



REDLAND MIDDLE SCHOOL

www.montgomeryschoolsmd.org/schools/redlandms

2011– 2012 Student Handbook

Dear Redland Families-

Welcome to the 2011 – 2012 school year at Redland Middle School. Redland Middle School’s *Student Handbook* outlines the expectations we hold for each of our students at Redland Middle School so that we can make our vision a reality through an educational environment in which student learning is paramount and is the driving force for all decisions.

The staff of Redland Middle School is dedicated to providing our students and their families with a school environment that is welcoming, safe, and focused on student learning. At Redland Middle School, we firmly believe that every student has the right to learn in an environment without interruption or distraction. We are committed to ensuring success for all students by:

- Providing rigorous, differentiated, and equitable instruction for each student,
- Collaborating with stakeholders in purposeful decision-making,
- Utilizing teaching strategies and infusing technology to engage the adolescent learner,
- Creating cultural awareness in a respectful and safe learning environment, and
- Fostering an environment where open communication is valued.

I am looking forward to working with our students, their parents, and the Redland Middle School staff to make the 2011 – 2012 school year our most successful year ever!

Respectfully,

Robert Sinclair Jr., Principal

| | |
|--|---|
| <p>Redland Middle School’s Core Values: Respect Self Respect Others Respect School</p> | <p>Redland Middle School’s Mission Statement: Redland Middle School is dedicated to ensuring success for all students by:</p> |
| <p>Redland Middle School’s Vision Statement: Redland Middle School is a positive, respectful, and engaged community of learners focused on academic achievement, personal development, and social responsibility for all students.</p> | <ul style="list-style-type: none"> • Providing rigorous, differentiated, and equitable instruction; • Collaborating with stakeholders in purposeful decision-making; • Utilizing teaching strategies and infusing technology to engage the adolescent learner; • Creating cultural awareness in a respectful and safe learning environment; and • Fostering an environment where open communication is valued. |

Student’s Name: _____

Period 1 Teacher: _____

2011 – 2012 School Calendar

| Date | Event | Note |
|-------------------|--|--|
| Mon, August 30 | First day of school for students | |
| Mon, September 06 | Holiday - Labor Day | Offices & schools closed. |
| Thu, September 09 | Rosh Hashanah | No school for students and teachers. (Note: Yom Kippur is Sat., 9/18) |
| Tue, September 14 | Holiday - Primary Election | Offices & schools closed. |
| Fri, October 15 | MSTA Convention | No school for students and teachers. |
| Fri, October 29 | 1st marking period ends | |
| Thu, November 11 | Early release day K-8. Parent conferences. Report cards distributed. | Students dismissed after lunch. |
| Fri, November 12 | Early release day K-8. | Students dismissed after lunch. |
| Wed, November 24 | Early release day K-12. | Early release prior to Thanksgiving. Students dismissed after lunch. |
| Thu, November 25 | Holiday - Thanksgiving | Offices & schools closed. |
| Fri, November 26 | Holiday - Thanksgiving | Offices & schools closed. |
| Fri, December 24 | Holiday - Christmas | Offices & schools closed. |
| Mon, December 27 | Winter break | No school for students and teachers. |
| Tue, December 28 | Winter break | No school for students and teachers. |
| Wed, December 29 | Winter break | No school for students and teachers. |
| Thu, December 30 | Winter break | No school for students and teachers. |
| Fri, December 31 | Holiday - New Year's Day | Offices & schools closed. |
| Mon, January 17 | Holiday - Martin L. King, Jr. Day | Offices & schools closed. |
| Fri, January 21 | 2nd marking period ends | |
| Mon, January 24 | Professional day for teachers | No school for students. Some 10-month employees work. |
| Wed, February 02 | Report cards distributed | |
| Mon, February 21 | Holiday - Presidents' Day | Offices & schools closed. |
| Fri, March 04 | Early release day K-12. | Planning/grades. Students dismissed after lunch. |
| Wed, March 30 | 3rd marking period ends | |
| Thu, March 31 | Professional day for teachers | No school for students. |
| Thu, April 07 | Report cards distributed | |
| Mon, April 18 | Spring break | No school for students and teachers. (Note: Passover begins April 19) |
| Tue, April 19 | Spring break | No school for students and teachers. |
| Wed, April 20 | Spring break | No school for students and teachers. |
| Thu, April 21 | Spring break | No school for students and teachers. |
| Fri, April 22 | Holiday - Easter | Offices & schools closed. |
| Mon, April 25 | Holiday - Easter | Offices & schools closed. |
| Mon, May 30 | Holiday - Memorial Day | Offices & schools closed |
| Thu, June 16 | Last day of school for students | Students dismissed after lunch |
| Fri, June 17 | Professional day for teachers | |
| Thu, June 23 | Report cards mailed | |

