to the principal.
- This appeal must be written within two (2) days.

Appeal of the Decision to the Principal: If the problem has not been resolved or if the student is not satisfied with the decision rendered by the assistant principal, they may appeal the decision in writing to the principal.

- Within three (3) school days of receiving a written complaint, the principal will schedule a conference with the student and assistant principal.
- The principal will inform the student of a decision.

## Student Expectations

**Student ID's:** All students are expected to have their B-CC school ID on them at all times. Security and administration will be checking school ID's for all students entering the school.

**Hall Passes:** All students are expected to have a signed hall pass at all times when they are in the hallway during class time. Students without a pass will be directed back to their classroom. If a student is continuously in the hallway without a pass disciplinary action will be taken.

**First 10 Last 10:** Passes will not be permitted during the first 10 and last 10 minutes of class. All students are expected to be in their classroom during this time.

**PMD Policy:** Students may possess PMDs on MCPS property and at MCPS-sponsored activities; but may not turn them on until the end of the school day for independent use. Students riding to or from school or school-sponsored activities on MCPS or chartered buses may use personal mobile devices as long as use does not impact the safe operation of the bus and complies with MCPS regulations. Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use; and must ensure that they are managed securely at all times.

## Student Service Learning Hours

To meet the service-learning needs of our students during this time period, students may temporarily earn [Student Service Learning \(SSL\) hours](#) for virtual/remote service completed from home under the sponsorship of an approved nonprofit organization or MCPS school staff member. Students may engage in designated virtual/remote MCPS SSL opportunities until schools return to normal status. The new guidelines have been created to ensure that any virtual/remote service during this time maintains the

safety and privacy of our students and adheres to the proper supervision and monitoring needed for SSL as a state graduation requirement.

SSL Coordinator at B-CCHS, Ms. Marie E. Henry, Marie\_E\_Henry@mcpsmd.org

Current SSL Hours Opportunities: [Click here to see available virtual opportunities.](#)

## Athletics Information

Athletic Director: Mr. Mike Krawczel

Telephone Number: 240-740-0444

[www.baronathletics.net](http://www.baronathletics.net)

Twitter Account @BCC\_Barons

Like BCC Athletics on Facebook "Bethesda-Chevy Chase Athletics"

**Commented [1]:** @michael.r.krawczel@mcpsmd.net  
do we need to update anything?  
\_Assigned to Michael Krawczel\_

### Philosophy

Interscholastic athletics supplement and support the academic mission of the school system and assist students in their growth and development. Athletics assists in promoting the importance of teamwork, effort, goals, and commitment. Interscholastic athletics is highly competitive, but winning is not the primary measure of success. Sportsmanship, respect for participants, and dignity in the face of adversity are more important than the outcome of the contest. All athletes do not perform at the same level, but all can demonstrate effort, dedication, and fair play.

### Sportsmanship

An important mission of the Montgomery County Public Schools (MCPS) interscholastic athletics program is to teach and reinforce values relating to sportsmanship, competition, and fair play. It is expected that team personnel, parents, and spectators respect this mission by exhibiting appropriate behavior at athletic events. A condition of entry into an MCPS athletic event is that all spectators agree to recognize the event as an extension of the learning process, and that all present have the responsibility to model appropriate behavior. The event is a unique opportunity for spectators to be a part of a positive and productive learning environment and to model behavior appropriate to a high school setting. Countywide team and school awards are presented annually to schools whose coaches, players, and fans, demonstrate a high degree of sportsmanship.

### Expectations for Spectator Behavior

- APPLAUD players for their efforts
- ACCEPT decisions of officials
- APPRECIATE participants for their commitment
- SUPPORT school personnel in conducting an orderly and spirited contest
- MAINTAIN composure when breaks seem to go against your team
- RESPECT sportsmanlike behavior through cheering
- FOCUS attention on positive aspects of competition
- ENCOURAGE players by showing enthusiasm and positive recognition
- DEMONSTRATE concern for the safety and welfare of athletes.

School officials have the authority to remove a spectator(s) from a contest for unruly to improper conduct. The individual(s) may be removed for the duration of a particular contest or for any extended period of time depending on the severity or frequency of the improper conduct.

### **Expectations for Student-Athlete Behavior**

Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standards in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes.

