

THE DISCIPLINE CODE

Philosophy of Discipline

The school is responsible for ensuring equitable treatment of students and for maintaining a safe and healthy learning environment. The school staff will respect the rights of individuals while taking the responsibility for seeing that students follow school and county disciplinary procedures.

Each Wootton High School student is responsible to his/her fellow students and to the school staff for his/her conduct. Each student and staff member is expected to make positive contributions to an atmosphere of respect, safety, and community. It is a measure of our faith in one another that we each carry with us the spirit of friendship and respect which exists at T. S. Wootton High School.

Freedom is based upon the acceptance of responsibility. Students should learn and practice responsible citizenship through their normal pursuit of education in senior high school. For students to achieve effectively, schools must have a safe and orderly climate.

Discipline should be based on self-control and concern for the property, rights, and well-being of others. It is a shared responsibility: administrators, teachers, students, and the community must demand that a safe and productive environment be maintained in the schools.

At Wootton we are proud of our disciplinary record and the behavior of our students. Nevertheless, there are times when the students must be reminded of their responsibilities. Therefore, we have prepared a set of guidelines so that students will know what is expected of them and what actions may result from infractions. They are designed to protect the rights of all who study and work at Wootton.

Our intention is to give a set of specific rules and resultant penalties. They are neither exhaustive nor inflexible. We understand that special situations occur frequently and expect that they will be handled with common sense and in a manner consistent with the guidelines established herein. We believe that mutual respect should determine both behavior and punishment. In addition, we have included a description of the appeals process.

SPECIFIC INFRACTIONS:

Academic Dishonesty

Wootton High School places a great deal of importance on student integrity and honesty. Academic dishonesty is considered a serious offense.

Bomb/Facsimile Possession or Bomb Threats

The possession of a bomb or explosive device or facsimile is illegal. Making bomb threats is also illegal.

Minimum action: Expulsion and police referral

Maximum action: Expulsion and police referral

Cheating

Cheating shall be defined as any action which can be interpreted as compromising the integrity of evaluated work.

1st Offense: Teacher discretion. Suggested consequences:

No credit on the task

Notification of parents

Detention

2nd Offense: All of the above with referral to administrator for administrative detention.

3rd Offense and Subsequent Offenses: All of the above and two days of suspension.

Plagiarism

Plagiarism shall be defined as the taking of another's findings, interpretations, or tests and intentionally presenting them as one's own without proper attribution (includes computer piracy)

1st Offense: No credit on test/assignment, notification of parents, and three days of detention.

2nd Offense: All of the above with two additional days detention.

3rd Offense and Subsequent Offenses: All of the above with two days of suspension.

(This provision is not to be interpreted as first, second, or third offense

each year, but rather at anytime during a student's enrollment at Wootton High School).

Computer Use/Misuse

It is impossible to document all appropriate or inappropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources. **Please note that internet use is a privilege, not a right.**

The following are examples of network computer use infractions that are prohibited:

1. Using the network for purposes other than educational.
2. System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.)
3. Using obscene, vulgar, abusive, or inappropriate language, pictures, or other material.
4. Knowingly introducing viruses.
5. Vandalizing, including equipment damage and willful tampering with data or software.
6. Attempting to read, delete, copy, or modify the electronic mail of other users.
7. Attempting to decrypt passwords.
8. Attempting to gain an unauthorized higher level of network privilege and access.
9. Attempting to gain unauthorized access to remote systems.
10. Deliberately interfering with other users.
11. Attempting to libel, slander, or harass other users.
12. Permitting others to use your personal e-mail address, account, or password.
13. Sharing passwords.
14. Forging or attempting to forge e-mail messages.
15. Unauthorized copying or transferring of copyrighted materials or any other violation of copyright law.
16. Placing copyrighted material on the network without permission of the author.
17. Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.

18. Using networks for illegal activities.
19. Using commercial advertising, chain letters, non-educational games.
20. Unauthorized downloading of internet materials other than research data is not permitted. (Examples: games, system plug-ins, executable files, etc.)
21. Visiting internet sites that can be interpreted as obscene, offensive or inappropriate to the current class activity is not permitted.
22. Food and beverages are not allowed in computer labs.

Minimum action: Loss of Network privileges.

Maximum action: Suspension/Expulsion

Disruptive Behavior

Shouting, running, or disruptive acts in classroom, hallways or anywhere on school grounds can interfere with the safety and education of other students. Waterguns or similar devices are considered disruptive and are prohibited.

Minimum Action: Teacher assigns detention, calls parents.

Maximum Action: Referral to administrator/Suspension.

