



Dr. Martin Luther King, Jr. Middle School
A Tradition of Excellence
Expect Excellence•Give Excellence•Produce Excellence

Period	Subject	Teacher	Room #
1			
2			
3			
4			
5			
6			
7			

13737 Wisteria Drive
Germantown, MD 20874
Phone # 301-353-8080 Main Office
301-601-0322 Attendance Line
301-353-8090 – Guidance Office
301-601-0314 – Health Room
www.montgomeryschoolsmd.org/schools/MLKMS
Dana E. Davison, Principal
J. Randy Gruber, Assistant Principal
Phyllis York, Assistant School Administrator

Name : _____ Grade: _____

Guidance Counselor: _____ Homeroom Teacher: _____

Administrator: _____ Bus Route: AM _____ PM _____

Daily Bell Schedule

Block A:	7:55-9:00 (65)
STAR	9:04-9:34 (30)
Block B:	9:38-10:42 (64)
Block C:	10:46-12:24 (+ lunch)
1 st lunch	10:42-11:12
2 nd lunch	11:18-11:48
3 rd lunch	11:54-12:24
Block D:	12:28-1:32 (64)
Block E:	1:36-2:40 (64)

Half Day/Early Release Schedule

Block A:	7:55-9:08 (73)
Block B:	9:12-10:22 (70)
Block C:	10:26-12:10 (70 + lunch)
1 st lunch	10:22-10:52
2 nd lunch	11:01-11:31
3 rd lunch	11:35-12:10

2-Hour Delay Schedule

Block A:	9:55-10:40
Block B:	10:44-11:26
Block C:	11:30-1:08
1 st lunch	11:26-11:56
2 nd lunch	12:02-12:32
3 rd lunch	12:38-1:08
Block D:	1:12-1:54
Block E:	1:58-2:40

Dr. Martin Luther King, Jr. Middle School Core Values

Showing consideration and appreciation for yourself, others and the environment.



Doing the right thing even when no one is watching.

Being accountable for your actions.

		EXPECTATIONS BY SETTING						
		Classroom	Cafeteria	Bathrooms	Hallways	Buses	Library/ Computer Lab	After School Activities
Core Values	RESPECT	Actively listen. Follow Directions.	Wait your turn in line. Keep hands, feet and food to yourself.	Throw away all trash. Keep floors and walls clean.	Keep hands and feet to yourself. Use appropriate tone of voice.	Use appropriate language and tone of voice. Keep hands and feet to yourself. Thank your bus driver.	Stay quiet. Follow Directions.	Stay on task during the activity.
	RESPONSIBILITY	Be on time. Be prepared with materials.	Keep the cafeteria clean. Use appropriate tone of voice. Sit at assigned location.	Please flush. Wash hands.	Go straight to your destination. Keep the hallways clean. Save food and drink for the cafeteria.	Wait in line to board the bus. Keep your body and belongings inside the window. Keep bus clean.	Use materials properly.	Be on time for your activity.
	INTEGRITY	Complete all work. Put forth best effort.	Share table space w/others. Take only what is yours. Use your own pin number.	Report unsafe conditions. Use bathrooms only during appropriate times.	Have a valid hall pass. Use your own locker.	Share seats. Wait your turn in line. Turn in found items. Always listen to the driver. Report problems.	Only access school appropriate material.	Only stay after if you are scheduled to stay.

Application of School Rules

All rules and guidelines in the handbook apply not only during regular school hours, but also at any school functions on or off grounds.

After School Activities

Students must be present in school the day of the activity and attend all classes to participate. Students with an unexcused tardy or early departure for that day will not be able to participate. After school activities take place on Tuesday, Wednesday, and Thursday. Activity buses depart at 4:15.

Announcements

Announcements are posted daily on the MLK web page.

Attendance

Regular attendance is necessary to do good school work. It is important that medical appointments be planned so students aren't absent during the day. Students are expected to be in their first block class, seated, and ready to learn by 7:55.

When a student is absent from school, parents should call the attendance office on the morning of the absence at **301-601-0322**. Students must present a note from a parent indicating the reason and dates of absence when the student returns to school. Notes should contain the student's full name, grade, reason for absence, and should be presented to the attendance secretary in the main office within three days of the absence.

Excused absences include:

- Illness
- Court summons
- Death in immediate family
- Observance of religious holidays recognized by MCPS
- Physical or mental incapacity
- Violent storms
- Work or activity accepted by the school authorities.

Late Arrivals

Students arriving after 7:55 a.m. should report to the main office to sign in. Reasons accepted by the state as excused absences are also acceptable for tardiness to school. Students with an excused tardy must present a written note by the next day. Unacceptable reasons for tardiness to school include oversleeping, car problems, missing the bus, etc. Unexcused late arrivals to class may result in a detention. A student who has three

unexcused tardiness will automatically receive an administrative referral.