Redland Middle School Quick Reference Page

We hope that this resource will provide you with assistance in being a productive advocate for your child's education. If you have concerns or questions about your child in a specific class, please start by contacting your child's teacher or with the staff member you have concerns with. If you are unable to come to a satisfactory resolution, please contact the head of the team or department. If the issue is still not resolved, please contact the appropriate administrator. It is expected that any staff member who is contacted by phone or email and is not available return that contact within 24 hours. Please contact the grade level administrator if you have not heard back from a staff member in 24 hours.

Important Phone Numbers

| | | | |
|--------------------|--------------|--------------------|--------------|
| Attendance Office: | 301-670-2233 | Building Services: | 301-840-4684 |
| Cafeteria: | 301-840-4685 | Counseling Office: | 301-840-4690 |
| Fax: | 301-670-2231 | Financial Office: | 301-840-4693 |
| Health Room: | 301-840-4689 | Main Office: | 301-840-4680 |

Interdisciplinary Team Leaders

Team leaders are available to work with you on concerns about the grade level activities or your child's performance across many or all of their classes. Team leaders can also assist you if you have concerns about your child's progress or learning abilities.

6th Grade: Mr. Harris & Ms. Remic

7th Grade: Mr. Hirshorn

8th Grade: Mrs. Martin

School Counselors

Our counselors are available assist you with a variety of issues. If you have concerns about your child's schedule, their academic performance, their social/emotional development, learning difficulties, other developmental or social issues please feel free to contact the grade level counselor. Counselors can also assist you with setting up parent meetings with some or all of your child's teachers. In many cases where you have concerns and/or questions the counselor is a great place to start.

6th Grade: Mr. Megary

7th Grade: Mrs. Finch & Mr. Vlachos

8th Grade: Mr. Vlachos

Department Resource Teachers

The department resource teachers are available to assist you with content specific issues. They can assist you with questions regarding issues such as course offerings, curriculum objectives, instruction and delivery of curriculum content, and enrichment and differentiation opportunities. Department resource teachers are also available to assist you with questions regarding grading and reporting.

Counseling Department Chair: Mr. Megary

Electives: Mrs. Martin

English: Mrs. Brandt

Mathematics: Mrs. Pencek

Physical Education: Mr. Hirshorn

Reading & World Languages: Mr. Harris

Science: Ms. Lugo

Social Studies: Mrs. Goncher

Special Education: Ms. Cohen

Academic Eligibility

Students are eligible to participate in activities requiring eligibility if they have a 2.0 average with no more than one failing grade in the previous marking period.

Attendance Information *(MCPS Regulation JEA-RA and A Student's Guide to Rights and Responsibilities)*

Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses.

Except when excused, you must go to your classes and other required activities during the school day. Your attendance will be reported to your parents/guardians on your report card. A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.

According to your local school's procedures, if you are absent from school, the school will follow up on your absence.

Excused Absence

You may miss school for the following reasons only:

- Death in your immediate family
- Illness (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for an illness.)
- Court summons
- Religious holiday
- State emergency
- Suspension
- Hazardous weather conditions (weather conditions that would endanger you on your way to or from school)
- Lack of authorized transportation (for example, if your bus does not show up)
- Permission from your principal

If you miss school for one of these reasons, you must bring a note from your parent/guardian within three school days after your return to school. For example, if you miss school Wednesday and Thursday and then return Friday, you must hand in a note explaining your absence by the following Tuesday. Otherwise, the absence will be considered unexcused. If you are 18 or older or married, you can write your own note. When a student is exercising his/her age of majority rights and is residing as a dependent child with his/her parent/guardian, additional notification of unexcused absences may be sent to the parent/guardian.

The principal also may allow you to miss school for work or another activity if your parent/guardian (or you, if you have reached the age of majority) has asked permission five school days in advance. The principal usually will excuse you if you miss school to do one of the following:

- Visit a college campus
- Participate in a college orientation program
- Interview for a job
- Work as part of an approved cooperative education program
- Participate in short-term, full-time work

Family vacations usually are not excused. If unusual circumstances arise, however, the principal may excuse the absence.