Drugs, Alcohol and/or Other Dangerous Substances

The use, possession or distribution of drugs, alcohol, and/or dangerous substances is forbidden in school, on school grounds, during the school day (on or off school property) or at any school sponsored activity.

Use of drugs on school property or attending school under the influence is considered drug abuse.

Distribution of Drugs, Alcohol and/or Other Dangerous Substances

Students determined to be engaged in the sale or distribution of drugs, placebos or other illegal substances will be **suspended for 10 days with a recommendation for expulsion. Police will be notified.**

Drug Abuse: (MCPS Regulation IGO-RA)

Possession of drugs, drug paraphernalia, inhalants, alcohol, or other illegal substances is not allowed on school property or at school sponsored events or activities. Use of drugs on school property or attending school under the influence is considered drug abuse.

The consequence will be a mandatory ten (10) day suspension and recommendation for expulsion. A police referral will be made. Possession of drugs on school property will result in automatic suspension and possible recommendation for expulsion.

Possession or Use of Drugs, Alcohol and/or Other Dangerous Substances

The possession or use of drugs, alcohol and/or dangerous substances, including drug paraphernalia, and inhalants is not allowed on school grounds, during the school day (on or off school property) or at any school sponsored activity. Use of drugs on school property or attending school under the influence is considered drug abuse.

Minimum Action: suspension and police referral

Maximum Action: suspension for 10 days with a recommendation for expulsion. Police will be notified.

Expectations for School Sponsored Activities

It is expected that all school sponsored functions, including those held at sites other than the school, will be drug and alcohol free. Possession of drugs, drug paraphernalia, inhalants, alcohol, tobacco or other illegal substances is not allowed. Students and their guests, regardless of age, are to arrive free of these substances and to remain at the activity site until they are ready to depart for the evening. Students are not expected to rent hotel rooms or limousines stocked with the substances mentioned above.

Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions which may include parent notification, police involvement, suspension, and exclusion from future extracurricular activities.

In order to participate in any athletic event, extracurricular activity, scheduled school activity or practice, students must be on time and attend all scheduled classes the day of the event. With prior approval of the principal, a student may be excused for prescheduled appointments.

Extortion

Extortion is an act of attempting to secure money, property, or other gain through the threat of physical harm.

Minimum Action: Suspension and parent contact.

Maximum Action: Expulsion.

False Fire Alarms

The definition of this term is turning in a fire alarm when no emergency exists. This offense is serious.

Minimum Action: Ten-day suspension, parent contact, and referral to fire marshall/police.

Maximum Action: Expulsion by MCPS.

Fighting

Fighting is an especially dangerous form of disruptive behavior. All persons engaged in fighting, regardless of who started the fight, may be subject to disciplinary action. Students are encouraged to use their best problem solving skills by discussing problems or concerns with the assistance of a teacher, counselor, administrator or other staff member or a peer mediator, rather than resorting to fighting. Peer mediation is encouraged.

Minimum Action: Referral to administrator, parent conference, counseling, and suspension.

Maximum Action: Expulsion by MCPS.

Forged Passes or Notes

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

Minimum Action: Referral to administrator, parent contact, and suspension warning, up to five (5) hours detention.

Maximum Action: Suspension.

Gambling

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

Minimum Action: Referral to administrator and parent contact.

Maximum Action: Suspension.

Insubordination

Students will be considered insubordinate if they refuse to follow the directions of any staff member, including the giving of their name when requested.

Minimum Action: Referral to administrator, parent contact.

Maximum Action: Suspension.

Intimidation

Insulting, verbally abusing, threatening or, in some other manner, mistreating another person (student or staff member) is unacceptable. This behavior includes racial, religious, and/or ethnic slurs.

Minimum Action: Referral to administrator, parent contact.

Maximum Action: Suspension.

Leaving School Grounds Without Permission

No student may leave the school grounds without the permission of a parent, guardian, or prior written notice from a student who exercises the age of majority and the approval of the principal or assistant principal.

Any student leaving school grounds at anytime during the school day must sign out in the attendance office. Students who violate these procedures will be ineligible to participate in any school sponsored extra-curricular activities that day.

Students who use their vehicle to leave school grounds without proper permission in addition to the below listed action will also lose their parking privileges for the remainder of the semester.

Minimum Action: Referral to administrator.

Maximum Action: Suspension.

Loitering/Hall Passes

Students who are on school grounds at times other than when in class or under the supervision of a teacher are considered to be loitering. The school hours are 7:25 a.m. to 2:10 p.m. Students who are in the building before 7:00 a.m. and/or after 2:30 pm should be under the direct supervision of a staff member or in transit.. **During class time, students in the hallways**

must have a valid hall pass.