Tardiness to Class

All students are expected to arrive to class on time. Students are considered tardy if they are not in their assigned classrooms when the bell rings. Students may be excused from a tardy when they enter class with an appropriate pass.

If a student receives three unexcused tardies in a class, he or she will be assigned an after school detention by the teacher and the parent will be notified. Chronic tardiness will result in an administrative referral.

Early Departures

In order to be released from school, students must present an early dismissal note from parent to the attendance secretary in the main office before school. The student will be given a pass to leave class at the appropriate time and will wait in the Main Office for parent pick up. In order to limit disruptions to classroom learning, **we will not call into classrooms after 2:30** to request students for dismissal.

Advance Notice for Absences and Requests for Assignments

Parents are urged to schedule family trips and vacations when school is not in session. When absences are necessary, requests should be made in advance by writing a letter to the attention of the principal prior to the scheduled absence. Teachers will need at least one week's notice to prepare assignments. It is the responsibility of the student and/or parent to arrange the pick-up of requested assignments. **Some assignments cannot be given in advance and will be made up by the student upon his/her return.**

Awards

Dr. Martin Luther King, Jr. Middle School acknowledges student achievement with awards presented through the school year. Some awards include:

- **Stars of the Quarter:** Outstanding progress or achievement in team activities or other noteworthy accomplishments.
- **Presidential Gold Academic Award:** Eighth grade students with a total grade point average of 3.50 or higher throughout their mid-level years.
- **Presidential Silver Award:** Continuous academic improvement of their overall GPA each marking period. In at least one marking period the GPA must improve by a minimum of .4 on a 4.00 scale.

- Academic Excellence: Straight A's in all subjects.
- Honor Roll: Students who maintain at least a "B" average in all subjects (no more than one "C" with an "A" to balance).
- Subject Awards: Students who receive straight "A's" in any subject for the first three marking periods with no grade lower than a "C" earned in other subjects.
- Superintendent's Service Learning Award
- Dare to Dream Awards: Students who practice our core values of Respect, Responsibility, and Integrity.

Before School

In the interest of your child's safety, we ask that students not arrive before 7:30. All students are admitted to the building at 7:30.

Students will enter through the main entrance door only.

Back Packs/Book Bags

Students are required to store their back packs or book bags in their locker during the school day.

Cell Phones/Portable Communication Devices

The Board of Education and the Maryland State Department of Education allow middle school students to possess cell phones in the school building. It is the student's responsibility to ensure that the device is turned off and out of sight during the school day. **ALL CELL PHONES MUST BE STORED IN THE STUDENT'S LOCKER DURING THE SCHOOL DAY.** The cell phone may not be turned on or used to make or accept calls or text messages until the student leaves the school building.

Cell phones, if seen or heard, will be confiscated and given to the financial assistant. A parent/ guardian must pick up the cell phone from the school. They will not be sent home with the student or sibling. The school is not responsible for any lost or stolen cell phones. **Security will not investigate any lost or stolen phones.**

Coats/Hats

Coats and hats are not to be worn during the school day. They must be kept in the student's locker.

Counseling Services

The counselors at Dr. Martin Luther King, Jr. Middle School transition with students during their years at MLK. Counselors are available to individuals and small groups to discuss personal and school concerns. Students are encouraged to visit a counselor early in any situation as a preventative measure. Counselors may use peer mediation to resolve minor conflicts among students. Students may see their counselor by signing up at the guidance secretary's desk. Students must have a hall pass from their teacher to visit the counselor.

Montgomery County Youth Center Crisis Line

Please call for further assistance - 240-777-4000.

Dining Room

All food and beverages must be consumed in the dining room. Breakfast and lunch are served each day in the dining room. In addition to regular lunch, students may select items from the "a la carte" or snack line. The price for breakfast: \$1.30 and lunch is \$2.75. Each student is assigned a PIN number and must use the PIN number when making any purchase. If a student doesn't have money for lunch, they can receive a cheese sandwich. Parents may pay for meals in advance by sending a check payable to MLK MS to the dining room. Include the student's name and PIN. In the dining room, students are expected to do the following:

- Remain seated in the assigned area except when purchasing food
- Wait in orderly lines to purchase food
- Obtain a pass to leave the dining room
- Avoid making loud and/or disruptive noises
- Assist with clean up of the table and floor area
- Be respectful and courteous to other students and staff
- Remain seated until dismissal by staff on duty

Students must have an official media center lunch pass to come to the media center during lunch.

Lunch menus are available on the MLK web page.

