

**RIDGEVIEW MIDDLE SCHOOL
DISCIPLINE POLICY
2010 - 2011**

SCHOOL PHILOSOPHY OF DISCIPLINE

Ridgeview Middle School believes in maintaining a safe, healthy learning environment so that each student is insured his/her right to an education. Students are expected to adhere to the rules and cooperate with the school staff at all times in all school related matters whether on or off school grounds. **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.** In every instance the discipline policy at Ridgeview is governed by the rules of common sense and respect for self, respect for others, and respect for property. It is the aim of these policies and the aim of staff to resolve problems rather than punish individuals, to function preventatively rather than punitively.

For effective teaching and learning to occur, good order must be maintained at all times. Parents, teachers and administrators originally developed the Ridgeview Middle School discipline policy. The current policy was reviewed in 2010, and additions and revisions were made.

**Major Infractions and Countywide
Disciplinary Standards**

Ridgeview Middle School follows all MCPS guidelines for the following infractions. The consequences may be modified as appropriate for special education students in accordance with the IEP.

- **Bomb/Facsimile Possession or Bomb Threats**
 - **Consequences: Expulsion; Police Referral**
- **Distribution of Intoxicants**
 - **Consequences: Expulsion; Police Referral**
- **Firearms**
 - **Consequences: Expulsion; Police Referral**
- **Violent Physical Attack on a Staff Member or Student**
 - **Consequences: Expulsion; Police Referral**
- **Weapons Used to Cause Bodily Harm/Injury**
 - **Consequences: Expulsion; Police Referral**

RIDGEVIEW MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS

- All students are capable of behaving appropriately
- Misbehavior is a matter of choice
- Students will accept responsibility for their actions
- Teachers have the right to teach
- Students have a right and responsibility to learn
- No student should prevent a teacher from teaching or a student from learning
- Respect must be shown all the time

STUDENT APPEAL PROCEDURES

All students have a right to appeal any action, including grades, test scores, suspensions, detentions by teachers and administrators. In order to appeal an action, students should seek the support of the guidance counselor or grade level administrator.

NON-NEGOTIABLES

- **BULLYING**
An act defined as a direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse. (May include internet bullying).
From Detention to Out of School
- **FIGHTING**
All student who actively participate in a fight regardless of who ‘threw the first punch’ are subject to disciplinary action.
From Detention to Out of School
- **DISRESPECT**
Students are expected to show respect toward any staff person or parent volunteer from any school at all MCPS activities. When a school official makes a reasonable request of any student, it is imperative that he/she comply. Failure to do so shall constitute insubordination.
From Detention to Out of School
- **CUTTING CLASS**
Students are expected to be in each class for which they are scheduled unless officially excused. All students will be assigned an hour detention.
From Detention to Out of School
- **DISRUPTIVE ITEMS**
“Disruptive ‘toys’ have no place in the school environment. A (PCD) portable communication device refers to any device carried, worn, or stored by an individual to receive or communicate messages. These **MUST NOT BE OPERATIONAL AND MUST BE OUT OF SIGHT** on school property or on field trips during the school day.
 - Portable music devices, cellular telephones, toys, games, etc. will be confiscated without warning.
All cellular phones must be picked up and signed for by a parent/guardian.
- **INAPPROPRIATE DRESS**
Students are expected to dress in a manner that is **appropriate for school**. The wearing of inappropriate, offensive and/or distracting clothing is prohibited. No headgear of any kind (except religious) will be permitted in the building. Shirts should be “complete” (e.g. midriiffs, torso should be covered, shirts should have sleeves), and undergarments must not be visible. Shoes must be worn and sunglasses are prohibited.
From Detention to Out of School
- **TARDINESS**
Students are expected to report to class promptly.
From Detention to Out of School

BEHAVIORS – CONSEQUENCES

ARSON: Setting or helping to set a fire on school property or bus stop area

- Parent conference/EMT
- Referral to police/Fire Marshall
- Suspension
- Recommendation for expulsion

PORTABLE COMMUNICATIONS DEVICES/CELL PHONES: Students are not permitted to use cell phones (PCDs) on MCPS school campuses during the instructional day. It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use. Students may use call phones during evening or weekend activities outside the instructional day. Failure to comply will result in confiscation of device and parents only will be responsible for picking it up.