Minimum Action: Referral to administrator.

Maximum Action: Suspension.

Lunch

In the spirit of cooperation and with respect for the educational environment in our school, the cafeteria, the commons, and approved outside areas are the only locations for all students during their lunch period. **Within ten (10) minutes of the first bell of each lunch period**, all students will be in the cafeteria or in approved areas. Students with pre-approved passes may leave these sites during lunch. Alternative sites for student activities will be announced for each lunch period according to availability of classrooms. The cafeteria tables and floor and all outside designated eating areas are to be left in a clean condition for others. All litter is to be placed in waste baskets.

Students are **not** permitted in the rear of the school or on the parking lots during lunch.

Students are not to be in the hallways after the first 10 minutes of any lunch period without a valid hall pass.

Minimum Action: Conference with student

Maximum Action: Detention

Parking Violations

Parking on school grounds **without a decal** and/or in **areas unauthorized for students' use** is **prohibited**. Students who violate these provisions may lose their parking privileges either temporarily or permanently.

1st and 2nd Offense: Tickets

3rd and Subsequent Offenses: Tickets, Towing, and loss of parking privileges

Students are also reminded that to park on the Giant parking lot requires a parking decal issued by Wootton.

If your assigned parking space is taken, students should notify a member of the security staff immediately. The security team member will assist you in finding a temporary place to park. It is not acceptable to take a space

assigned to someone else.

Traffic Violations

Traffic violations such as speeding or failure to observe safe driving practices or signs on school grounds is prohibited.

Minimum action: referral to administrator

Maximum action: referral to police, five day suspension, loss of parking privileges

Physical Assault

Physically assaulting a staff member or a student will not be tolerated.

Physical attack on a staff member:

Minimum action: Suspension.

Maximum action: Expulsion.

Violent physical attack on a staff member:

Minimum action: Expulsion and police referral

Maximum action: Expulsion and police referral

Physical attack on a student:

Minimum action: Suspension

Maximum action: Expulsion

Portable Communication Devices (PCDs)

Effective October 16, 2001, high school students may possess PCDs during the official instructional day as long as the devices are turned off and out of sight. The device must be turned off and out of sight when the student arrives in the morning, but may be used on school grounds after the end of the instructional day and at athletic events that occur after school and in the evening.

Use of PCDs by students riding to and from school on MCPS buses is permitted as long as it does not impact the safe operation of the school bus. Students may not use PCDs on MCPS or commercially chartered buses used for school sponsored activities during the official instructional day.

Minimum action: Student or parent conference, confiscation of device

Maximum action: Up to 10 day suspension

Profanity and Obscenity - Libel

Using profane, obscene, abusive, or slanderous language has no place in school or at school-related activities, and its use could lead to disciplinary action.

Minimum Action: Conference with student.

Maximum Action: Suspension.

Radios, Tape Players, Walkmans, and Televisions

Radios, tape players, walkman-type players, and televisions are not allowed on school property. These items are disruptive to the school atmosphere and to the classes in session when these items are being played. They are all targets for theft. They will be **CONFISCATED** by any staff member.

Minimum Action: Confiscation for remainder of school year or retrieval by parent or guardian.

Maximum Action: Administrative referral, parent contact, suspension.

Safety Infractions

Any willful violation of safety procedures as outlined in the MCPS Safety Handbook, i.e., Science Laboratory Safety Procedures, Physical Education, and Vocational Safety Guidelines, is unacceptable.

Minimum Action: Conference with student.

Maximum Action: Expulsion from MCPS.

Sexual harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- when submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances; and/or

- when such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior. For example:

- Grabbing, touching or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Minimum Action: Counseling with student, referral to administrator, parent contact.

Maximum Action: Suspension.

Sexual Offenses

Physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure; consensual sex; and other sexual activity not identified as sexual harassment carry a minimum action of a three-day suspension and parent notification. The maximum action is expulsion and police notification.

Smoking and Chewing Tobacco

Smoking or chewing tobacco is prohibited in school/and on school property. Possession of tobacco by a minor is prohibited by law. **No students, regardless of age, may possess tobacco products on school property or at school sponsored events. Property is defined as any property owned or maintained by MCPS.** This tobacco ban applies to field trips and all school sponsored events. All tobacco products will be confiscated.

One is considered to be smoking if observed in possession a lit cigarette, exhaling smoke, or found behind an obstruction from which smoke was observed. Student use of tobacco in any form including chewing tobacco

or snuff, is not permissible in or out of the building or on school property.

