

**GAITHERSBURG HIGH SCHOOL - DISCIPLINE POLICY 2005 - 2006**

<i><b>INFRACTION</b></i>	<i><b>DEFINITION</b></i>	<i><b>1<sup>st</sup> Offense</b></i>	<i><b>2<sup>nd</sup> Offense</b></i>	<i><b>3<sup>rd</sup> Offense</b></i>	<i><b>Additional Information</b></i>	
<b><i>ALL OUT OF SCHOOL SUSPENSIONS WILL REQUIRE A PARENT OR GUARDIAN AT THE INTAKE CONFERENCE. CONSEQUENCES MAY BE INCREASED BASED ON THE SEVERITY OF THE INFRACTION. OTHER OFFENSES NOT SPECIFICALLY MENTIONED ARE PUNISHABLE ACCORDING TO COUNTY POLICY.</i></b>						
<b>1</b>	Bomb Threats or Bomb Facsimile, Possession	Bomb threats or false information concerning the placement of explosives or destructive substances.	Police Referral 10 days OSS/Expulsion (10 & E) Counseling			
<b>2</b>	Cell Phones/Beepers/Pagers	Display and or use of beepers, portable telephones, cell phones, or portable communication devices on school property during school hours <b><i>INCLUDING LUNCH</i></b>	Confiscation - Pick up at the end of the school day from the security office	Confiscation - Pick up from the security office by parent/guardian	Confiscation - Pick up from the security office by parent/guardian for each repeated offense 1 day ISS	<i>Police Referral Notification of police if related to criminal activity Suspension</i>
<b>3</b>	Cheating	Copying another student's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation	1 day ISS Parent Conference "E" on assignment with no make-up	1 day OSS Parent Conference & parent/student intake conference. "E" on assignment with no make-up	2 day OSS Parent Conference & parent/student intake conference "E" on assignment with no make-up	G SHARP
<b>4</b>	Computer/Network Violations	Inappropriate conduct and misuse of computer facilities as described in MCPS Regulation IGT-RA, section IV. Students are expected to have read this regulation.	1 day ISS Parent Notification Temporary loss of computer privileges. Length of time to be determined by administration.	3 day OSS Parent Notification Extended loss of computer privileges to be determined by administration	5 day OSS Permanent loss of Computer Privileges Police Referral	G SHARP
<b>5</b>	Counterfeit money	Reproduction of any currency through scanning, Xerox or any other means of duplication.	Parent Notification 10 day suspension with recommendation for expulsion (10 & E) Police Referral			G SHARP

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<b>6</b>	Disruptive Behavior	Running, shouting, public display of affection, cursing, fake fighting, or other disruptive acts on school grounds.	Parent notification/ISS for 1 class period Conference	½ day ISS Parent Notification	1 day OSS Parent Notification	G SHARP
<b>7</b>	Dress Code Violations <i>*See end of chart</i>	Failure to adhere to Dress Code Policy. May be considered insubordination.	ISS until proper attire is provided. <b>Parents may be required to bring in a change of clothing.</b>			
<b>8</b>	Driving Violation	Speeding or failure to observe safe driving practices on school property	Loss of parking privileges for 30 days	Loss of parking privileges for remainder of the year	Police Referral	G SHARP
<b>9</b>	Drug or Alcohol Distribution	Alcohol or controlled substances authorized by a physician's prescription with intent to sell or distribute	Police Referral 10 days OSS/Expulsion			G SHARP Student Assistance Program (SAP)
<b>10</b>	Drug, Drug paraphernalia, Alcohol Possession or use	Alcohol or drugs and items that can be used to ingest drugs not authorized by a physician's prescription are prohibited on MCPS property.	5 day OSS Police Referral	10 day OSS Police Referral	10 & E Police Referral	G SHARP Student Assistance Program (SAP)
<b>11</b>	Extortion	Any act of attempting to secure money, property, or other gain from another by use of force, fear, intimidation or threat.	5 day OSS Police Referral	10 day OSS Police Referral	10 & E Police Referral	G SHARP
<b>12</b>	False Fire Alarms/ False 911 calls	Activation of false fire alarm.	5 day OSS Repayment of fine/community service Fire Marshal Referral	10 & E Repayment of fine/community service Fire Marshal Referral		G SHARP
<b>13</b>	Fireworks/ Explosives/Arson	Setting or attempting to set a fire/use and or possession of firecrackers or other explosives.	10 day OSS/Expulsion Fire Marshal Referral			G SHARP