- Confiscation of device
- Parent Conference
- Detention

BULLYING: To frighten or intimidate with harsh looks or talk. To spread malicious gossip through writing, texting, or speaking. Any form of bullying by an individual or group will not be tolerated. (See harassment, threats)

- Parent/student conference
- Counselor referral
- Detention
- Suspension
- Recommendation for expulsion
- Police referral

BUS BEHAVIOR: Established standards of school rules and regulations apply to riding any MCPS bus. Students should not stand in the aisle or distract the driver in any way. School consequences will be given for misbehavior on the bus, at the bus stop, or on the way to or from a student's home.

- Student conference and safety contract
- Parent notification
- Removal of bus privilege
- Suspension
- Assigned seating for a period of time

CAFETERIA: Food should be consumed in the cafeteria only. Students will be allowed to take lunch food to the classroom for detention or teacher supervised lunch with the written permission from the teacher. Inappropriate behavior of any kind will not be tolerated. Eating in the cafeteria is a privilege, and the following rules must be followed:

- Place all trash in receptacles
- Recycle certain items
- Stay seated during the lunch hour
- Food and drink remain in the cafeteria and are not allowed outside
- Clear trash, then remain seated with hand raised for permission to move outside during lunch
- Tag, "table topping", play fighting are prohibited outside
 - Student conference
 - Restricted use of cafeteria
 - Community service
 - Detention
 - Suspension

CELL PHONES: Cell phones are not to be used by students during the school day. Cell phones must remain in the “off” mode during the school day. (See beeper, pagers, portable communication devices)

- Confiscation of device
- Parent conference
- Detention

CHEATING/PLAGIARISM: Cheating is copying all or part of another student’s work, tests, or other written assignments. It also includes giving your own work, tests or written assignments to another student. Plagiarism is using another person’s work as your own.

- Zero on assignment
- Parent notification
- Referral to administrator

CHEWING GUM/FOOD/DRINK: Chewing gum and candy are not allowed at any time in school. There is no eating or drinking except in the cafeteria. Staff may arrange for food items to be consumed in the classroom under strict supervision. Students must be responsible for clean up and disposal of food.

- Student conference
- Detention

COMPUTER USE: Use that is inappropriate may include but are not limited to accessing unauthorized sites or vandalism of computer.

- Loss of computer privileges
- Detention
- Suspension

DISRUPTIVE BEHAVIOR/HALL CONDUCT: Any behavior which disturbs or interrupts the normal activities of the school, including running, shouting, spitting, play fighting, pencil fighting, and book knocking.

- Warning
- Student/parent conference/EMT
- Detention
- Suspension
- Possible referral to pupil services

DRESS: Students are expected to dress appropriately and in a way that is not disruptive to the educational environment. Bare shoulders, backs or midriffs, spaghetti straps, low cut revealing tops, very short shorts or skirts, low cut or hanging pants, any display of underwear, pajama bottoms are not appropriate for school. Outerwear coats, jackets, hats, head coverings (except religious) head bands, gloves, and pocket chains may not be worn in the school building. Students may keep a sweater or sweatshirt in their locker to adjust to differences in room temperature. Clothing and accessories which contain profane or offensive language or advertise/advocate the use of tobacco, drugs, alcohol or other illegal items, may not be worn in school. Clothing and accessories having gang related symbolism, bandannas or colors, marking or identifiers of gang affiliation are not permitted in school.

- Student conference and removal of offensive items
- Parent notification
- Detention

DRUGS/ALCOHOL/PLACEBOS/ AND OR/OTHER DANGEROUS SUBSTANCES: Use, possession, distribution of or being under the influence of intoxicants on MCPS property, or engaged in MCPS sponsored activities is strictly prohibited by Maryland State law. Intoxicants are defined as alcohol or controlled substances not authorized by a physician's prescription. They include but are not limited to illegal drugs, drug paraphernalia, medication, over the counter drugs, and alcoholic beverages. Students needing to take medication at school must follow the Montgomery County Health Department procedures for distribution of medication at school through the health nurse.

- Parent notification
- Police referral
- Suspension
- Recommendation for expulsion
- Referral to counselor
- Student Assistance Program Team Referral
- Confiscation of material

EXPLOSIVE DEVICES/FIRE-CRACKERS: Use or possession of firecrackers, stink bombs, poisons, explosives, acids, caps, and other incendiary devices which are dangerous to health and safety.

