

Silver Spring International Middle School Student Schedule

First Period Teacher: _____ Room: _____

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			
7			
8			
<i>Administrative Homeroom</i>			

Regular Schedule:

	6 th Grade	7 th Grade	8 th Grade
Period 1/2	7:55 - 9:25	7:55 - 9:25	7:55 - 9:25
Period 3/4	9:30 - 10:55	9:30 - 10:55	9:30 - 10:55
Period 5/6	11:00 - 1:05 <i>1st Lunch 11:00 - 11:30</i>	11:00 - 1:05 <i>3rd Lunch 12:35 - 1:05</i>	11:00 - 1:05 <i>2nd Lunch 11:45 - 12:15</i>
Period 7/8	1:10 - 2:40	1:10 - 2:40	1:10 - 2:40

Half Day Schedule:

	6 th Grade	7 th Grade	8 th Grade
Period 1/2	7:55 - 8:40	7:55 - 8:40	7:55 - 8:40
Period 3/4	8:45 - 9:25	8:45 - 9:25	8:45 - 9:25
Period 7/8	9:30 - 10:10	9:30 - 10:10	9:30 - 10:10
Period 5/6	10:15 - 12:10 <i>3rd Lunch 11:35 - 12:05</i>	10:15 - 12:10 <i>2nd Lunch 10:55 - 11:25</i>	10:15 - 12:10 <i>1st Lunch 10:15 - 10:45</i>

Two Hour Delay Schedule:

	6 th Grade	7 th Grade	8 th Grade
Period 1/2	9:55 - 10:50	9:55 - 10:50	9:55 - 10:50
Period 5/6	10:55 - 12:45 <i>1st Lunch 10:55 - 11:25</i>	10:55 - 12:45 <i>3rd Lunch 12:15 - 12:45</i>	10:55 - 12:45 <i>2nd Lunch 11:35 - 12:05</i>
Period 3/4	12:50 - 1:40	12:50 - 1:45	12:50 - 1:45
Period 7/8	1:45 - 2:40	1:45 - 2:40	1:45 - 2:40

Emergency/Crisis Plan Procedures Key Points to Remember

Code Red

Key Points to Remember:

This is a term used in an emergency/crisis at an MCPS facility when an immediate lockdown of classroom, interior, and exterior doors is warranted.

Persons authorized to call a Code Red:

School administrators or their designee will notify staff and students when a Code Red is in effect via the PA system. An announcement of a Code Red will include a brief description of the nature and location of the incident. Directions will be given to move to a lockdown mode.

Lock Down

Secure all interior and exterior doors to enhance security.

Question: What should I do if the administration announces a Code Red?

Answer: If practical, you should scan the immediate area outside your classroom for any student(s) or staff. You should allow them into your classroom. You should immediately lock your classroom door.

Question: What should I do if I don't have a key to lock my classroom door when a Code Red is called?

Answer: You should move your students to the nearest location that can be secured or locked.

Question: What should I do if the student(s) and I are not in our classroom when a Code Red is called?

Answer: You should move your student(s) to the nearest location that can be secured or locked.

Question: What should I do when I have my students in a secured location?

Answer: You should turn off the lights, close windows and blinds, if possible, take attendance, wait for further instructions, and remain calm.

Code Blue

Key Points to Remember:

This is a term used in an emergency/crisis at an MCPS facility that requires all students to be under supervision and accounted for. Administrators should activate the OSET (On-Site Emergency Team) and set up a command post when appropriate.

Persons authorized to call a Code Blue:

School administrators or their designee will notify staff and students when a Code Blue is in effect via the PA system. An announcement of a Code Blue should include a brief description of the nature and location of the incident.

Question: What should I do if the administration announces a Code Blue?

Answer: All students should be accounted for in an instructional area. You should take attendance and wait for further instructions. You may continue student instruction.

Question: Am I required to lockdown my classroom during a Code Blue?

Answer: You are not required to lock down your classroom during a Code Blue.

Evacuation

Key Points to Remember:

The evacuation route will be scanned or checked prior to the actual evacuation.

