

Newport Mill Middle School 2007-2008 Code of Conduct

BACKGROUND INFORMATION

Discipline at Newport Mill Middle School is designed to ensure a safe and productive learning environment for students and staff. We attempt to deal with each discipline action as a learning experience and follow through in a consistent manner. Our goal is to nurture students' growth in taking responsibility for their actions and their learning. In this spirit, reasonable, fair, firm and consistent implementation of these rules and procedures will occur.

Each student at Newport Mill Middle School has three basic rights:

- **The Right to be Safe**
- **The Right to Feel Safe**
- **The Right to Learn**

In order to ensure that all students enjoy the three rights listed above, each student must practice the four "R" s:

- **Respect for self**
- **Respect for others**
- **Respect for property**
- **Responsibility for self**

Included in this handbook is a listing of some infractions that would occur if students do not practice the four "R's". A listing is also included so those students are mindful of the four general categories. This allows them to better understand the reasons for the consequences of specific infractions.

All students are advised to become familiar with and understand the Code of Conduct. The staff at Newport Mill stands ready to explain whatever a student does not understand.

While not all acts of misconduct can be itemized, the following contains the main infractions that will lead to disciplinary action. It is important that all students and parents understand the consequences, if you understand the discipline policy of Newport Mill Middle School.

GENERAL DISCIPLINE INFRACTIONS

1. Behavior which will physically hurt anyone, including self (including play fighting)

Some of the types of behavior in or out of school that fall into this category are fighting, pushing, shoving, running in the school halls, throwing objects, carrying dangerous objects, and inappropriately using science, arts, or physical education materials and equipment.

2. Behavior which will hurt people's feelings (psychological hurt).

Name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group isolation or ostracism, sexual harassment and other behaviors which are designed to devalue or hurt another person, fall into this category.

3. Behaviors that will damage, destroy, or cause the loss of personal or school property.

Irresponsible use of materials, theft, malicious destruction or defacement, manipulating locks or lockers other than one's own is not tolerated. Careless disregard and other such behaviors fall into this category. **The school will not be responsible for electronic devices.**

4. Interruption of the on-going program for self or group.

Failure to bring the necessary or required materials for class such as books, papers, pen/pencils, and physical education, clothes disrupt the educational program. Temper tantrums, class cutting, clowning, profanity, obscenity, insubordination, refusal to identify oneself, flagrant tardiness, excessive attention-getting and remaining in areas of the school where one does not belong are examples of this infraction.

TARDY POLICY

Tardiness for any student is a failure to be quiet and seated in the assigned class area when the tardy bell rings.

Late to class:

- First tardy - Lunch detention by classroom teacher
- Lunch detention passes will be given to students and they will be able to go to the front of the line to purchase lunch. Students should report to class within ten minutes after the start of lunch.
- Third Tardy - Team meeting with the student
- Fourth Tardy - Referred to an administrator

Late to school:

- Referral to Counselor
- Referral to Administrator
- Contact Parent

DISCIPLINE TERMS

Detention:

A specific amount of time, in addition to that in the classroom, spent under the supervision and direction of the teachers, security assistants and administrators. This can occur during school hours and/or after school. Parents will be notified in advance of detention times and dates.

Search (locker of personal):

An administrator has the authority to search the locker or person of an individual suspected of possessing drugs, alcohol, weapons, fireworks, or stolen property. Any search of a person to be conducted by an administrator of the same sex and witnessed by another staff member.

Community Service:

With parent support and consent work to improve the physical facilities of NMMS and the community may be assigned.

Exclusion:

Students may be temporarily removed from one or all classes and school activities. Students may be assigned in a single room under adult supervision for the duration of the suspension and may not leave the room except in an emergency. Students are expected to do their class assignments during the day.

Suspension:

A student who is suspended is excluded from all school activities and classes and from MCPS property for the duration of the suspension. A student has the right to request to make up the missed work immediately upon return to school. Student and parent **must** attend a conference with an administrator prior to the student's return.

Expulsion:

A student who has been recommended for expulsion will have an automatic 10-day suspension and must attend a conference with administrators, parents and central office personnel to determine school placement.

APPEAL PROCESS

Effective rules and regulations require fair treatment for each student. Students have an opportunity to appeal a decision made by a staff member when the student feels that the decision made was in error or unfair. If the student cannot solve the problem informally, an appeal must be filed within five days of the incident.