Unexcused Absence

An absence that is not excused according to the above conditions is an unexcused absence. If you are late to class three times without valid excuses, that counts as one unexcused absence in the class. If you miss a day of school and are not excused, you will have an unexcused absence in each class you miss. Unexcused absences are considered disciplinary infractions that can result in nonacademic consequences as determined by each school's discipline committee.

It is important for students to make up missed work regardless of the legal status of their absence. However, teachers may deny students the opportunity to earn credit for missed work or assessments that occur or are due on days of unexcused absences. The principal may refuse you the opportunity to participate in extracurricular activities on a day that you have an unexcused absence.

Each school establishes a process to encourage regular daily attendance, monitor attendance, and provide interventions.

Work Missed During an Absence

You are responsible for making up any work you miss during an absence, regardless of the reason for the absence. If the absence is excused or is a result of a suspension, your teacher will help you make up your work. If the absence is unexcused, your teacher does not have to help you make up the work you missed, give you a retest, or give you an extension on work that was due. Even though the teacher does not have to help you get credit for missed work, you still have to make up the work so that you can complete the rest of the course.

Books, Lockers, and Other School Owned Materials

Books, locks and other school owned items that are loaned to students are expected to be returned to the school in the same condition in which they were received. Students are responsible for all items issued to them. If a student loses or damages a school item they have been issued, they will be held financially responsible for those items.

Cafeteria Expectations

The specific processes and procedures for the cafeteria will be established during the first week of the school year and will be updated throughout the year as necessary. Students are expected to behave in the same manner that they do in the classroom and comply with all reasonable requests made of them by any adult in the cafeteria.

Detention

When a student has been assigned after-school detention by a staff member, the student will be given 24-hour notice (unless otherwise arranged with parents), and the staff member will contact the parent. When a student is assigned lunch detention by a staff member it may be assigned for that same day, or later, and the staff member must contact the student's parent.

Fire and Other Emergency Drills

In the case of any emergency drill or situation students are expected to remain silent and follow staff direction for the duration of the emergency or emergency drill.

Grading and Reporting

Grading and reporting practices will be fair and meaningful and support rigorous performance standards for all students. Grades will have consistent meaning throughout the school system and be based on grade level and course expectations as outlined in the curriculum.

Look for Policy IKA: Grading and Reporting, at ww.montgomeryschoolsmd.org/departments/policy.

In Grades 6–12, grades reflect academic achievement in relation to course expectations. In middle schools and high schools, teachers implement MCPS Procedures in Grades 6–12 for grading, reteaching/reassessment, and homework. Work turned in after the due date and by the deadline may be lowered no more than one letter grade or 10% of the grade. Work submitted after the deadline will be recorded as a zero. Teachers assign a grade no lower than 50% to a task or assessment. A teacher may assign a zero if the teacher determines the student did not attempt to meet the basic requirements of the task/assessment. Teachers will not award extra credit.

Hall Passes

All students must have a signed pass in their agenda book or a MCPS hallway pass to be permitted to leave class. A signed pass in the student's agenda book must be shown when coming to the main office, the school counseling office, the health room, or to the media center. Students will sign out of the cafeteria using the cafeteria log and carry a cafeteria pass with them in the hallway.

Honor Roll

To be eligible for the honor roll, students need to earn an overall B average with no more than one C (no grades lower than a C) during the marking period.

Lockers

Each student is assigned a hall locker and a physical education locker to store school-related items. All lockers and locker combinations are confidential and are not to be shared with other students. Students should also avoid storing valuables in the lockers. The school is not responsible for lost or stolen property.

Peer Mediation

Redland Middle School provides a peer mediation program as a positive and productive way for students to settle differences in a structured setting. The school's peer mediation program is coordinated by the counseling office and is run by trained and supervised students. Students, staff, or parents may request mediation by filling out and submitting one of the mediation request forms located throughout the building or by contacting the grade level administrator directly.

Portable Communication Devices

Middle and high school students may possess portable communication devices on MCPS property and at MCPS-sponsored activities. It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use.

No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.

This regulation applies to the instructional times for students attending Saturday School, and High School Plus.

School Hours

Regular school hours are 7:55 a.m. – 2:40 p.m. Students should arrive at school no earlier than 7:30 a.m. Students will remain outside until 7:30 a.m. when they are to report to their assigned locations and remain there until 7:45 a.m.. Students who are purchasing breakfast should report directly to the cafeteria at 7:30 a.m.