- Exhibit public behavior that will reflect positively on the team, school, and community.
- Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.
- Exert efforts to maintain a high level of academic achievement.
- Comply with all team, school, and school system rules, regulations, and policies.
- Exhibit appropriate behavior at all team and school-related activities.
- Attend all team functions unless ill or given prior permission to be absent by the coach.
- Respect and comply with decisions made by the coach and athletic department.
- Respect calls and decisions made by game officials.
- Display good sportsmanship at all times.
- Report to the coach any issues or developments that may affect eligibility status.

### **Student-Athlete Eligibility Requirements**

All students who achieve MCPS and MPSSAA eligibility standards have the opportunity to try out for teams in the interscholastic athletics program. Following are MCPS academic eligibility standards required for participation:

#### **Academic Eligibility**

1. A student must maintain a 2.0 unweighted average with no more than one failing grade in a marking period in order to participate in any athletic contests or to participate in or attend any practices during the next marking period. This regulation does not apply to students who are entering from a non-MCPS high school or who are entering high school for the first time.
2. A student's eligibility status begins on the day that a report card is issued and continues until the day that the next report card is issued.
3. When a student withdraws from a course after 25 days, the grade at the time of the withdrawal will be used when determining eligibility for the next marking period. A student may not withdraw from more than one course after the 25-day drop/add period for eligibility purposes.
4. Students who do not maintain a 2.0 average with no more than one failing grade during the final (fourth) marking period will not be eligible in the fall. Students have the opportunity to replace only one fourth marking period grade in which they received a "D" or failing grade by repeating the course in summer school. If none of the fourth marking period courses in which the student received a "D" or failing grade are offered in summer school, the student will be allowed to take another course in the same subject area. If a course in the same subject area is not available, then the student and his/her counselor may decide on an appropriate alternative course. The summer session grade from the appropriate alternative course will replace the lowest course grade from the fourth marking period and will be applied to determine the student's eligibility status. This alternative course will replace the grade for eligibility purposes only; credit earned will be applied according to the course taken.

#### **Age**

Students who are 19 years old or older as of August 31st are ineligible to participate in interscholastic athletics.

#### **Attendance**

- Participation in any athletic event or practice requires athletes to attend all their scheduled classes the day of the event or practice. Students who have pre-scheduled activities, such as a medical appointment, court appearance, driver's exam, or religious observance, will be permitted to 48 participate in an event or practice on the day of the absence, **provided approval for the absence has been granted in advance**. A request for prior approval should be emailed to the Coach and Athletic Director, Michael\_R\_Krawczel@mcpsmd.org 24 hours in advance of the absence.
- A student who is absent from any class without obtaining prior approval may not participate in practices or contests on the day he/she is absent.
- Students who do not obtain prior approval and do practice will not compete in the first contest after the violation is verified.
- An athlete may not compete in the first scheduled contest after an unexcused absence is verified.
- Repeated unexcused absences or chronic tardiness to any class will be sufficient reason for declaring a student ineligible at any time. The athletic director, in consultation with the coaches, will determine the date and terms of ineligibility.

#### **Medical Evaluation/Injuries, Illnesses, Surgery and Concussions**

All students who desire to participate in interscholastic athletics are required to have an annual medical evaluation performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner. MCPS Form SRS-8: Preparticipation Physical Evaluation, is to be used to submit evidence of this examination. This examination is valid for one calendar year except when the student has had a significant injury, illness or major surgery. A student who has suffered a significant injury or significant illness, has had major surgery, or is suspected of having suffered a concussion is required to either submit a new medical evaluation or notification signed by a physician verifying that it is safe for the student to participate.

#### **Preseason Requirement/Required Forms**

- Before a student is allowed to try out or practice, he or she must submit a current medical evaluation (MCPS Form SR-8), a signed Student-Parent Participation Contract / Parent Permission Form, a complete medical emergency card, a baseline testing consent form and two concussion-related forms.
- All students and parents are required to review certain health and safety information provided on the MCPS Athletics web page, including material on baseline testing and concussions.
- A completed MCPS Form 560-31: Application to Participate in an Activity Away From School for Which MCPS Transportation Is Not Provided must be submitted if students drive or are driven in cars to contests.
- Students must submit other forms or contracts as required by Bethesda-Chevy Chase High School.