- Confiscation
- Administrative conference
- Detention
- Suspension
- Possible expulsion

EXTORTION: Any act or attempt to secure money, property, favors or required actions (services) through threat of physical harm (explicit or suggested).

- Parent conference
- Detention
- Suspension
- Possible expulsion

FAILURE TO SERVE DETENTION: Failure to serve an assigned detention after the student and parent have been notified.

- Student conference
- Parent conference
- Additional detention

FALSE FIRE ALARMS: Pulling a fire alarm without legitimate cause. Making a false emergency report.

- Parent notification
- Suspension
- Fire marshal referral

FIGHTING: Occurs when two or more participants engage in a physical confrontation. All participants will be disciplined. Inciting to fight and play fighting will be treated the same as fighting.

- Student conference
- EMT
- Detention
- Suspension
- Police referral

FORGERY: Writing or signing a document which contains deliberately misleading, false, or inaccurate information. This includes signing or initialing someone else's name with or without their permission.

- Parent conference
- Detention
- Suspension
- Police referral possible

GAMBLING: Games of chance such as playing cards or dice for money, tossing coins or betting is prohibited on school property. Trading cards is prohibited.

- Parent/student conference
- Detention
- Suspension

HARASSMENT: Troubling or tormenting another person over a period of time. (See bullying)

- Parent conference
- Counselor referral
- Detention
- Suspension
- Safety contract
- Written work on effects of harassment

INAPPROPRIATE PHYSICAL CONTACT: Physical contact or actions considered indecent, abusive, profane, uncomfortable and/or obscene by another student or staff member.

- Student/parent conference
- Counselor referral
- Detention
- Suspension
- Police referral possible

INAPPROPRIATE LANGUAGE: Verbal/written language and or actions considered indecent, abusive, profane, and/or obscene by another student or staff member.

- Administrative conference
- Detention
- Suspension
- Counselor referral

INSUBORDINATION: Failure of a student to follow clear and appropriate instructions of a staff member at any time on school premises or while under the supervision of a staff member, including activities and field trips. This includes failure to leave class and/or report to the office when told to do so by a staff member and failure to identify oneself to a staff member.

- Student/parent conference
- Detention
- Suspension

INTIMIDATION: The act of frightening another person by threats or by physical contact such as pushing, tripping, bumping, knocking books will not be tolerated.

- Parent notification
- Student conference
- Detention
- Suspension

LEAVING CLASS WITHOUT PERMISSION: Walking out of class without permission.

- Student conference
- Parent notification
- Detention

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION: Leaving school property without parental permission or administrative approval at any time after arriving at school or during the school day.

- Student conference
- Parent notification
- Detention

LITTERING: Leaving any materials such as food, cans or other debris in the building or on school grounds.

- Student conference
- Parent notification
- Detention
- Suspension
- Community service

LOCKER USAGE: Students are not allowed to share or switch lockers or lock combinations at any time. Students may use lockers only at designated times of the day: before and after school and before and after lunch.

- Student conference
- Parent conference
- Detention

LOITERING: Being in the building or on the property without a school related purpose. Loitering includes being in the halls without a pass or in an area of the building to which the student is not assigned, in the parking lot without permission, or hanging around the building before or after school

- Administrative warning/conference
- Parent notification
- Detention
- Suspension
- Police notification

PHYSICAL ATTACK ON STAFF OR STUDENT: An unprovoked attack or attempt to harm another person when the one attacked has not physically harmed or attempted to harm the other.

- Parent notification
- EMT
- Suspension
- Police referral
- Recommend expulsion

RACIAL/ETHNIC SLURS: Verbal/written comments and/or actions considered to be motivated by race or ethnic background by another student or staff member.

- Student/parent conference
- Detention
- Suspension
- Counselor referral

RADIOS/ELECTRONIC EQUIPMENT/LASER POINTERS/DISRUPTIVE DEVICES: Radios, cameras, CD players, iPods, MP3 players, electronic games, shock pens, toys.

- Confiscation of item (to be returned to parents only)
- Student conference
- Detention

RETALIATION: “Getting even” with another student or adult by threatening or conducting a verbal or physical confrontation.