Discipline Policy

See Discipline Infractions on page 14.

Bus Conduct Expectations

All students are expected to exhibit appropriate behavior while waiting, boarding, riding, or disembarking from the bus. Riding the bus is a privilege, not a right. Any behavior that distracts the bus driver or disrupts the routine could result in the termination of bus transportation service for the student. During the period of exclusion, the student's parent/guardian shall provide transportation to and from school for the student. If after thirty minutes the bus has not arrived, please contact the school and the bus depot at 301-353-0955 to report the delay.



1. Remain on the sidewalk and away from the street while waiting for the bus.
2. Board the bus in an orderly manner without shoving or pushing.
3. Remain seated at all times while the bus is in motion. Students are not allowed to stand or change seats during the bus ride.
4. Keep arms, feet and head inside the windows of the bus.
5. Do not throw any object(s) from or into the bus.
6. Do not eat or drink while on the bus.
7. Treat others with respect and consideration. Shouting and yelling is not acceptable.
8. Follow the directions from the bus driver or any staff member in the bus area at all times.
9. All students must provide a written note from their parent to the office requesting permission to ride another bus. This needs to be done the morning of the request. Phone numbers need to be included for confirmation.

Fire Drill Expectations

1. Leave books in the building.
2. Follow the directions of the teacher.
3. Remain absolutely quiet exiting and re-entering the building.
4. Walk in a line behind the teacher to the class's designated area outside of the building.
5. Once in the designated area, line up in single file and remain this way until the end of the drill.
6. When the "all clear" signal is given, quietly follow the teacher back into the building.
7. If a fire drill occurs while classes are changing, exit the building and stand with their next period teacher.
8. If a fire drill occurs during lunch, exit the building through designated doors to the front parking lot. Line up by class table.



Assembly Expectations

1. Leave all books and personal items in the classroom.
2. Follow the teacher to the assembly in a single file line.
3. Walk into the gym or dining room in an orderly manner.
4. Follow the directions of the teacher(s) who are seating students.
5. Sit with the teacher who escorted you to the assembly.
6. Stop talking when signaled.
7. Be respectful to performers/presenters.
 - Face front
 - Remain quiet during performances
 - Clap at the end of a performance
 - Refrain from yelling, booing or whistling
 - Refrain from stomping feet on the bleachers.
8. Follow the directions given by any adult.
9. Remain seated until given directions for dismissal.
10. When dismissed, leave the gym or dining room in an orderly manner.



Dress for Success at School

School is your “place of business.” It is expected that students will dress appropriately and in a manner that is not offensive or distracting to others.

Inappropriate clothing and footwear include, but are not limited to:

- obscene language or violence,
- sexually suggestive designs or terms,
- ethnic/group stereotyping or gang references and/or displays drugs, drug paraphernalia, alcohol, or tobacco products on clothing,
- Pants worn lower than the waist displaying undergarments,
- shirts that reveal ribs, chest, midriff, or back,
- short shorts or skirts that do not meet the middle finger at the side of the leg,
- swimwear, pajama-like clothing, and slippers,
- bandanas, hoods, hats, scarves, sweatbands, knitted hats, knitted hair nets or other head coverings unless as part of religious observances.

If attire does not meet these guidelines, a parent or guardian will be contacted to bring a change of clothes.

Early Dismissal/Delayed Opening Procedures/ School Cancellation

Decisions regarding delayed opening and school cancellations are usually made by 6:00 a.m. of the same day. Early closings are announced at least two and one-half hours before the end of the school day.

Please listen to the radio or watch the television for information regarding school delays and/or closings. Information is also available on the MCPS web site at www.montgomeryschoolsmd.org/info/emergency.

The Board of Education has taped announcements at 301-279-3673. **DO NOT CALL THE SCHOOL.**

Electronic Devices

All electronic devices should be turned off and stored out of sight before students enter the school building.

Electronic devices, if seen or heard, will be confiscated and given to the financial assistant. The device must be stored in the student’s locker during the school day. The school is not responsible for the loss or theft of any Ipods, MP3 players, or other electronic devices. School security staff will not investigate the loss of such devices.

Emergency Procedures

The first step in any critical incident/emergency is to control the situation and protect the welfare of students and staff. Practice drills will be conducted during the school year. Below are school responses to critical incidents/emergencies that may occur during the school day:

Lockdown: This response is implemented when there is imminent danger inside or immediately outside of the school building that requires the school to do the following:

During a lockdown, students will go to nearest staff monitored location, remain silent, ignore alarms and bells, and await further instructions. Students must follow the directions of the school staff at all times.