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14	Fighting	Participating in, instigating, or aiding in a fight	3 day OSS Parental Intake Conference	5 day OSS Parental Intake Conference Counseling	10 day OSS Parental Intake Conference Counseling	G SHARP Student Assistance Program (SAP)
15	Food/Drink	Food or drink permitted in designated areas only. No food or drink allowed in class except at lunchtime.	Teacher conferences with student and calls home	½ day ISS Parental Conference	1 day ISS Parental Conference	
16	Food/Drink Throwing	Food or drink thrown or intentionally dropped	Conference with student Parent contact	1 day ISS Parent contact	1 day OSS Parent contact	G SHARP
17	Forgery	Signing notes or use of forged document(s), or possession of forged document(s)	1 day ISS Parental Conference	3 days OSS Parental Intake Conference	5 day OSS Parental Intake Conference	G SHARP
18	Gambling	Any activity/game of chance in which something of value is won or lost	1 day ISS Parental Conference	2 days ISS Parental Conference	3 day OSS Parental Conference	G SHARP
19	ID Badge Violation	Failure to carry badge during school hours <i>including College Institute students</i>	Parental Conference	½ day ISS Parental Conference	3 day OSS Parental Intake Conference	G SHARP
20	Insubordination	Refusal to carry out a request by any staff member. Examples include refusal to report to the office when asked; refusal to give one's name; refusal to cooperate during an investigation or dishonesty during an investigation	1 day OSS Parent Intake Conference Counseling	3 day OSS Parent Intake Conference Counseling	5 day OSS Parent Intake Conference Counseling	G SHARP

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<b>21</b>	Look-alike Weapons	Any item that appears to be a real weapon	10 OSS Professional counseling	10 & E Professional Counseling	G SHARP Recommendation  Basis		
<b>22</b>	Ninth Grade Closed Lunch	Ninth grade students are not permitted to leave school property during lunch	Lunch Detention Parent Conference	1 day ISS + 5 lunch detentions Parent Conference	2 day ISS + 5 lunch detentions Parent Conference	G SHARP	
<b>23</b>	Parking and Permit Violation	Parking without permit, parking in undesignated area	Ticket and tow	Ticket and tow 1 day OSS Loss of parking privileges for remainder of semester G SHARP			
<b>24</b>	Parking permits - Falsification and/or distribution of parking permits	Reproducing GHS parking permits through any means	10 & E Reimbursement of funds to GHS and/or Community Service Loss of parking privileges for remainder of the year				
<b>25</b>	Purchases of false parking permit	Purchase of any imitation parking permit from any other location than the GHS Business Office	1 day OSS Loss of parking privileges for semester	3 day OSS Permanent loss of parking privileges		G SHARP	
<b>26</b>	Physical Abuse or Attack	Physically assaulting or abusing any person on school grounds or in conjunction with a school activity	5 day OSS Parental Conference	10 day OSS Parental Conference	Expulsion Parental Conference	G SHARP Student Assistance Program (SAP)	
<b>27</b>	Profanity/ Obscenity	Use of inappropriate language directed towards any staff member	2 day OSS Parent Intake Conference	3 day OSS Parent Intake Conference	5 day OSS Parent Intake Conference	G SHARP	

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<b>28</b>	Radios/Tape Players/ Compact Disc Players	Use of radio, tape player, compact disc player or similar device during the school day is prohibited. All such devices must be stored out of sight and turned off during the school day.	Confiscation - Pick up at the end of the school day from the security office	Confiscation - Pick up from the security office by parent/guardian	1 day ISS Confiscation - Pick up from the security office by parent/guardian for each repeated offense	
<b>29</b>	Safety Infraction	Any willful violation of safety procedures as outlined in the MCPS Safety Handbook, such as science laboratory safety procedures, PE and vocational safety guidelines	1 day ISS Parental Conference	1 day OSS Parental Conference	3 day OSS Parent Intake Conference	G SHARP Recommendation
<b>30</b>	Sexual Attack	Physical sexual attacks	Police Referral 10 day OSS/Expulsion Counseling			
<b>31</b>	Sexual Harassment	Unwanted and/or unwelcome behavior of a sexual nature as defined in MCPS Regulation ACF-RA and the Student's Rights and Responsibilities Handbook	3 day OSS Parental Conference Counseling	5 day OSS  Counseling	10 day OSS/Expulsion  Counseling	G SHARP  Sensitivity Training
<b>32</b>	Sexual Offense/Activity	Inappropriate behavior of a sexual nature, including indecent exposure; consensual sex and other sexual activity not identified as sexual harassment.	5 day OSS Counseling	10 OSS Counseling	Police Referral 10 day OSS/Expulsion Counseling	G SHARP  Counseling