- Student/parent conference
- EMT
- Detention
- Suspension

SALE OF CANDY/GUM, ETC.: Students are not permitted to sell unauthorized candy, gum or other items on school property.

- Confiscation of student’s items
- Student/parent conference
- Detention
- Suspension

SEXUAL HARASSMENT: Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate pictures, verbal, written or physical conduct, including gestures of a sexual nature.

- Parent/student conference
- Counselor referral
- Detention/research assignment
- Suspension
- Recommendation for expulsion
- Police referral

SMOKING/TOBACCO USE OR POSSESSION: Smoking cigarettes, using tobacco, or possessing such items on school property is prohibited. Smoking on school property is prohibited at all times and is against the law.

- Confiscation of items
- Parent/student conference
- Detention
- Written report on hazards of smoking
- Suspension

SNOWBALLS: Making or throwing snowballs on school property is not allowed.

- Student conference
- Detention
- Suspension

TARDINESS: Not being in your seat in the classroom when the bell rings. Students who are late should have a note from a staff member. If the student does not have a note, teacher should admit him and send the student’s name to the office.

- Student conference
- Parent notification and detention
- Administrative referral and detention
- Team meeting

THEFT: Stealing property that belongs to the school, staff members, or students.

- Parent conference
- Restitution
- Suspension
- Police referral

THREATS AND INTIMIDATION: Repeatedly troubling, worrying, or tormenting another person who wants to be left alone; frightening another person by threats or by physical contact such as pushing, tripping, bumping, birthday hitting, pulling chairs, open chesting, playing “it” or any other game involving physical contact. (See bullying)

- Student conference
- Counselor referral
- Detention/research assignment
- Suspension
- Recommendation for expulsion
- Police referral
- Parent conference

TRESPASSING: Being on MCPS property without permission.

- Parent notification
- Detention
- Suspension
- Police referral

THROWING OR SHOOTING OBJECTS: Throwing or shooting objects of any type, in the halls, cafeteria, classroom or on school grounds is prohibited. (Rubber bands, paperclips, paper wads)

- Student and/or parent conference
- Detention
- Suspension
- Police referral

TRUANCY: Absent from school without permission.

- Student and/or parent conference
- Detention
- Referral to MCPS Pupil Personnel Services
- Referral to Protective Services

UNEXCUSED ABSENCE: Absent from class without permission.

- Student/teacher conference
- Parent notification
- Detention

UNSAFE ITEMS: Carrying, storing, or possessing items that may cause danger to oneself or others such as aerosol sprays, glass bottles, laser pointers, matches, lighters, or other items are strictly prohibited. Items such as rubber bands, or paper clips may not be used in ways that can cause harm to others.

- Student conference
- Confiscation of item
- Parent notification
- Detention
- Suspension

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY: Intentional destruction or defacement of any school property including books, supplies, facilities and equipment.

- Parent conference
- Cleaning of assigned area
- Restitution for damages
- Detention
- Suspension
- Work detail developed by administration
- Possible police referral
- Expulsion

VERBAL ABUSE/DISRESPECT: Willfully intimidating, insulting or in any other manner verbally abusing a student or member of the school staff.

- Student/parent conference
- Detention
- Suspension

WEAPONS: Carrying, storing, possessing or withholding knowledge of any weapon on MCPS property or school bus is strictly prohibited. Weapons are defined generally as implements that can cause bodily harm, and include but not limited to clubs, chains, knives, BB guns, firearms and any object used as a weapon or replica of a weapon.

- Parent notification
- Police referral
- Suspension
- Recommendation for expulsion

GENERAL SCHOOL POLICIES:

SCHOOL SPONSORED ACTIVITIES, DANCES, FIELD TRIPS, END OF YEAR ACTIVITIES ON OR OFF SCHOOL PROPERTY: The regular school day rules and regulations apply at all times. Participation in any and all school sponsored activities is a privilege that can be revoked by the school administration. The school administration reserves the right to exclude any student whose behavior is contrary to this standard.

STUDENT REFERRAL: If classroom based interventions and strategies have not been effective, teachers may bounce students to another classroom. Teachers will provide the classroom assignment. Completed work will be returned to staff. Continued disruption or insubordination will result in an office referral.

In all cases, especially with repeat offenders, the administration reserves the right to determine the most appropriate consequences, which may include suspension. (MCPS Regulation JGA-RB).