Procedure:

1. If a teacher's decision is appealed and the problem is not resolved, the student should request a meeting with the appropriate administrator. If the decision of the administrator is being appealed, the student can request a meeting with the principal. This request must occur within ten days of the incident.
2. The selected administrator will meet with the student and staff member within five days of the request. The student may invite any other adult (parent, guidance counselor, and teacher) that he/she wishes to attend the meeting.
3. The administrator must provide a decision within three days after the meeting.
4. If the student still is not satisfied, he/she may appeal beyond the school level. The procedure for appeal can be found in the *Student's Rights/Responsibilities Handbook*, available in the guidance office or main office. In all appeals, students are requested to consult their guidance counselor for help.

INFRACTIONS AND CONSEQUENCES

<i>Infraction/Violation</i>	<i>Minimum Consequence</i>	<i>Maximum Consequence</i>
Aerosol Sprays Inappropriate use of aerosol sprays is not allowed	Confiscate the spray Parent Contact	Detention
Arson Setting or helping to set a fire on school property	(MAXIMUM APPLIES)	Suspension 10 days and request: Expulsion Restitution Police contact
Backpacks/Book-bags/Day Pack Backpacks are not allowed in classrooms or in the cafeteria	Send student to locker to return backpack Confiscate until end of the day Team Detention	Administrative Detention
Bomb/Facsimile Possession Or Bomb Threats	(MAXIMUM APPLIES)	Suspension 10 days and request: Expulsion Restitution Police Contact Payment for Damages and/or fire department costs
Bus Behavior Inappropriate bus behavior as listed in Bus Rules	Loss of bus privilege for specified period of time Detention Suspension 1 – 9 days Parent Contact Assigned seat on bus	Loss of bus privilege for remainder of year Suspension 10 days and request: Expulsion
Cafeteria Behavior Inappropriate behavior during breakfast, lunch, and or other activity in cafeteria (Food Fighting – maximum consequence)	Reassign Seating Community Service	Suspended cafeteria privileges Suspension 1 to 9 days
Cell Phones Cell phones must be kept in the off position at all times during the school day. Text messaging is not allowed at any time during school hours.	Confiscate the device Notification of the police after the first offense is related to criminal activity Parent contact	Suspension 5 days or more Expulsion
Cheating Giving or receiving answers on tests/class work	Loss of grade Parent contact Invalidation of test	Exclusion Suspension 1 – 9 days
Computer Abuse Inappropriate use of computer and/or network (Reg. IGT-RA) <i>Refer to Technology Code of Ethics</i>	Loss of computer privileges Parent contact	Suspension 10 days and request: Expulsion
Cutting Assigned Detention Not reporting to assigned detention	Additional Detention Community Service Parent Contact	Exclusion Suspension 1 – 9 days
Distribution Of Intoxicants	(MAXIMUM APPLIES)	Suspension 10 days and request: Expulsion Police Contact
Electronic Devices Radios, walkman, tape recorders, IPODS,MP3 players, or other electronic devices not used for instruction	Confiscate item	Confiscate item until end of the school year
Explosive Devices Possessing or bringing any explosive type device on school property	(MAXIMUM APPLIES)	Suspension 10 days and request expulsion Police Contact

Extortion Attempt to secure money or property through threats or physical harm	Suspension 1 – 9 days Parent Contact	Suspension 10 days and request: Expulsion
False Fire Alarm Pulling of a fire alarm without legitimate cause	(MAXIMUM APPLIES)	Suspension 10 days and request: Expulsion Police contact Payment for damages and/or Fire Department costs
Fighting/Physical Attack on a Student (including play fighting) Willfully engaging in physical confrontation	Suspension 3 days Parent Contact	Suspension 10 days and request Expulsion Police Contact
Firearms	(MAXIMUM APPLIES)	Suspension 10 days and request Expulsion Police Contact
Forgery Writing or signing documents with deliberately misleading, false, or inaccurate information	Community Service Detention Parent Contact	Exclusion Suspension 1 – 9 days
Gambling Wagering on school property on any game or activity	Detention Community Service Parent Contact	Exclusion Suspension 1 – 5 days
Gum Chewing of gum on school property is prohibited	Removal and disposal of gum Team detention	Parent contact Administrative detention
Hall Conduct Running, loitering, eating, disruptive behavior, littering, in hall without a pass	Student Conference Detention Community Service	Exclusion Suspension 1 – 5 days
Hats, Bandanas, Skull Caps Hats are not to be worn in the building	Confiscate item	Confiscate item until end of the school year
Inappropriate Dress* Clothing that interferes with the educational process. The staff makes judgement. See “ <i>Students Rights and Responsibilities</i> ”	Change of clothing Parent Contact	Refer to Administrator Student sent home for the day
Inappropriate Language/Verbal Abuse/Threat Use of offensive or insulting language	Written Apology Community Service Parent contact Detention Suspension 1 – 9 days	Suspension 10 days and request: Expulsion
Intimidation Use of verbal or physical threat to staff member or another student	Detention Community Service Parent Contact	Exclusion Suspension 1 – 9 days Police contact
Insubordination Refusing to obey a reasonable request by any staff member	Detention Administrative conference with student and parent	Exclusion Suspension 1 – 5 days
Leaving School Grounds Leaving school grounds without parent and/or admin. approval	Parent Contact Suspension 1 – 5 days	Exclusion Suspension 5 – 9 days Police Contact
Physical Attack On A Staff Member	Suspension 5 – 9 days Parent Contact	Suspension 10 days and request: Expulsion Police Contact
Plagiarism Taking credit for words or ideas of others without attribution: copying others’ work and turning in as your own	Loss of grade/credit Community Service Parent Contact	Exclusion Suspension 1- 5 days