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<b>33</b>	Skipping Class(es)	Unexcused absence from class; students in other areas without permission from teacher, being more than 10 minutes late to a class	½ day ISS Parent notification	1 day ISS Parent notification	1 day OSS Parent notification	G SHARP
<b>34</b>	Students in Unauthorized Areas	Presence in unauthorized areas such as faculty lounge, storage areas, copy rooms, etc.	½ day ISS Parental Conference	1 day ISS Parental Conference	2 day OSS Parental Conference	G SHARP
<b>35</b>	Students in Opposite Gender Areas	Presence in unauthorized areas such as opposite gender locker rooms or bathrooms	3 day OSS Parental Conference	5 day OSS Parental Conference	10 day OSS/Expulsion	G SHARP
<b>36</b>	Tardies	Student is not in the classroom when the late bell rings	1 lunch detention* Parent call by teacher	3 lunch detentions Parent call by teacher	5 lunch detentions Parent call by teacher	
<b>37</b>	Theft	Stealing property belonging to another person.	1 day OSS Parental Conference	3 day OSS Parental Conference	5 - 10 day OSS	G SHARP Police Referral
			<b><i>Restitution/Replacement of stolen property</i></b>			
<b>38</b>	Tobacco	The possession and/or use of tobacco products in school and school property is prohibited by Maryland state education bylaws	1 day ISS Parental Conference Smoking Cessation Program	1 day OSS Parental Conference Smoking Cessation Program	2 day OSS Parental Conference Smoking Cessation Program	Recommend smoking cessation program.
<b>39</b>	Trespassing/ Loitering	Failure to leave school grounds after being directed to do so.	1 day OSS Parent Intake Conference	3 day OSS Parent Intake Conference	5 day OSS Parent Intake Conference	G SHARP
<b>40</b>	Unexcused Absence from Class	An absence is unexcused when no valid written excuse has been submitted within 3 days of the student's return.	½ day ISS Parent Conference with teacher	1 day OSS Parent Intake Conference with teacher Mandatory contract	2 day OSS Parent Conference with teacher	
<b>41</b>	Vandalism/ Graffiti	The willful destruction or defacement of school property	1 day OSS Parent Intake Conference	3 day OSS Parent Intake Conference	5—10 day OSS Police Referral	

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42	Verbal Abuse and/or Threatening or Intimidating Behavior	Threatening, insulting, or in any other manner verbally abusing another person. Insulting, abusing, or in any other manner mistreating any person.	3 day OSS Parental Intake Conference	5 day OSS Parental Intake Conference	10 & E Police Referral	G SHARP Student Assistance Program (SAP)
43	Violent Physical Attack	Violently attacking any member of the staff or any person.	10 & E Police Referral Anger Management Counseling			Student Assistance Program (SAP)
44	Weapons	Carrying possessing, handling, using, or storing firearms, knives or any other implement which can be used in a lethal way.	10 & E Police Referral Anger Management Counseling			G SHARP Student Assistance Program (SAP)

**DRESS CODE**

**IF STUDENTS FAIL TO ABIDE BY THESE GHS DRESS CODE GUIDELINES, THE STUDENT WILL REMAIN IN THE IN-SCHOOL SUSPENSION ROOM UNTIL PARENT OR GUARDIAN ARRIVES WITH APPROPRIATE ATTIRE.**

- Shoes must be worn at all times.
- Emblems or items of clothing, which are or could be construed to be offensive to segments of the population may NOT be worn.
- Clothing that depicts or advocates the use of drugs, tobacco, alcohol, gangs or weapons may NOT be worn.
- Tank tops, crop tops, halter tops, exposed midriffs or visible undergarments are not permitted. The area between the neck and shoulders must be covered by at least one inch of fabric.
- Skirts must extend past the length of the fingertips when arms are extended at the side of the body.
- Shorts must cover the body in such a way that the undergarments are not visible.
- Pants must be high enough on the waist to cover undergarments. If the pants are so large that the undergarment shows, belt loops will be tied in the back to allow pants to stay high enough on the waist to cover undergarments.
- Head gear (hats, visors, bandanas, hoods, sunglasses, etc.) may NOT be worn once a student has entered the building.

Failure to remain in compliance with Gaithersburg High School Dress Code is considered insubordination. See Number 7 of "Infractions."