Student Government Association (SGA)

The Student Government Association is an organization of the students for the students. The functions of the SGA are to promote the general welfare of students, to serve the community, and to represent the students in communicating with the faculty and administration. Student involvement is the key to an effective SGA. (*A Student's Guide to Rights and Responsibilities*)

Student Record Requests

Parents wishing to have student records sent to another school or program must complete the Transcript Request Form provided by the counseling department. This form can be obtained from the counseling office or can be accessed on the counseling department website. This form must be completed and returned in person by the parent, via fax, via email, or via USPS mail (to ensure that we receive the materials and can begin processing the request) along with the appropriately addressed and stamped envelopes, and all paperwork from the requesting school for us to process your request. If parents do not hand deliver the materials they are encouraged to confirm that the request was received. Please allow up to 10 working days for us to process and send your request.

Suspensions

The principal has the right to suspend you for 10 days or less, with a proper reason. 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. Students may not receive out of school suspension for attendance offenses, i.e., truancy, class cutting, and tardiness. If you are suspended, you cannot go to classes or take part in school activities for a specified time. You also will be excluded from school grounds and school activities unless you have the approval of the principal. In-school suspension is when a student is removed from class for a specified period of time without being provided direct instruction. Before a student is suspended (both in-school and out of school), an informal conference will be held that will address the following:

- Reason for suspension
- Oral or written notice of the charges against you
- An explanation of the evidence against you
- A chance to tell your side of the story

If a student poses a danger to people or property, is an ongoing threat to disrupt classes and/or school activities, or if extenuating circumstances makes it necessary, the student may be immediately removed from school. An informal conference will take place as soon as possible.

The principal will notify your parents/guardians if you are suspended. The notification will include the following information:

- How long you are suspended and when the suspension begins and ends
- An offer to meet with your parents/guardians as soon as possible
- Information about the appeal process (principal, Student Services Appeals Unit, superintendent, Board of Education)

Additional rules may apply for students with disabilities.

(A Student's Guide to Rights and Responsibilities)

Telephone

A telephone for emergency student use is located in the main office. Students may use the phone with a signed pass in their agenda book from their teacher.

Transportation

Students are to arrive at the bus stop 10 minutes prior to the scheduled stop time. At the bus stop students are expected to wait and line up for buses in an orderly manner. Students are expected to ride only their assigned bus. Students who need to vary their transportation arrangements to or from school on any school day must bring a note, signed by parents, with contact numbers, to the main office by 7:55 a.m. for approval by an administrator.

Students are expected to follow the directions of the driver while on the bus and behave in a quiet and orderly manner in alignment with the expectations set forth by the *MCPS Ride by the Rules* campaign. Students who violate behavior expectations or bus safety rules may have bus riding privileges temporarily or permanently denied.

Visitors

Visitors, especially parents and family members, are always welcome and encouraged to spend time at Redland. Visitors must abide by Montgomery County Public School regulations requiring all visitors to report to and sign in at the main office. Visitors must also sign out in the main office prior to leaving the building.

Classroom visits by parents are encouraged and should be arranged at least 24 hours ahead of time through the school administration. Relatives, out-of-town guests, or other non-Redland students are not permitted to attend classes or be on the premises during the school day. *(MCPS Regulation ABA-RB)*

Redland Middle School Discipline Policy

Every student at Redland Middle School has the right to be safe, the right to feel safe, and the right to learn. To assist in promoting these rights it is expected that all students

- Know and understand all the expectations set forth in the Redland Middle School Disciplinary Policy,
- Keep their student agenda book, which contains the discipline policy, with them at all times,
- Demonstrate respect for themselves, respect for others, and respect for school at all times,
- Seek assistance from an adult immediately when there are problems,
- Ask questions and seek clarification when there is confusion over the disciplinary policy or other school concerns.

Procedures for Student Appeals

The following steps should be followed to address any concerns or issues students or their parents have with the way issues or incidents were addressed.

1st Level- Students should try to resolve any class problems with the teacher of that class. If the problem is not satisfactorily resolved, the student or parent should seek the advice and assistance of the counselor or team leader.

2nd Level- If a complaint has not been resolved satisfactorily at the first level, the student or their parent may appeal to the grade level administrator. The appeal should be in writing and should be submitted within five (5) working days of the decision. The grade level administrator will provide a written response within five (5) working days of receiving the appeal.