In a lockdown the school and staff will

1. make a lockdown announcement
2. notify 911 and the Office of School Performance
3. go to the nearest securable location
4. sweep/scan hallways if safe to do so
5. secure classroom and office doors
6. cover door window
7. close blinds
8. turn off lights
9. maintain silence
10. take and report attendance when safe to do so
11. ignore alarms and bells
12. await further instructions

Shelter – implemented under any of the following circumstances:

- Public Safety Community Incidents – this is police or fire activity within the community surrounding the school that does not present imminent danger to the school.
 - Administration ensures that students, staff, and visitors are brought into the building.
 - Exterior doors are locked.
 - Notify OSP.
 - Activate on-site emergency team, if necessary.
 - Determine school business of persons approaching the school.
- Severe Weather Shelter – this is used during high wind weather events.
 - Announce that severe weather is approaching
 - Direct students, staff, and visitors to identified weather-safe areas of the school.

- Continually monitor weather announcements.
- Outside Hazardous Material Release (formerly Code Blue Shelter-in-Place) – this is used when the outside atmosphere/air is contaminated.
 - Shut down ventilation systems in building and relocatable classrooms.
 - Evacuate relocatable classrooms when safe to do so and in consultation with public safety officials.
- Medical emergency in the building and other reasons – this is used when there is a need to keep students, staff, and visitors in place.
 - Keep students and staff in place.
 - Ignore class change bells.

Evacuate: This response is implemented if an emergency makes it dangerous to remain in the building. The two types of evacuations MCPS facilities will use are as follows:

- Fire Evacuation – used when there is fire or smoke in the building & requires the following actions:
 - Activation of fire alarm.
 - Students, staff, and visitors exit using the nearest exit.
 - Proceed at least 50 feet from the building.
 - Students and staff are accounted for.
- Directed Evacuation – used during a high level bomb threat, an identified suspicious package, or a hazardous material release inside the building. The intent is to direct an evacuation of students, staff, and visitors away from the danger that is inside the building using the following steps:
 - Notify 911 and OSP.
 - Make an announcement using the public address system. The announcement should include specific instructions, i.e., specified evacuation routes, areas to avoid, evacuation of the danger area first followed by the remainder of the building.
 - Move students, staff, and visitors at least 300 feet away from the building.
 - Account for students and staff.

Fire Drill

Fire drills will be conducted during the school year. When the alarm is sounded, students and staff are to leave the building QUICKLY and QUIETLY by way of the exits designated in each classroom. There must be NO TALKING during the entire drill, including leaving and entering the building, so that emergency instructions can be heard by everyone. Students are to remain with their classes. Attendance will be taken by the teacher

and all absences reported to the principal or a designated representative.

There may be instances when a student may not be with his/her assigned class. In such cases, students will follow the guidelines listed below:

1. Students with the nurse will report outside with the nurse.
2. Students who are in the main office or counselor's office will report outside with the office staff or assistant principal.
3. Lunch period - If the alarm sounds during lunch, all students should leave the dining room by the nearest exit and proceed to the designated area. Students will line up by class table. All staff members on duty in the cafeteria will report outside and supervise students from the dining room. The administrator on duty in the dining room will stay behind to check restrooms, lockers, and cafeteria to be sure everyone is out of the building.
4. Assembly - If the alarm sounds during an assembly, students should exit by the most direct route and reassemble with their teacher.

Change of class - If the alarm should sound during the change of classes, all students will leave the building by the nearest exit and report to their next period teacher or to a grade level teacher who is present.

Outside classes - These classes form a line and attendance will be checked. Students must be at least fifty (50) feet from the building. All driveways must be clear.

Extra-Curricular Activities

Extra-curricular activities meet before 7:55 a.m., during lunch, and/or after 2:40 p.m. For after school activities, all students are expected to report to the cafeteria to be escorted to the activity. Students interested in forming new clubs may do so by getting approval from the principal and finding a sponsor. **An activity fee must be paid** in order to participate in most extra-curricular activities. A letter is sent to parents with this information over the summer.

Eligibility for participation in any school-sponsored activity will be determined by staff, students, and/or parents. A student may be denied participation based on academic performance or financial obligations. Illegal absences from school and abuse of school regulations will result in the privilege being denied. **In every case, to participate in a school sponsored activity, the student must be counted as present in school that day.**

According to MCPS policy, as stated in the Middle School Athletics Handbook, students are not allowed to attend away sporting events.

Grading

Grading procedures will be applied consistently throughout Dr. Martin Luther King, Jr. Middle School. Teachers will assess student learning in a variety of ways. The grades a student earns will reflect what he or she knows and is able to do within the curriculum. Individual teachers will establish due dates and final deadlines for classroom assignments. Work turned in after the due date and prior to the final deadline may be dropped no more than one letter grade or 10% of the possible grade. If a student does not attempt and submit work by the final deadline, the grade will be recorded as a zero.