The administration will announce the need to evacuate the facility.

Staff should be familiar with the location of the 300-foot evacuation staging area. This is the same area in which students assemble during a fire drill.

Instruct students to move to the 300-foot evacuation staging area.

Wait for further instructions from the appropriate administrator or public safety personnel.

Emergency/Crisis Plan Procedures Continued

Sweep/Scan

Key Points to Remember:

In certain circumstances, staff may be asked to sweep/scan the facility or grounds for any suspicious items.

A sweep/scan should be conducted by visual means only, and in teams, if possible (eyes and ears only).

If a suspicious item is discovered during a sweep/scan, notify the administration and/or school-based security personnel, immediately.

No suspicious item should be handled in any manner by school staff (do not touch it).

Contacting 911 for Emergencies

Key Points to Remember:

Immediately notify the administrator or designee whenever 911 emergency calls are made.

All schools must dial 9-911 (Centrex phone lines) to report an emergency/crisis situation.

If called from a cell phone or learning cottage cell phone, dial 911 to report an emergency/crisis.

Remain calm and give the following information to the public safety operator:

- + Caller's name (your name)
- + Name and address of the school that is involved
- + Name of the principal
- + Details of the incident:
 - Descriptions
 - Time of incident
 - Persons involved
 - Number of injured
 - Nature of injuries (if known)
 - Area where the public safety personnel should report (main office, front parking lot, etc.)
 - Name of school-based contact person to meet upon arrival

School administrators/designees must notify the Office of School Performance of any Code Red/Code Blue activations, evacuations, bomb threats, firearm incidents, 911 calls, or any other serious incidents.

Fire Alarm/Exit Procedure

Please follow the steps listed below which are posted in each classroom:

1. When the alarm sounds, please exit the nearest door to get outside of the building.
2. Once outside, continue to the assigned area.
3. Please stay in a single file line and do not talk.
4. Teachers will take attendance.
5. Once it has been determined that the building is safe to re-enter, the administration will instruct the site leaders to signal all staff and students back into the building.

Area A: This area is located in the front parking lot at least 100 feet from the school.

Area B: This area is located on the Wayne Avenue lower parking lot.

Area C: This area is located outside the back of C-Wing on the tennis courts.

Field House: Students attending classes in the Field House will exit onto the stadium field.

Fire Alarm sounds while students are eating in the café:

Students eating in the café will exit outside onto the blacktop area. If it is determined that there is a real emergency, those students will be moved to the front parking lot, **AREA A**.

Fire Alarm sounds before/in between classes:

1. Students/staff will exit the nearest door and move outside.
2. Once outside, the students/staff will find his/her team.

Silver Spring International Middle School General Information From A - Z

Activity Bus

The activity buses will allow students to participate in our many after school activities. Bus routes will be published in the beginning of the school year. Tickets to ride the bus are distributed each day by the sponsor of each activity. Activity buses leave by 4:15 each Tuesday, Wednesday, and Thursday that after school activities are held.

Activity Fees

Extracurricular activities are voluntary, and only those that participate will need to pay. The revenue received from the fees is used to help defray the costs of extracurricular activities. This fee has enabled MCPS to expand the extracurricular activity program in middle school and to reinstate a middle school interscholastic sports program. The fee operates on a sliding scale based on family resources.

Income	Fee
More than \$29,000	\$20.00
From \$20,000 - \$29,000.....	\$10.00
Less than \$20,000.....	\$ 5.00

After School Activity

There is an organized program of after school clubs, support sessions, sports, and activities. All students who participate are expected to be under the supervision of a teacher. Every student is expected to take the activity bus home unless he/she is being picked up by a parent/guardian. Students are not to leave school grounds before reporting to the after school activity or prior to boarding the activity bus at 4:15 p.m.

Attendance

School attendance is required by law. If a student is absent, the parent/guardian is expected to call the attendance secretary (301-650-6544) after 7:30 a.m. to report the absence. If the school has not been informed, the

attendance secretary will call to determine why the student is not in school. A parent of a truant student will be contacted by the administration.

