

2009-2010 NORTH BETHESDA MIDDLE SCHOOL DISCIPLINE POLICY

The North Bethesda Middle School discipline policy has been developed to help create and maintain an environment in which optimum learning can take place. An effective school discipline policy encourages a positive learning environment and minimizes the potential for disruptive behavior. Discipline focuses on the development of attitudes in students, which lead them to respect the necessity for regulations and the desire to conform to them. The discipline policy is also intended to improve students' abilities to be responsible citizens at school and in the greater community. School discipline requires the partnership of parents, students, and staff to work together. Students, staff, and the community need to be aware of the school's expectations for student behavior and the consequences if these expectations are not met. This policy defines the students' rights and responsibilities.

Every student at North Bethesda Middle School has three basic rights:

- ◆ The right to be safe
- ◆ The right to feel safe
- ◆ The right to learn

To ensure that all students enjoy these rights, each student must expect the best of oneself, challenge his/her mind, accept responsibility for his/her actions, and respect all staff, peers, and the environment.

GENERAL DISCIPLINARY INFRACTIONS

General disciplinary infractions are divided into four categories of behavior:

- ◆ Behavior that will physically hurt anyone, including self, such as fighting, pushing, shoving, running in the school halls, throwing objects, carrying dangerous objects, and inappropriately using materials or equipment
- ◆ Behaviors that hurt another person's feelings (psychological hurt) including: name calling, putdowns, intimidation, group isolation, sexual harassment, and other behaviors that are designed to devalue or hurt another person
- ◆ Behavior that will damage, destroy, or cause the loss of personal or school property including the following examples: the irresponsible use of instructional materials (as well as use of computers and the Internet), theft, malicious destruction or defacement, and manipulating locks or lockers other than your own
- ◆ Behavior that interrupts the instructional program, including: failure to bring the necessary materials for class such as books, paper, pen/pencils, and the P.E. uniform; bullying, clowning, excessive attention-getting and off-task behaviors, flagrant tardiness, speech that contains profanity or obscenities, play fighting, or inciting a fight.

At all times, cooperative and appropriate behavior is expected in both classroom and non-classroom activities such as assemblies, athletic events, cafeteria, and other activities.

The following procedures are typically followed when inappropriate behavior is observed:

- Student's first behavioral problem in the classroom results in a teacher-student conference.
- A second minor incident may result in a teacher-student conference, followed by a second consequence such as a before school, lunch, or after-school detention. Parents will be notified whenever students are retained after school. Teachers will document inappropriate behaviors in writing and when necessary notify other staff members. A conference with the counselor may be scheduled.
- Serious or repeated behavior problems will be referred to an administrator. Written documentation and/or a student referral form will accompany students who are sent to the

office. The administrator will determine consequences, which could include lunch detention, after-school detention, and in or out of school suspension. The administrator will notify parents by telephone, and a parent conference may be necessary. The teacher and team leader will be notified of the action taken.

- When in-school alternatives are not successful, a conference will be arranged that usually involve the student, parents, counselor, school nurse, and a school administrator. During the conference, parents will be made aware of the resources available through the school system (pupil services, school nurse, etc.) as well as outside agencies that might be called upon for assistance. Specific infractions and the assigned consequences for each infraction follow. The MCPS Student Rights and Responsibilities and the MCPS Policies and Regulations Handbook will be enforced before, during, and after school, and during all school-related activities.

ZERO TOLERANCE FOR SEXUAL HARASSMENT AND BULLYING POLICY Sexual

harassment is repeated unwelcome behavior of a sexual nature, requests for sexual activities, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of these behaviors include inappropriate touching, grabbing, pinching, displaying of sexual pictures or objects, spreading sexual rumors or commenting about sexual behavior. **Bullying** is intentional verbal, physical, or written conduct that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or perceived personal characteristic, or is threatening or seriously intimidating. North Bethesda Middle School has zero tolerance for sexual harassment and bullying. The **minimum** consequence for **sexual harassment and bullying** is an administrative detention and exclusion from participation in non-academic after-school activities and school sponsored evening events for one month from the time of the infraction.

Parents will automatically be notified about student administrative detentions and suspensions, as well as expulsion requests.

INFRACTION	DESCRIPTION	MINIMUM	MAXIMUM
Academic Dishonesty, Cheating, or Plagiarism	Taking and using another's findings, interpretations, or texts and presenting them as one's own without proper attribution Using another's work or answers Unauthorized use of notes or study guides during testing	Zero for task, detention, parent notification	Administrative detention
Cell Phones/ Electronic Communication Devices, and other inappropriate items	Possession and/or use during the instructional school day of devices including, but not limited to pagers, cell phones, iPods, CD players, radios, electronic games, toys	Confiscation of device, parent notification, return to parent	Expulsion, police notification
Bomb Threats/Possession	False information or possession of explosives, destructive substances or bomb facsimiles	Suspension, police notification	Expulsion, police notification
Bullying/Harassment	Persistent and unwelcome statements or threats that are verbal, written, or physical	Administrative detention, exclusion from non-academic after-school activities for one month	Suspension
Bus Behavior	Inappropriate behavior at the bus stop, riding, or unloading the bus	Administrative intervention,	Bus suspension