When teachers or students determine that students are not meeting learning goals, reteaching will take place. The teacher determines the method and schedule for reteaching. During an instructional unit, a teacher may decide to reassess a task or assessment. The teacher will provide one reassessment opportunity per task or assessment. The task or assessment may be reassessed partially, entirely, or in a different format, as determined by the teacher.

Teachers will provide students and parents with an explanation of their grading policies at the beginning of each course.

Hall Passes & Behavior

In order to be out of the classroom, a student must have a signed pass. Students must have a pass to be admitted to the main office, guidance office, and health room. **Students are not to be in hallways without a pass**

Health Room

The Health Room is staffed by a registered nurse or technician daily from 8:00 a.m. to 2:30 p.m. Students may enter the Health Room with a pass from a teacher. Students who are ill will be permitted to leave school early when the parent or other designated adult assumes responsibility. In this situation, the student must be signed out in the Main Office prior to going home. **All medications must be administered by the Health Room.** All medication to be administered must be provided by parents with written instruction from a physician for its use. **Under no circumstances are students permitted to bring any type of medication for personal use.**

Homework and Make-up Policy

Homework promotes student learning; it is related to the curriculum, meaningful, and integrated into instruction. Teachers will only assign homework that is related to the curriculum. There are two categories of homework:

- a. Homework for practice and checked only for completion. This homework will account for a maximum of 10% of the marking period grade.
- b. Homework evaluated for learning. This homework counts toward the remaining portion of the marking period grade.

Students have the opportunity to make up work missed due to excused absences or suspensions. Students have the responsibility to make up work regardless of the reason for absence. It is the individual student's responsibility to ask the teacher about missed assignments, tests, and quizzes and to determine with the teacher an appropriate time frame for its completion.

When circumstances require a student to be lawfully absent for an extended period of time (see Attendance policy), a student's parent or guardian may make a request to the Guidance Office to arrange for make-up work. Advance notice is required to secure make-up work. Every effort will be made to obtain work from teachers within 24 hours.

Interims

<u>Interim Reports</u>	<u>Marking Period Ends</u>	<u>Report Card Distribution</u>
September 30	October 28	November 10
December 7	January 20	February 1
February 27	March 29	April 11
May 10	June 12	June 21

Lockers

Each student is assigned a hall and a physical education locker. Students should keep their combinations secret and avoid storing valuables in their lockers. **Students are not allowed to share lockers. The school is not responsible for lost or stolen property.**

Lost and Found

Items found around the school will be held in the main office. Textbooks will be given to the appropriate teacher. Students should label all of their possessions.

Media Center

The goal of the Media Center is to support the instructional program at Martin Luther King, Jr. Middle School, to assist students in becoming effective users of information, and to foster a love of reading. The media center is open at 7:30 in the morning and during the lunch periods.

Checkout Policies and Procedures:

Students may check out up to four books or three books and one magazine for a two week loan period. Reference materials may be borrowed over night. No fines will be charged for overdue materials, but students will be expected to pay for books that are lost or damaged.

Expectations:

- Follow directions and posted rules
- Be respectful to all media center users
- Handle materials, computers, and equipment with care
- Return materials to appropriate shelves and clean up all work areas
- No eating, drinking, or chewing gum
- Computers in the Media Center are only for school-related assignments

PBIS (Positive Behavioral Interventions & Supports)

Two PBIS-based incentives are used at Dr. Martin Luther King, Jr. Middle to reinforce positive behaviors that reflect our core values of *Respect, Responsibility and Integrity*.

King Cha Ching is an individual reward given to the students who consistently demonstrate core value behaviors. Going above and beyond to aid fellow students, providing assistance to teachers, and making the right decisions even when no one is watching are just a few of the behaviors that would earn a student a King Cha Ching. King Cha Ching can then be used to purchase merchandise in the PBIS store, or put into a raffle for larger prizes.

Peace Days are a school-wide incentive that rewards each grade level for the same consistent behaviors. If there are no referrals to the office, that grade level receive a peace day. When each benchmark is reached, the grade level is rewarded with a prize.

School Hours

Instructional school hours are 7:55 to 2:40. Students should arrive to school no earlier than 7:30 when staff members are on duty.

Tuesday, Wednesday, and Thursday after school activities and clubs are available. These are over at 4:00

Early dismissal days are 12:10. On delayed opening days, school starts at 9:55.

Student Government Association (SGA)

The SGA is composed of representatives of the student body. The offices of the SGA, for which elections are held, include: president, vice president, secretary, and treasurer.

The council meets regularly during the school year. Students are encouraged to participate as members of the council or to serve the many important committees that function for the council and the school.