3rd Level- If a complaint has not been resolved satisfactorily at the first or second levels, the student or their parent may appeal to the principal orally or writing and should be submitted within five (5) working days of the decision from the grade level administrator. The principal will provide a written response in ten (10) working days of receiving the appeal.

4th Level- If the complaint has not been resolved in any of the previous levels, then the student or parent may appeal to the superintendent's designee within ten (10) working days of the principal's written decision. The appeal should include a request for a review of the decision of the principal, all pertinent information about the incident, and the requested remedy to the situation.

Montgomery County Public Schools Non-Negotiable Infractions

The following infractions and consequences are non-negotiable as outlined in the Montgomery County Public Schools' *A Guide to Students Rights and Responsibilities*

| Infraction | Non-Negotiable Consequence |
|---|---|
| Bomb/Facsimile Possession or Bomb Threat | Recommendation for Expulsion Police Referral (see Regulation EKC-RA) |
| Evidence of Intent to Distribute or Distribution of Intoxicants | Recommendation for Expulsion Police Referral (see Regulation COF-RA) |
| Possession of Firearms, including Starter Guns | Recommendation for Expulsion Police Referral (see Regulation COE-RA) |
| Violent Physical Attack on a Student or Staff Member (Violent physical attack on another that requires medical attention outside of the school health room) | Recommendation for Expulsion Police Referral |
| Weapons Used to Cause Bodily Harm/Injury | Recommendation for Expulsion Police Referral (see Regulation COE-RA) |

Redland Middle School Specific Infractions

This discipline policy is designed to set the expectations for our students to allow for an opportunity to learn in a safe and productive academic environment. The following table of infractions lists a recommended minimum and a recommended maximum intervention for each infraction; however there is a continuum of interventions that staff will use based on the specific circumstances of the incident and the specific student.

| Infraction | Description | -Minimum -Maximum |
|-----------------------------------|---|---|
| Academic Dishonesty or Plagiarism | 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 including the use of photographs without the permission of the photographer. | -Parent Conference / Minor Incident Report (MIR) -Recommendation for Expulsion |

| Infraction | Description | -Minimum -Maximum |
|------------------------------------|---|--|
| Bullying, Harassment, Intimidation | <p>Bullying, harassment, or intimidation are serious and will not be tolerated. Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:</p> <ul style="list-style-type: none"> • motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender • identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or, • threatening or seriously intimidating; and, • occurs on school property, at a school activity or event, or on a school bus; or, • substantially disrupts the orderly operation of a school. <p>“Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager. <i>(MCPS Policy JFH, A Student's Guide to Rights and Responsibilities)</i></p> | <p>- Parent Contact / Minor Incident Report (MIR) -Suspension with recommendation for expulsion and police referral</p> <p>*Completion of MCPS form 230-35 <i>Bullying, Harassment, or Intimidation Reporting Form</i></p> |
| Bus Behavior | <p>Students must abide by the expectations set forth in the MCPS <i>Ride by the Rules</i> documentation as well as any reasonable requests made by any adult on the bus. Rules apply for infractions occurring while riding MCPS approved transportation as well as at any bus stops. Students are also required to ride their assigned bus unless they have obtained written permission from the school to do otherwise. Bus infractions may also result in interventions including the temporary or permanent assignment of a seat as well as the temporary or permanent removal from all MCPS buses. <i>(MCPS Regulation EE-A-RA)</i></p> | <p>-Warning / MIR -Suspension with recommendation for expulsion and police referral</p> |
| Cafeteria Behavior | <p>Students are expected to act appropriately in the cafeteria at all times. Students are expected to line up appropriately to purchase lunches, maintain clean and orderly areas, following guidelines for the number of students sitting at the lunch tables, following the directions and reasonable requests of the cafeteria.</p> | <p>-Warning / MIR -Suspension</p> |
| Cell Phones / Pagers | <p>Please see the section in this handbook on portable communication devices. It will be responsibility of the student to ensure that the device is turned off and out of sight during times of unauthorized use. The secondary student may not turn on/use the device until the end of the official instructional day. Use of devices by secondary school students riding to and from school on MCPS buses is also permitted as long as it does not impact the safe operation of the school bus. However, secondary school students may not use portable communication devices on MCPS or commercially chartered buses that are used for school-sponsored activities during the official instructional day. Redland is not responsible for lost or stolen cell phones. <i>(MCPS Regulation COG-RA, A Student's Guide to Rights and Responsibilities)</i></p> | <p>-Confiscation, MIR with parent contact -Suspension</p> |
| Class Skipping | <p>Students are expected to be in each class for which they are scheduled unless officially excused. Undocumented or unauthorized absences are not excused. <i>(MCPS Regulation JE-A-RA)</i></p> | <p>-MIR with parent conference -Detention</p> |
| Computer Use / Abuse | <p>School computers and technology are to be used for educational purposes only. Students are required to abide by the guidelines set forth by the MCPS regulation IGT-RA when using school computers. Failure to comply may result in a loss of computer privileges and access. <i>(A Student's Guide to Rights and Responsibilities)</i></p> | <p>- MIR with Parent contact / loss of privileges / restitution -Suspension</p> |
| Dangerous / Disruptive Items | <p>Students are expected to use all materials and supplies appropriately and in the manner for which they were designed. The use of any items in a way that is disruptive or dangerous is unacceptable. Toys and other such items are not permitted on school grounds. This includes items such as playing cards not used for class activities, permanent markers, snappers, balloons, stink bombs, laser pointers, rubber bands, slam books, skateboards not locked in a locker, water guns, baby bottles, pacifiers and other exploding or noise-making items. <i>(MCPS Regulation JG-A-RA)</i></p> | <p>-Warning / MIR -Suspension with recommendation for expulsion and police referral</p> |
| Destruction or Loss of Property | <p>Students are expected to maintain all supplies and materials that they are provided. Students are liable for the cost of repair or replacement of any school property assigned to them that has been lost, damaged, or destroyed. Students found intentionally damaging, destroyed, or stealing other's property will be subject to disciplinary action. <i>(MCPS Regulation JN-A, A Student's Guide to Rights and Responsibilities)</i></p> | <p>-Restitution / MIR with Parent contact -Suspension with recommendation for expulsion and police referral</p> |