#### **Residency**

MCPS residency regulations require that students attend specific high schools, assigned by the school system, based on their legal residence. When a student participates at a school to which he or she is not assigned, or the home address provided is not the legal residence, the student is not eligible to participate unless the student has received a Change of School Assignment (COSA), based on accurate information, and has received an athletic waiver from the Director of System-wide Athletics. A COSA and an athletic

waiver also are required when a student moves out of a school's boundary area and desires to continue to attend and participate at that school.

### **General Information**

#### **Assumption of Risk**

Participation in interscholastic athletic activities often includes intense competition and poses the potential for serious, catastrophic, or life-threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. Risks vary from sport-to-sport and can occur under direct supervision and with use of proper safety equipment.

#### **Communication with Coaches**

Parents should not attempt to address coaches immediately after games and practices. Coaches have many post game/practice responsibilities, including supervision of players. Also, the postgame/practice period is often emotionally charged, and not conducive to productive discussion. If a parent feels a need to communicate a concern, the parent should contact the coach and/or athletic director to arrange a later meeting.

#### **Drugs and Alcohol Regulation**

Any MCPS 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 will be eligible for athletic activities on the eleventh school day.

#### **Electronic Communications**

Parents and students are expected to utilize appropriate, positive use of social media, e-mail messages, blogs, websites and other electronic communications. Parents and students shall not make inflammatory or derogatory comments and/or post inappropriate descriptions or pictures regarding students, staff members, coaches, and/or other teams or schools.

#### **Ejections from Contests**

Athletes who are ejected, suspended, or otherwise permanently removed from a contest for unsafe or unacceptable behavior, including red cards, two yellow cards, or their equivalent, are not eligible to participate in the next contest. Impacted players shall not be on the sidelines during the existing contest or during the next contest. This rule applies to regular season as well as postseason.

#### **Hazing**

Hazing is prohibited at all times. Hazing involves any act that subjects teammates to mental or physical discomfort, embarrassment, harassment, or ridicule. In some instances, hazing constitutes a criminal act. At a minimum, hazing may lead to immediate dismissal from a team.

#### **Health and Safety**

Parents and students are required to review health and safety related information provided on the MCPS Athletics website, <http://www.montgomeryschoolsmd.org/departments/athletics> or Bethesda-Chevy Chase Athletics website, [www.baronathletics.net](http://www.baronathletics.net). These websites include information on sudden cardiac arrest, MRSA, hygiene, heat acclimatization, hydration, head injuries, and steroids.

#### **Sports Announcements**

All announcements for athletic tryouts, practices and events will be announced at school during morning and afternoon announcements as well as being posted on the Bethesda-Chevy Chase High School

Athletic website, [www.baronathletics.net](http://www.baronathletics.net), and Twitter @BCC\_Barons. Sport specific coaching contact information is available through the Bethesda-Chevy Chase High School Athletics website, [www.baronathletics.net](http://www.baronathletics.net).

### Suspensions

Suspended or excluded students are ineligible for extracurricular activities until they are reinstated in classes. This includes in-school suspensions and in-school interventions. Students suspended on Friday may not participate until they are reinstated on the subsequent school day (Monday).

### Ticket Prices

Admission costs for MCPS Athletic events are:

1. Adult (any person over high school age) - \$5.00
2. Student (any person 12 years and older through high school age with valid high school id) - \$3.00
3. Child (any person 7 – 11 years old) - \$1.00
4. Preschool – (age 6 and under) – free

## Miscellaneous Topics

- **Age of Majority:** Students who reach the age of majority and write their own notes must get an application from the student's assigned grade-level administrator who must confirm the approval and clearance before notes will be accepted by the main office. It should be advised that doctor's notes may be requested to verify excused absences due to illness. Moreover, a student's parent(s) or guardian(s) may be informed of tardies, absences, and academic progress if a student is dependent on them for financial support.
- **Edison Students:** Students are responsible for leaving during period 4 in order to meet the bus bound for Edison High School each day. Students may pick-up/purchase a lunch prior to leaving. Upon returning to the school, students should wait in the lobby until dismissal. Edison does not hold classes on early release/2-hour delay schedules.
- **Grading Policy:** Access the [MCPS Grading Policy](#) to review guidance and policy about student grades.
- **Interim Progress Reports and Report Cards:** Report cards will be issued four times during the school year, each grading period covers a nine-week grading period. In the middle of each grading period, an interim progress report will be issued. The final report card of the year will be mailed home to families.
- **Lockers:** Every student has the option to have a locker assigned for use throughout the year. Security issues lockers to students. The Security Office is located in room F100. *Note\*\* students are permitted to carry backpacks throughout the day at B-CC.*
- **Lost and Found:** Lost and Found is located near the entrance to the cafeteria. Anyone who finds an article/item that does not belong to them should immediately turn it in to the main office or security.
- **Lunch:** B-CC has one single period lunch each day. Our campus has an "open lunch" policy which allows students to leave school property. The following rules are in effect during lunch. Students are to eat only in designated areas. Students are expected to clean up after themselves by disposing of all trash and not leaving items behind. Students can use part of the lunch period for extracurricular activities and accessing academic support (i.e. tutoring, completion of make-up