IT IS ILLEGAL FOR ANYONE UNDER THE AGE OF 18 TO POSSESS ANY TOBACCO PRODUCTS IN THE STATE OF MARYLAND.

Possession

1st Offense: Conference with administrator, parental notification, information on smoking cessation program, if available.

2nd Offense: Five-day detention.

3rd and Subsequent Offense: Suspension.

Use

1st Offense: Conference with administrator, parental notification, five (5) hours detention and completion of a smoking cessation programs, if available.

Other Offenses: Out-of-school suspension.

(This provision is not to be interpreted as first, second, or third offense each year, but rather at anytime during a student's enrollment at Wootton High School).

Note: Smoking in the building is an automatic suspension.

Student Publications

Any students submitting obscene or libelous materials to the yearbook or other school publication shall be subject to disciplinary action. No publication shall be distributed without the principal's approval.

Minimum Action: Referral to administrator, parent contact.

Maximum Action: Suspension.

Theft

Theft is the appropriation of someone else's property without permission. Students found in possession of stolen property will be subject to the same penalties.

Minimum Action: Referral to administrator, possible detention and/or suspension, parent contact, restoration of property.

Maximum Action: Suspension, police contact, possible request for expulsion.

Throwing Snowballs

Throwing snowballs endangers the safety of people and property and is not allowed on school grounds.

Minimum Action: Referral to administrator, parent contact.

Maximum Action: Suspension.

Trespassing

Trespassing is failure to leave school property after being warned of unlawful presence on school grounds.

Minimum Action: Referral to administrator.

Maximum Action: Police arrest.

Unauthorized Use of Equipment/Machinery

School issued equipment and machinery is available for student use at appropriate times under proper supervision. The use of equipment, such as computers, televisions, VCRs, etc., is for specific purpose as directed by a teacher or school administrator. Vandalism, unauthorized, or improper use of or damage to school equipment or machinery will result in disciplinary action. (See Computer Misuse.)

Minimum Action: Restoration or repair of equipment item at student expense, administrative detention, parent notification.

Maximum Action: Police referral, suspension.

Vandalism

A. Littering the building and school grounds.

Minimum Action: Conference with student.

Maximum Action: Suspension.

B. Willful destruction or defacement of school property.

Minimum Action: Referral to administrator, detention, parent contact, replacement and/or reimbursement of damaged property, and/or police referral.

Maximum Action: Expulsion, police referral, restitution, the principal may require that restitution be made not to exceed the lesser of fair market value or \$2500.

Verbal Abuse and/or Threat

Verbal abuse is defined as intimidating, insulting, or in any other manner

verbally abusing a member of the school staff. Improper language alone is not considered verbal abuse and will be dealt with according to local school rules.

Minimum action: Suspension and parent conference

Maximum action: Expulsion

Weapons On MCPS Property: MCPS Regulation COE-RA.

Students found storing, possessing or carrying firearms, explosives or other dangerous weapons, will be suspended for 10 days, referred to police, and recommended for an extended suspension and expulsion.

This provision includes any and all knives, or pen knives (the length of the blade is not an issue). Also included are laser pens (pointers), explosive devices, fireworks and self protection sprays such as Mace or Pepper Spray, etc.

Laser pens (pointers) can be harmful/dangerous if used improperly. They are not to be brought to school.

Firearms

Minimum action: Expulsion and police referral.

Maximum action: Expulsion and police referral.

Weapons Used to Cause Bodily Injury

Minimum action: Expulsion and police referral.

Maximum action: Expulsion and police referral.

Other Weapons

Minimum action: Suspension.

Maximum action: Expulsion.

Corrective Actions

The following are actions which may result from disciplinary infractions:

1. Conference with student.
2. Contact with parents.
3. Detention (Detention may be determined by teacher or administrator).
4. Referral to counselor

5. Referral to administrator.
- 6 Alternative structure.
7. Parent Conference (School administrator will hold conference with parents or with other personnel as appropriate and student as appropriate).
8. Police referral (This pertains to theft, drug use, alcohol use, vandalism, and trespassing, etc.
9. Suspension* (Students may be temporarily removed from classes, school activities, and/or from school grounds by an administrator for a period not to exceed ten days).
10. Long-term suspension (The principal may recommend to the associate superintendent a long-term suspension to exceed five days and/or permanent removal from classes or from attendance at Wootton High School.
11. Exclusion (When an offense is so serious that it is neither in the student's or the school's best interest for a student to remain at Wootton High School, he/she may be permanently excused from our school. In such an instance the student may be offered enrollment in a different school or home tutoring for a period of time.)