| Infraction | Description | -Minimum -Maximum |
|---|---|--|
| Detention and Missed Detention | Students are expected to serve detentions that are assigned in alignment with the guidelines provided in the previous section of this policy. If a student cannot make a detention assignment it is the responsibility of the student to notify the staff member who assigned it and make arrangements PRIOR to the date and time of the detention. A student who fails to serve their assigned detention will have double that detention with the staff member who assigned it. A student who misses any part of that doubled detention will be referred to the grade level administrator for action. <i>(MCPS Regulation JFA-RA)</i> | -Detention with parent contact -Suspension |
| Displays of Affection | Students are expected to act appropriately for the educational environment. Inappropriate displays of affection include hugging, kissing, and holding hands. <i>(MCPS Regulation AFC-RA, A Student's Guide to Rights and Responsibilities)</i> | -Warning / MIR / parent contact -Suspension |
| Disruptive / Inappropriate Behaviors | Students are expected to conduct themselves in a manner that promotes a school environment conducive to learning. Any behaviors that interfere with the learning environment are unacceptable and will result in disciplinary action. These expectations apply to classroom and non-classroom times such as assemblies, cafeteria, after-school activities, and in the hallways. This includes the throwing of snowballs. <i>(MCPS Regulation JGA-RA, A Student's Guide to Rights and Responsibilities)</i> | -Warning / MIR / parent contact -Suspension with recommendation for expulsion and police referral |
| Dress Code | Students are expected to dress in a manner that supports an appropriate learning environment that is neither offensive nor distracting. Clothing may not contain advertising or wording about drugs, alcohol, weapons, or other negative attitudes. Non-religious headgear is not permitted. Clothing must cover all under garments. Tops must completely cover the midriff, the chest and rib areas, the shoulders (all tank top type tops must have straps at least 2 inches wide), and the entire back. Pants, shorts, skirts or dresses must be no shorter than four (4) inches above the top of the knee, are not to expose any under garments. Students are not permitted to bring backpacks to class, they must be placed in the hall locker and students must hand carry their books during the day. Small purses may be carried for personal items. Students will be permitted to wear coats if they are traveling to and/or from portable classrooms. This policy may be updated throughout the year as fashions change. <i>(MCPS Regulation JFA-RA, A Student's Guide to Rights and Responsibilities)</i> | -Warning / MIR / Change or turn clothing inside out -Detention |
| Eating / Drinking in Appropriate Places | All food and beverages must be consumed in the cafeteria unless prior approval has been granted. Students receiving permission from a teacher to eat lunch in the classroom for educationally related purposes must have a signed pass in advance. Students may not bring any type of food for the purpose of celebrating birthdays in school. Gum is not permitted on school grounds or at any other school sponsored activity. Students may have a clear water bottle, containing only water. | -Warning / MIR -Suspension |
| Electronic Devices | Listening devices such as: CDs, iPods, and MP3 players, electronic game devices and all other electronic devices are not to be used or visible during the instructional day. All of these items must be turned off when entering the school building. Calculators and hand computers used for educational purposes are permitted. Redland Middle School is not responsible for lost or stolen items. Permitted electronic devices such as calculators are to be used for educational purposes only. | - Confiscation, MIR with parent contact -Suspension |
| Extortion | Extortion is defined as any attempt by a student to secure money or property, either explicit or suggested, through threat of physical harm. <i>(A Student's Guide to Rights and Responsibilities)</i> | -Suspension -Suspension with recommendation for expulsion and police referral |
| False Fire Alarm | Any student who pulls a fire alarm without legitimate cause will be subject to immediate disciplinary action. <i>(MCPS Regulation EBA-RA)</i> | -Suspension with Fire Marshall notification -Recommendation for expulsion |
| Fighting / Play Fighting | Every individual has the right to be free from fear of attack, assault, hitting or intimidation. Actions on the part of any person that deny another this basic right will not be tolerated. Unless it is clearly a case of an unprovoked attack by one person on another, anyone involved in a fight will face disciplinary action. Birthday hits, smacking in the back of the head (fresh cuts) are considered attacks. Any student who has reason to believe a fight may occur should seek immediate help from an administrator, counselor or teacher as a preventative step. <i>(MCPS Regulation JFA-RA)</i> | -MIR with parent contact -Suspension with recommendation for expulsion |
| Hall Conduct | Students are expected to walk to the right, behave respectfully, and speak in a low voice while passing in the halls. | -Warning / MIR -Suspension with recommendation for expulsion |
| Insubordination | Insubordination is defined as refusing to identify oneself, the use of inappropriate language, and refusing to do what is requested by any adult in the school. <i>(MCPS Regulation JFA-RA)</i> | -Warning / MIR -Suspension |