work, teacher and/or counselor contacts. etc.) Disruptive behavior may be cause for losing the privilege of participating in open lunch.

- **Make-up Work:** When a student is absent, it must be for an approved reason which will result in an “excused absence” from school. He/she will have the equivalent of the number of days absent to make up classwork which includes homework, quizzes, and tests. To illustrate: if a student is absent on Monday and Tuesday, he/she will have Wednesday and Thursday to make-up the work. Hence, it will be due on Friday. For long-term legal absences (five days or longer), the teacher and student will work together to formulate a plan for making up missed work. Special circumstances regarding a child’s absence from school will be addressed by a counselor and/or administrator on a case-by-case basis.
- **Medication at School:** In accordance with [MCPS policy JPC-RA](#), no student is permitted to be carrying medication while at school. If a student needs to carry or have medication given at school, the following procedure is to be followed: Obtain an [Authorization to Administer Prescribed Medication Form](#) from the health room or online. Form must be completed by 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. A completed form must accompany the medication when it is brought to school. Find more information at the [B-CC Health Room Website](#). *Note\*\* In the event that the Health Room is closed, students should report to the Main Office for support.*
- **Parking Permit:** Student parking on school grounds is a privilege. Any student who violates parking rules or school rules may lose their privilege to park on school property. Parking permits will be given out three times throughout the year. Please access [Parking Information through the B-CCHS Website](#). Questions regarding parking at B-CCHS should be directed to the Business Office during school hours.
- **Visitors:** Visitors to school are limited to those who have official business at the school. All visitors must report to the main office, sign in and receive a visitor’s pass using the electronic system. Parents may visit classrooms and to confer with teachers; however, visits to classrooms should be arranged through the counseling. Parents are asked to contact the school at least 24 hours in advance. Student visitors are prohibited.

**2023-2024 MCPS School Calendar**



**2023–2024 Traditional School Calendar<sup>+</sup>**

Montgomery County Public Schools

<b>2023</b>	
July 4	Independence Day—Schools and offices closed
August 21, 22, 23, 24, 25	Professional days for teachers
August 28	First day of school for students
September 4	Labor Day—Schools and offices closed
September 22	Early release day for students
September 25	Non-Instructional Day—No school for students and teachers
October 9	Professional day for all staff; no school for students
November 1*	Grading and Planning for the end of term; no school for students
November 20 and 21	Early release days for students
November 22	Systemwide Closure—Schools and offices closed
November 23 and 24	Thanksgiving—Schools and offices closed
December 25	Holiday—Schools and offices closed
December 26, 27, 28, 29	Winter Break—No school for students and teachers
December 28 and 29	Systemwide Closures—Schools and offices closed
<b>2024</b>	
January 1	New Year's Day—Schools and offices closed
January 2	Non-Instructional Day—No school for students and teachers
January 15	Dr. Martin Luther King, Jr. Day—Schools and offices closed
January 29*	Grading and Planning for the end of term; no school for students
February 19	Presidents' Day—Schools and offices closed
March 1	Early release day for students
March 25*, 26*, 27, 28	Spring Break—No school for students and teachers
March 27 and 28	Systemwide Closure—Schools and offices closed
March 29 and April 1	Holidays—Schools and offices closed
April 10*	Grading and Planning for the end of term; no school for students
April 22*	Professional day for teachers; no school for students
May 14	Primary Election Day—School and offices closed
May 27	Memorial Day—Schools and offices closed
June 13	Last day of school for students; early release day for students
June 14*	Grading and Planning for the end of term