<i>Infraction/Violation</i>	<i>Minimum Consequence</i>	<i>Maximum Consequence</i>
Possession Of Flammables	Suspension 1 – 9 days Parent Contact Police Contact	Suspension 10 days and request: Expulsion Police Contact
Possession Or Use Of Intoxicants Or Inhalants	Suspension 1 – 9 days Parent Contact Police Contact	Suspension 10 days and request: Expulsion Police Contact
Safety Infraction Violation of safety procedures that endanger the safety of student and/or school population	Detention Parent Contact	Exclusion Suspension 1 – 9 days
Selling Merchandise Unauthorized selling of anything on school property	Confiscate item (s) Detention Parent Contact	Suspension 1 – 5 days
Sexual Harassment Unwanted and unwelcome behavior gestures and/or comments of a sexual nature. Incidents must be reported to MCPS Community & Family Department	Administrative conference with student, parent and counselor Suspension 1 – 9 days Parent Contact	Suspension 10 days and request: Expulsion Police Contact
Sexual Assault An unprovoked and unwanted sexual advance that is criminal in nature	(MAXIMUM APPLIES)	Suspension 10 days and request: Expulsion Police Contact Parent Contact
Sexual Offenses Inappropriate behavior of a sexual nature	Suspension 1- 5 days Parent Contact	Suspension 10 days and request: Expulsion Police Contact
Tardiness Not in classroom when class begins and/or when tardy bell rings.	Detention Parent Contact	Exclusion Community Service
Theft Stealing or possessing items without owner's consent	Parent Contact Compensate for lost property Exclusion Suspension 1 – 9 days	Suspension 10 days and request: Expulsion Police Contact
Threats An expression (teasing and/or bullying) or an intention to cause pain, injury, or damage to another individual and/or property	Parent Contact Detention Exclusion	Suspension Expulsion
Tobacco Possession or use of tobacco and tobacco products on school property	Confiscate product Contact Parent Suspension 1 – 3 days	Suspension 5 – 9 days Police Contact
Truancy/Class Cutting Unexcused absence from class or leaving classroom without permission	Detention Parent Contact	Exclusion Suspension 1 – 5 days
Vandalism Willful destruction of school property and/or student property	Parent Contact Suspension and/or Police Contact	Suspension 10 days and request: Expulsion Restitution Police Contact
Weapons Possession of any knife, gun, BB guns, paint guns, or other dangerous weapon on school property	(MAXIMUM APPLIES)	Suspension 10 days and request: Expulsion Police Contact

***Inappropriate Dress:**

Female or male students in the school building may not wear hats, bandanas, scarves, skullcaps, or other head apparel. Such items will be confiscated. Clothing which advertises or advocates the use of tobacco, drugs, or alcohol or which contains profanity may not be worn. No underwear may be worn as outerwear. No halter tops, crop tops, shirts that expose the abdomen, pajamas, costumes, or jewelry with spikes is allowed. Appropriate and safe footwear must be worn at all times. No flip flops, slippers, or shoes with high heels are permitted. Heavy outer jackets may not be worn in the classrooms, gym, or the cafeteria. The dress guidelines must be followed during all school activities including field trips, after school activities, and evening activities. Judgment will be made by the administration about clothing considered disruptive to the educational process.