| Infraction | Description | -Minimum -Maximum |
|---|---|---|
| Instigating / Inciting | Students are expected to assist in the creation and maintenance of a school environment focused on learning. The instigation, cheering on, or inciting of conflicts or fights will not be tolerated. | -MIR with Parent contact -Suspension |
| Leaving School Grounds without Permission | Students must remain on school grounds at all times in the appropriately designated areas. Students must be under adult supervision when outside the school building (e.g., playing fields). <i>(MCPS Regulation JE-A-RA and A Student's Guide to Rights and Responsibilities)</i> | -MIR with Parent contact -Suspension |
| Physical Attack-Student/Staff | An act of physically attacking a staff member or student on school grounds or in conjunction with school activities will not be tolerated and will result in disciplinary action. <i>(A Student's Guide to Rights and Responsibilities)</i> | -Parent conference -Suspension with recommendation for expulsion and police referral |
| Profanity / Inappropriate Language | Students are expected to demonstrate respect for self and others at all times. The use of profanity is unacceptable in the school environment. | -MIR with parent contact -Suspension |
| Selling / Buying / Trading Items | No one is permitted to buy, sell, or trade any items on school property, at the bus stop, or on the bus. This includes items such as candy, gum, stickers, collectable cards, clothing, or fundraising projects not sponsored by the school. | -Confiscation of items -Suspension |
| Sexual Harassment | Sexual harassment is defined as unwelcome sexual advances or inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment committed by students against students or staff is inappropriate behavior and violates MCPS regulation ACF-RA. This includes "playful" pulling down other's pants. <i>(MCPS Regulation ACF-RA and A Student's Guide to Rights and Responsibilities)</i> | - MIR with parent conference -Suspension with recommendation for expulsion and police referral |
| Smoking/Tobacco (Use/Possession) | Smoking or the possession of cigarettes and/or other tobacco-related items are not permitted anywhere on school grounds, on school buses, at the bus stop, or during school related activities. This includes possession of lighters and matches. | -Parent Contact -Suspension with recommendation for expulsion |
| Tardiness | Students are expected to be seated, in their seats and ready to work when the bell rings. Unexcused tardiness to class is unacceptable at any time. It is the student's responsibility to obtain a pass from a staff member if the student will be tardy to the next class. | -Warning / MIR -Detention |
| Theft | Attempted theft, theft, and/or possession of stolen materials are serious offenses. Taking anything without the owner's consent is prohibited. This includes "found" items that obviously do not belong to the student. Theft, if over \$500 for a single incident, will result in at least an automatic police referral and suspension. <i>(A Student's Guide to Rights and Responsibilities)</i> | -Suspension -Suspension with recommendation for expulsion and police referral |
| Threats (Verbal or Physical) / Verbal Abuse of Staff or Student | Any action (verbal, written, physically implied) that leads a person to believe that they will be harmed in any way will not be tolerated. Verbal abuse is defined as intimidating, insulting, or in any manner abusing verbally a member of the school community. <i>(A Student's Guide to Rights and Responsibilities)</i> | - MIR with parent conference -Suspension with recommendation for expulsion and police referral |
| Weapons | Students are expected to assist in maintaining a safe and educationally focused environment. Students are not to bring any weapons or weapon look-a-like weapons onto school grounds. This may also include items used as weapons such as rubber bands, pencils, and paperclips that are used as weapons. The intentional possession of a knife on school grounds requires police referral. <i>(A Student's Guide to Rights and Responsibilities)</i> | -Parent conference -Suspension with recommendation for expulsion and police referral |