Skateboards, Scooters, and Bikes

The use of skateboards, scooters, and bikes is not permitted on school property. Students who ride skateboards, scooters, or bikes to school must dismount before coming onto school property. Skateboards and scooters must be kept in the locker during the school day. If it will not fit, it must be parked and locked in the bike rack.

Student Service Learning

Students are required to complete service-learning hours in addition to other graduation requirements. Students may earn service-learning hours beginning the summer before Grade 6 and continue until graduation. Student service-learning (SSL) hours are awarded to middle school students who successfully completed Grade 6 science, Grade 7 English, and Grade 8 social studies where service-learning activities are infused. Hours also may be earned through involvement in unpaid community or school activities that meet a recognized need. These activities must provide both service and learning outcomes.

The SSL hours earned while enrolled in an MCPS middle school will accompany the student's records to the high school. The SSL record is maintained by the school SSL coordinator and reflected on student report cards. Students and parents should monitor this record and keep copies of the approved Special Activity Application

for Student Service-Learning forms and the Verification of Student Service-Learning Activity. A web site is provided by Montgomery County Public Schools (www.mcpsssl.org) and the Montgomery County Volunteer Center (www.montgomeryvolunteer.org) for explanation of the program and approved activities. Service-learning activities provide opportunities to solve problems collectively, practice responsible citizenship, explore career opportunities, enhance self-esteem, and appreciate cultural diversity.

Technology Use

Students have many opportunities to use the computers at school. Computers are located in classrooms, the media center, and the technology lab(s). Students are expected to follow all established rules associated with the use of technology. Students are responsible for the computer they log on. Misuse of computers or other technology will not be tolerated and will result in consequences ranging from loss of computer privileges to expulsion.

Guidelines Governing Computer Use

1. General
 - Students must abide by MCPS regulation IGT - RA, User Responsibilities for Computer Systems and Network Security
2. Hardware
 - Computer use will be supervised by a staff member at all times
 - CD's and flashdrives are permitted to transfer work between school and home and only with a teacher's permission
 - Students are not permitted to open computers, disconnect cables or accessories
3. Abuse of Computer Privileges
 - Misuse of computers or other technology will not be tolerated and will result in the temporary or permanent loss of privileges. Serious offenses include, but are not limited to:
 - Vandalism of computers and other technology
 - Use of another person's password
 - Inappropriate use of computer networks
 - Accessing restricted software or network sites
 - Tampering with computer settings

- Repeated minor infractions
 - Harassing others by instant messaging, emailing, or telephone is against the law
4. Possible Consequences for Serious Offenses
 - Partial or complete loss of computer privileges
 - Notification of parents
 - Referral to administration
 - Compensation for damages incurred
 - Suspension
 5. Procedures for Removal and Reinstatement of Computer Privileges
 - The staff member involved will file a Student Referral form
 - The administrator will act on the referral and notify parents and appropriate staff of consequences
 - The student's password will be removed from active computer access
 - The student must apply in writing to the administrator to have privileges restored
 - Repeat offenders may lose privileges permanently

Transportation/Riding home with someone else

If a student wants to go home with a friend who rides a bus, a note must be given to the main office in the morning stating names of both students, reason, bus number that they will be riding, and signed by parent. The parent will be contacted to verify the note. This privilege may be denied if buses are at maximum capacity.

Visitors

Parents are welcome and encouraged to visit the school. If the purpose of the visit is to meet with a staff member or a class, we ask that parents phone or email the student's guidance counselor, administrator, or teacher, in advance to schedule an appointment.

All visitors must sign in at the Security Desk and receive a visitor's pass. This pass must be worn while in the school building.

Students are not permitted to have other student visitors in the building.

DISCIPLINE INFRACTIONS

All schools have a certain set of rules and regulations to govern student behavior. These rules reflect a balance between the responsibilities and rights of the individual and the responsibilities and rights of the school. These rules also reflect the need to promote an environment conducive to learning and the need for mutual respect and cooperation among all segments of the school community.