Absence from school is considered lawful only in case of:

- Death in the immediate family
- Illness of the student
- Suspension from school
- Physical incapacity
- Religious holiday
- Quarantine
- Court summons
- Mental incapacity
- Lack of authorized transportation
- Superintendent's authorization
- Violent storm

When the student returns to school following an absence, he/she must bring a dated note signed by a parent/guardian explaining the nature of the absence. The note should be brought to the attendance secretary in the main office where all parent/guardian notes are kept on file.

Students are required to leave the building at the end of the day within 20 minutes, by 3:00 p.m., unless they are involved in a teacher supervised after school activity.

Bus Transportation

Bus transportation is a *privilege* and students must follow *all* school and bus rules while traveling on the bus. Discipline problems which occur on the bus are dealt with severely because they jeopardize student safety. The school reserves the right to deny bus transportation to students who do not comply with bus rules.

Unless the school receives a written request from a parent/guardian, students are expected to ride home on their assigned bus. Students must ride their assigned bus daily and board or depart from the same stop.

Counseling

The counseling staff consists of four counselors who are responsible for counseling activities related to students. Counselors are concerned with making school a meaningful and successful experience for each individual student. The counselors follow their students for the entire three years that they attend Silver Spring International Middle School.

Counseling is primarily a service for students and each student should feel free to call on the counselor by following these procedures:

- ✚ Obtain and complete a Counseling Request Form from any teacher or from the Counseling Office.
- ✚ Submit the completed form to the Counseling Office.
- ✚ The counselor will send for the student at the earliest appropriate time.

Dances

Dances are held periodically throughout the school year. The dances are only for students of Silver Spring International Middle School. Tickets must be purchased in advance, during the school day. All school rules apply at the dances. Inappropriate physical contact will not be permitted. Students must be picked up promptly after each dance or they will not be permitted to attend future dances.

Early Departure

Students are required to bring in a note, dated and signed by a parent/guardian, if they expect to leave school early. The note should be presented to the attendance secretary before 7:55 a.m. to ensure that the student's name will appear on the "Excused Early" list for the day.

Late Arrival

Students are required to bring a note, dated and signed by a parent/guardian, when arriving after 7:55 a.m. The note is to be presented to the attendance secretary in the main office when the student signs in.

Financial Obligations

Students must pay a materials fee at the beginning of the year to cover the cost of a picture student ID and a planner. Money for field

trips and outdoor education (Grade 6 only) will be collected as they events occur. Students who lose or damage books or other materials loaned to them by the school will be required to pay a replacement or repair fee.

Hall Passes

Students must have a hall pass to be out of class at any time. The student planner will serve as the official pass. Teachers are required to sign each student's planner in the space for that day's date, noting the time and destination. General use slips will be used when a student is called to another part of the building by an adult.

Health Room

Students are responsible for immediately notifying the teacher when an injury occurs. A student who feels ill or has a need to discuss a health problem with health room personnel—nurse or health technician—must request a pass from the classroom teacher. Parents are requested to update their work and cell phone numbers as needed to facilitate contact should an emergency occur. Parents are requested to notify the health room personnel of student health concerns, especially those that may affect school attendance, school performance, or require medication.

The school nurse and the health technician store and oversee the administration of all medication. Physician authorization forms for prescription and non-prescription medications are available in the health room and the main office. All medications administered in school must be under the direction of a physician. Parents are required to notify and collaborate with health room staff if their child requires the administration of medication during the school day.

Homework

Homework is a required part of the instructional program and will be assigned regularly. Each teacher will determine the nature, length, value and evaluation of each assignment. There are many reasons for the homework to be assigned, including:

Re-emphasis of major concepts and the practice of skills.

- ✚ Providing opportunities for self and teacher evaluation of the attainment of study objectives.
- ✚ Communication of expectations to parents while providing opportunities for parental involvement in the education process.
- ✚ Extension of new concepts and ideas that are reinforced in class.

Homework assignments should be recorded for each class in the student planner. At the end of each day, it is the expectation that all four blocks should be completed.