		parent notification	
Class Cutting	Failure to report to class or assigned area	Detention	Administrative detention
Computer Abuse	Inappropriate use of computer facilities.	Loss of computer network use, parent notification	Administrative detention
Dangerous Weapons	Carrying or storing, possessing firearms, knives, or any other implement which could be used in a lethal way (to self or others). Toy or look-alike weapons are included in this policy.	Parent notification, police referral	Suspension, expulsion with police notification
Disruptive Behavior	Any behavior that interferes with the education or safety of others, or distracts or disrupts	Staff intervention, parent notification	Suspension
Dress and Grooming	Any style of dress or grooming that causes a distraction or disruption of school activities, endangers health or safety, is associated with weapons, is sexual, or promotes the use of tobacco, alcohol, or drugs.	Staff intervention, parent notification, alternative clothing	Administrative detention
Extortion	Any act or attempt to secure money, property, or other gain through threat or physical harm	Suspension	Expulsion
Failure to report to detention	Failure to serve assigned detention	Detention is doubled, parent notification	Administrative detention
False Fire Alarm	Vandalism/activation of the fire alarm	Suspension, Fire Marshall notification	Suspension, police notification
False Official Statement	False accusation, written or spoken	Administrative referral, parent notification	Administrative detention
Fighting	Students pushing, shoving, or hitting others	Detention	Suspension, pupil services notification
Forgery	Producing counterfeit documents, including but not limited to, parent's signature on any document for school	Staff intervention, parent notification	Administrative detention
Gambling	Betting, wagering, or gambling on any game, including, but not limited to, cards	Parent notification, confiscation	Administrative detention, pupil services notification
Gum Chewing	Chewing gum in the school building	Staff intervention	Administrative Detention, community service
Hazardous Materials	Any dangerous or incendiary devices, including, but not limited to, mercury, fireworks, smoke bombs, matches, lighters, snappers	Suspension, police notification	Expulsion, police notification

Horseplay	Rough or boisterous actions	Staff intervention	Administrative detention
Insubordination	Refusing to carry out a reasonable request of a staff member, or to give one's name when requested	Staff intervention	Administrative detention
Intimidation, Physical/ Verbal Threats	Provoking fear in another	Detention, parent notification	Suspension
Intoxicants, Distributing	Passing or selling alcohol, illegal drugs, unauthorized medication	Suspension, expulsion request, police notification	Expulsion
Intoxicants, Possession, or Use	Possession of any alcohol, illegal drugs, unauthorized medication	Suspension, police notification	Suspension, police notification
Leaving School, unauthorized	Leaving school grounds without express permission	Administrative referral	Administrative detention
Locker Infractions	Sharing a locker, tampering with or entering any locker other than one's own assigned locker	Staff intervention, administrative referral	Administrative detention
Over-the-counter (OTC) drugs	Use of OTC drugs during school without health room supervision	Parent notification	Administrative detention, pupil services referral

Physical Attack	Physical assault of a staff member or student with intent to do bodily harm on school grounds or in conjunction with any school-related activity	Suspension, police notification	Expulsion request, police notification
Profanity, obscenity	Using profane, obscene, or vulgar language, drawings, gestures, etc.	Staff intervention, detention	Suspension
Public Display of Affection (PDA)	Kissing, holding hands, embracing	Staff/counselor intervention	Administrative detention
Sexual Harassment	Repeated unwelcome sexual advances, request for sexual favors, and/or any other inappropriate verbal, written, or physical conduct of a sexual nature	Administrative detention, exclusion from non-academic after-school activities for one month	Suspension
Sexual Offenses	Physical sexual attacks, inappropriate behavior of a sexual nature, including but not limited to, indecent exposure, consensual sexual, and any activity not identified as sexual harassment	Suspension, police notification	Expulsion, police notification
Smoking	Smoking, possession or use of any tobacco substance on school grounds or in conjunction with a school related activity	Administrative detention	Suspension, police notification
Tardiness	Arriving to school, class, or detention, after the assigned time	Staff intervention	Administrative detention
Theft/Burglary	Taking or possession of something that belongs to another	Administrative detention, restitution	Suspension, police referral, restitution

Truancy	Illegal absence from school	Staff intervention, Administrative detention	Referral to Pupil Personnel Worker
Vandalism/Graffiti	Destruction or defacement of school property; writing or drawing on anything that belongs to another	Detention. and restitution or community service	Suspension, restitution, police notification, community service
Verbal Abuse	Insulting or verbally abusing another; racial, ethnic, gender, and religious slurs are included in this policy	Administrative detention	Police referral, recommendation for expulsion

Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school.

MCPS COUNTYWIDE VIOLATIONS NON-DISCRETIONARY EXPELLABLE OFFENSES*

INFRACTION	MINIMUM	MAXIMUM	ADDITIONAL REFERENCES
Bomb or Facsimile Possession or Bomb Threats	Suspension with recommendation for expulsion, police referral	Expulsion, police referral	Reg. EKC-RA, <i>Bomb Threats/ Explosive Devices on MCPS Property</i>
Distribution of Intoxicants	Suspension with recommendation for expulsion, police referral	Expulsion, police referral	Reg. COF-RA, <i>Intoxicants on MCPS Property</i>
Firearms	Suspension with recommendation for expulsion, police referral	Expulsion, police referral	Reg. COE-RA, <i>Weapons on MCPS Property</i>
Violent Physical Attack on a Staff Member	Suspension with recommendation for expulsion, police referral	Expulsion, police referral	
Weapons Used to Cause Bodily Harm/Injury	Suspension with recommendation for expulsion, police referral	Expulsion, police referral	Reg. COE-RA, <i>Weapons on MCPS Property</i>

* Above information from *A Student's Guide to Rights and Responsibility in Montgomery County Public Schools*