<i>Infraction</i>	<i>REQUIRED ACTION</i>		<i>Additional Information</i>	
Nondiscretionary Expellable Offenses				
*Bombs/Facsimile Possession or Bomb Threats	Recommendation for Expulsion Police Referral		Regulation EKC-RA: <i>Bomb Threats/Explosive Devices</i>	
*Evidence of intent to distribute or Distribution of Intoxicants	Recommendation for Expulsion Police Referral		Regulation COF-RA: <i>Intoxicants on MCPS Property</i>	
*Possession of Firearms, including starter guns	Recommendation for Expulsion Police Referral		Regulation COE-RA: <i>Weapons</i>	
*Violent Physical Attack on a Student or Staff Member	Recommendation for Expulsion Police Referral			
*Weapons Used to Cause Bodily Harm/Injury	Recommendation for Expulsion Police Referral		Regulation COE-RA: <i>Weapons</i>	
*Countywide infractions – see also “Student’s Rights & Responsibilities”				
Offenses with a Range of Consequences				
	<i>Infraction</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Additional Information</i>
<i>Academic Standards</i>	Academic Dishonesty or Plagiarism ¹	Conference and parent contact, zero on assignment	Recommendation for Expulsion	Immediate confiscation of assignment, loss of credit for the assignment or task
	Computer Abuse	Loss of computer privileges Restitution	Recommendation for Expulsion Police Referral Restitution	Regulation IGT-RA: <i>User Responsibilities for Computer Systems and Network Security</i>
	Forgery or falsification of parent or guardian signature or fake authorization on any school document or communication.	Parent contact, possible police referral		Unexcused absence where appropriate No credit for missed assignment
<i>Arson / Fire / Explosives</i>	Arson	Parent contact, Police and Fire Marshall referral	Expulsion	
	Explosives— Possession, distribution, use	Parent contact, confiscation, Police and/or Fire Marshall referral, restitution	Expulsion	Poppers, fire crackers, smoke bombs, matches and lighters
	False Fire Alarm/911 Call	Parent contact, Police and Fire Marshall referral, restitution	Expulsion	
	Firesetting	Police Referral Restitution	Recommendation for Expulsion	Regulation ECC-RA: <i>Loss of MCPS Property</i>

MCPS regulations effective July 1, 1999 – Students who have knowledge of a weapon, portable communication device, or illegal substances on school grounds are obligated to report this information to administration or staff member immediately.

¹ Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology.

	<i>Infraction</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Additional Information</i>
Weapons	Possession of a Knife	Conference, parent conference	Recommendation for Expulsion Police Referral	
	Possessing other Weapons (including, but not limited to firearm facsimiles, BB guns, pellet guns, paintball guns, and other firearm “look-alike” weapons	Conference, parent conference	Recommendation for Expulsion Police Referral	Regulation COE-RA: <i>Weapons</i>
	Other Weapons	Conference	Expulsion	Regulation COE-RA: <i>Weapons</i>
Attack / Threats / Fighting	Bullying ²	Conference, counselor involvement	Recommendation for Expulsion	
	Extortion	Parent conference	Recommendation for Expulsion	
	Fighting – Real or Play	Parent conference	Expulsion; Police Referral	Two or more participants engaging in a physical confrontation
	Hate/Violence	Parent conference	Recommendation for Expulsion Police Referral	Reference hate/violence guidelines (Contact Human Relations Compliance Officer for copy)
	Hazing ³	Parent conference	Recommendation for Expulsion	
	Physical Attack on a Student	Parent conference	Recommendation for Expulsion	
	Physical Attack on a Staff Member	Parent conference	Recommendation for Expulsion	
	Threat (verbal, electronic, or written)	Parent conference	Recommendation for Expulsion Police Referral	
	Verbal or Physical Threat	Parent conference	Expulsion	
	Verbal Abuse	Parent conference	Recommendation for Expulsion Police Referral	
	Projectiles	Student conference	Suspension	Throwing items is not allowed
Attendance	Class cutting / in hall without a proper hall pass	Parent contact	Pupil Services Referral	
	Leaving school grounds (without permission)	Parent contact	Pupil Services Referral	
	Tardiness to class	Parent contact	Pupil Services Referral	In seat when class starts or in PE locker room dressing
	Tardiness to school	Parent contact	Pupil Services Referral	If you are late for any reason other than illness or a death in the family, you will be assigned an after school detention
	Truancy (skipping school)	Parent contact	Pupil Services Referral	Loss of extracurricular and/or field trip activities
	Extracurricular Activities	Student conference, parent notification, and removal from activity	Parent conference, exclusion from future activities, and/or suspension	Students are expected to conduct themselves in an appropriate manner.
Dangerous Substances	Alcoholic Beverages	Parent contact, police referral	Expulsion	Possession, use, or distribution
	Drugs	Parent conference, police referral	Expulsion	Possession, use, or distribution
	<i>Infraction</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Additional Information</i>

² Bullying is a direct or indirect, physical or psychological intimidation which may occur repeatedly over time to create an ongoing pattern of harassment and abuse.