Assignment Requests:

After two days of absences due to illness, parents should call the Counseling Office to request any assignments the student has missed. Expect teachers to require at least one day for assignments to be assembled.

Anticipated Absences:

Teachers are not required to provide assignments in advance to students for unexcused absences. Upon return to school, students are responsible for contacting their teachers to collect missing assignments.

Homework Buddies

To assist students in keeping up with their homework assignments, the student planner has a space reserved for each student to write the name and phone number of two students who are in each class. These students may be called to obtain or clarify homework assignments. When students are absent from school, it is their responsibility to obtain and submit missed assignments. Students may contact a *homework buddy* for information about missed assignments or check with each of their teachers.

Insurance

The option to purchase insurance is made available to all students during the first week of school. If a parent chooses to obtain insurance through the school system, the enrollment form is mailed directly to the insurance company. In many cases, a student's family insurance policy makes school insurance unnecessary. It is very

important, however, for those families that do not already have health insurance, to consider purchasing insurance through the school system.

Intramural Sports

Silver Spring International Middle school offers a comprehensive program of Intramural Sports. A schedule of the program will be published early in the school year and distributed by the Intramural Coordinator and physical education teachers. All students are eligible to participate in any or all of the intramural sports offered.

Interscholastic Sports

Seventh and eighth grade students will be able to participate in Interscholastic Sports programs in basketball, soccer, and softball. Boys' and girls' teams will be fielded in all three sports. To participate in the program, students are required to pay the annual activity fee and to submit a signed permission form and a medical form. Academic and behavioral eligibility rules apply for all participants. In order for students to be academically eligible, each must maintain a minimum of 2.0 GPA with a maximum of one E.

Lockers

Each student will be assigned a lock at the beginning of the school year. All personal items are to be kept in lockers when not in use. The sharing of lockers and/or locker combinations is prohibited. Students are responsible for keeping their lockers clean and in good condition. Any posters must be attached with magnetic tape only. Locker checks will be made periodically throughout the school year. Lockers are school property and may be opened by an administrator or security staff at any time.

Lost and Found

Students who find items of value, such as watches, eyeglasses, and jewelry, should turn them into the main office where they are transferred to boxes kept in the café. Students searching for lost items should check the boxes in the café or with main office staff.

Students searching for items lost in P.E. classes are directed to check in the appropriate locker room or with a PE teacher.

Lunch Prices and Procedures

Café:

The café provides hot lunches every day, as well as some “a la carte” items including milk and ice cream. Prices are announced at the beginning of the school year and menus are posted daily in the café.

Students are required to enter the café in an orderly manner and be seated at their tables. Students will be called to the lunch line by table.

Students are expected to work cooperatively to keep the café clean. Students are to remain seated throughout the lunch period and to speak in conversational tones. With permission, students will be able to go to the Media Center.

Students are expected to walk through the halls quietly, to and from lunch, to avoid disturbing classes that are in session.

Pin Numbers:

Students will be assigned a “PIN” number for daily use in purchasing breakfast and lunch in the café. The system may also be used for pre-payment of meals. Parents should write a check addressed to the school that will be deposited in the student’s account. Students may use this system to avoid carrying cash to school to purchase meals.

Media Center

The Media Center is open to students from 7:30 to 4:00 daily. Students are required to obtain passes before school and lunch to visit the Media Center. Before school passes are available from the Media Center. Lunch research passes for specific assignments are issued by subject teachers.

Appropriate Media Center activities include research, reading for enjoyment, computer research, and word processing. Students may reserve the conference room and TV studio for school-related projects. Available Media Center resources include books, magazines, CD-ROM programs, music CDs, videos, a coin-operated photocopier, and materials needed to prepare school assignments (scissors, glue, staplers, etc.)

Outdoor Education

Sixth graders at Silver Spring International Middle School participate each year in Outdoor Education. Parents of sixth graders will be invited to learn more of the particulars— instructions, requirements, etc.—at a meeting held approximately two months before the outing occurs. Outdoor Education dates will be listed on the school calendar.