We have read, reviewed, and understand the information in this handbook

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Department of Information at 301-279-3391. Individuals who need accommodations, including sign language interpretation or other special assistance, in communicating with the Montgomery County Public Schools may contact the Interpretating Services Coordinator at 301-517-5539. In accordance with relevant laws and regulations, the Montgomery County Public Schools prohibits discrimination on the basis of race, color, national origin, marital status, religion, sex, age, disability or sexual orientation in employment or in any of its education programs and activities. Make inquiries or complaints concerning discrimination to the Office of Human Resources at 301-279-3361 or at following address: Montgomery County Public Schools, 850 Hungerford Drive, Rockville, Maryland 20850-1744

Redland Respect Matrix

| | Traveling to & from school | In the morning waiting areas | In the hallways | In the classroom | In the cafeteria | After school |
|-----------------------|---|---|---|---|--|--|
| Respect Self | <p>Wake up early</p> <p>Have a healthy breakfast</p> <p>Dress appropriately for success</p> | <p>Bring appropriate materials / Reading book</p> | <p>Arrive to class on-time and ready to learn</p> <p>Have all of your materials</p> <p>Walk on the right side of the hall</p> | <p>Have all materials needed for class</p> <p>Be seated and ready to learn at the bell</p> <p>Follow classroom expectations</p> | <p>Walk in the cafeteria</p> <p>Eat a well-balanced lunch</p> <p>When not in line, remain seated</p> | <p>Get all the materials you need for home</p> <p>Walk in the hallway</p> <p>Check the sign for buses on the way out</p> |
| Respect Others | <p>Wait in line until the bus stops</p> <p>Find a seat and sit appropriately</p> <p>Talk quietly on the bus</p> | <p>Sit quietly in location</p> <p>Keep your hands to yourself</p> <p>Talk at an appropriate level</p> <p>Leave electronic devices at home</p> | <p>Walk on the right side of the hall</p> <p>Use your manners</p> <p>Talk at an appropriate level</p> | <p>Support your peers in class</p> <p>Be respectful and use your manners</p> <p>Focus on learning</p> | <p>Find your seat and remain there</p> <p>Line up in an orderly manner</p> <p>Talk at an appropriate level</p> | <p>Go to your locker quickly</p> <p>Keep walking in the hallway</p> <p>Exit the building in an orderly fashion</p> |
| Respect School | <p>Arrive at bus stop early</p> <p>Leave the bus neat and clean</p> <p>Have all materials with you</p> | <p>Listen for staff direction</p> <p>Leave your area clean</p> <p>Stay in your assigned area</p> | <p>Follow staff direction</p> <p>Talk at an appropriate level</p> <p>Put your trash in appropriate places</p> | <p>Demonstrate respect for your teachers</p> <p>Keep your areas clean</p> <p>Demonstrate your best behavior for substitute</p> | <p>Arrive to lunch on time</p> <p>Use your manners</p> <p>Leave your area clean</p> | <p>Follow staff direction</p> <p>Wait for activity sponsors to enter the school</p> <p>Go directly to your bus</p> |