³ Hazing is an act which recklessly or intentionally subjects a student to mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into an organization

	Possession or Use of Intoxicants	Police referral	Recommendation for Expulsion Police Referral	Regulation COF-RA: <i>Intoxicants on MCPS Property</i>
	Tobacco / Smoking Products	Parent contact, confiscation		
Disrespect / Insubordination / Disruption	Disruptive behavior	Parent contact	Suspension	Removal from class, exclusion Excessive loudness, running, pushing
	Insubordination (refusal to follow staff directive)	Parent contact	Suspension	Temporary exclusion from class, removal from activity, bus, etc., permanent exclusion
	Profanity/obscenity	Parent contact	Suspension	
	Refusal to identify yourself to staff	Parent contact	Suspension	
	Bus Behavior	Student conference and parent notification	Loss of bus riding privileges and/or suspension	Riding the bus is a privilege, not a right. Behavioral expectations on the bus are consistent with school expectations.
Sex Offenses	Sexual Activity (consensual)	Conference, parent contact, counseling	Suspension	Regulation ACF-RA: <i>Sexual Harassment</i>
	Improper sexual activity	Parent contact, counseling by staff, possible Police referral	Possible expulsion	Indecent exposure, assault, mooning, pulling someone else's clothing, kissing or other physical display of affection
	Sexual Harassment	Conference, parent contact, counselor involvement	Recommendation for Expulsion Police Referral	Regulation ACF-RA: <i>Sexual Harassment</i>
	Sexual Offenses	Conference, parent contact, counselor involvement	Recommendation for Expulsion Police Referral	Regulation ACF-RA: <i>Sexual Harassment</i>
Other / Miscellaneous	Portable Communication Devices	Confiscation, conference	Suspension	Cell phones
	Destruction of Public Property (Vandalism)	Parent conference, restitution, and/or Police referral	Recommendation for Expulsion Restitution Police Referral	Regulation ECC-RA: <i>Loss of MCPS Property</i>
	Gambling	Parent contact, detention	Suspension	Cards, dice, etc.
	Graffiti	Parent contact, restitution	Suspension, Possible Police Referral	
	Radios, CD/tape players, toys, games, laser pointers (possession or use on school premises)	Confiscation, parent Contact, detention		While the parent can claim the property, the school assumes no responsibility for the item
	Burglary (breaking and entering of a building or occupied structure with the intent to commit a crime therein)	Parent contact, possible Police referral	Recommendation for Expulsion Police Referral	
	Theft (taking of property without the owner's consent)	Parent contact	Recommendation for Expulsion Police Referral	
	Trespassing	Parent contact	Suspension, Police Referral	
	Unauthorized sales	Confiscation, parent contact, restitution	Suspension	Candy, gum, tapes, toys, clothes, etc.
	Backpacks/Book Bags	Student conference	Confiscation until the end of school day	Backpacks must be stored in lockers during the day and may not be carried from class to class.
	Appropriate Appearance	Conference and change clothes	Parent conference, suspension	Dress in a manner that is not offensive or distracting to others. See Dress Code guidelines.

	Failure to Serve Assigned Detention	Parent contact, doubling of detention	Parent conference, administrative detention, and/or suspension	Students are expected to serve assigned detention on the day and time assigned.
	Food Consumption in a Non-Designated Area	Student conference, confiscation of food products	Parent notification, detention	Students may not bring food or drinks into classrooms.
Other/ Miscellaneous	Inappropriate Displays of Affection	Student conference, parent notification	Suspension	Kissing, touching, hugging, hand holding are inappropriate in school.
	Self-Abuse	Student conference, guidance and health room referral, parent notification	Parent conference, suspension	
	Unsupervised Activities	Student conference	Parent conference, suspension	Students are to be under the supervision of a staff member at all times while before, during, and after school

Definitions of Consequences

Detention: Students may be assigned to stay before, after school, during lunch by a teacher or administrator. An administrator may also assign Saturday detention. Students will be supervised by staff and will be expected to use this time for study or for service to the school. Students/parents will have to make their own transportation arrangements if bus service is not available.

Exclusion: Exclusion is the act of not being permitted to attend a given class or classes and/or a specific school activity for an identified period of time. It may be assigned by an administrator.

Expulsion: Expulsion is the act or not being permitted to attend any public school in Montgomery County.

Suspension: Suspension is the act of excluding a student from school activities, classes, and from school grounds for a specified period of time. When a student is suspended he/she has the right, at his/her request, to make up missed work immediately upon return to school. It may be assigned by the principal for one to ten school days. A parent conference is required upon the student's return to school. 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.

Written contracts: Written contracts may be determined by appropriate staff under special circumstances when the aim is to improve behavior and/or academic achievement.

STUDENT APPEAL POLICY

If you believe you have been wrongly accused of a violation, or if you believe you have received an unfair consequence, you may seek assistance from a counselor, teacher, parent or administrator. Student appeal rights are clearly stated in *the Student Rights and Responsibilities* document.