Parent Conferences

Students at Silver Spring International Middle School are organized in to instructional teams. These teams meet frequently to ensure that students are provided the best instructional program. Parents may request a conference with the team by contacting the team leader or the counselor assigned to that grade. Parent conferences are held in the team room and are attended by the counselor, team teachers, and an administrator.

PTSA

PTSA meetings are held at 7:00 p.m. in the Media Center on the second Tuesday of each month.

Report Cards and Interim Reports

Report cards are issued to students four times per year. All students also receive interim report halfway through the grading period. *Interim reports will be mailed and report cards hand carried. Dates for each of these mailings will be noted on the school calendar and kiosk.*

School Hours

The school hours are 7:55 a.m. to 2:40 p.m. Students are not to be in the building, unless they are with a teacher in a approved activity.

Student Planner

Each student is required to have an official student planner. The cost of this planner is build into the fees collected in the beginning of the year. It identifies each school day listing important events and is an excellent tool for long range planning for students and their families. If lost, students must pay to replace a planner. No pages may be removed from the planner.

**Silver Spring International Middle School
Discipline Policy
Statement of Philosophy**

Students' **RESPONSIBILITIES** are to

Students' **RIGHTS** are to:

CARE:

Challenge your mind

Accept responsibility

Respect staff, peers, and environment

Expect the best of yourself

Be Safe

Feel Safe

Learn

The Silver Spring International Middle School discipline policy helps to establish an environment in which students' basic rights are guaranteed and responsibilities are clearly understood. Disciplinary measures help students understand, adjust, and change unacceptable conduct. It is characteristic of middle school students, as they mature, to experiment and test limits. The discipline policy is intended to set limits within which students can grow and function. Successful and effective implementation of the behavior standards in this policy requires the partnership of parents, students, and staff to work together. SILVER SPRING INTERNATIONAL MIDDLE SCHOOL wants students and parents to understand exactly what will happen if students violate the rights of other people at school and at school related activities. At the beginning of each year, rules will be developed and posted in each classroom. In addition, the school shall maintain a set of local school standards.

Students are responsible for knowing the infractions and the consequences and are expected to behave appropriately when on school property, traveling to or from school, at a school sponsored event, or when engaged in conduct that affects the school. Silver Spring International Middle School reserves the right to hold students accountable for behavior that did not occur on the school campus. Generally, students will receive a warning before a minimum penalty will be imposed. Conferences may be held with parents of students who are sent to the office three or more times, if not earlier. Repeated conflicts may result in a suspension from school.

The Student is encouraged to resolve any conflicts before any action is taken.

WHEN SEEKING TO RESOLVE CONFLICTS STUDENTS SHOULD...

1. Talk appropriately to the person with whom he/she is having a problem.
2. Seek assistance from a counselor, parent, or other staff member. This may lead to:
 - a. Requesting peer mediation
 - b. Role-playing the problem
 - c. Brainstorming solutions to the problem and consequences
 - d. Ignoring the problem/person
 - e. Setting up meeting between all parties involved - counselor may or may not depending on students' desire.
 - f. Talking to other parties involved on behalf of the student
 - g. Contacting parent/guardian

SCHOOL-WIDE STANDARDS

At Silver Spring International Middle School, the following expectations exist to provide a positive, healthy and safe learning environment for all students. These standards apply across the school campus.

WHILE ON THE SCHOOL CAMPUS STUDENTS SHOULD...

1. Be in your first period class by 7:55 am.
2. Observe appropriate attire. Clothing should reflect the fact that school is a place of business, not a place of recreation. Therefore...
 - all clothing should be appropriate to a school setting
 - no short shorts, short skirts/dresses
 - no halter tops, tube tops or off the shoulder tops
 - shoes will be worn at all times, bedroom slippers are not appropriate
 - shirts/blouses will be worn and properly buttoned
 - no clothing that is provocative or promotes or glorifies alcohol, drugs, gangs, or sex
 - backpacks, coats, hats and other head gear are to be left in lockers during the school day,
 - no wallet chains
3. Use appropriate language with an appropriate indoor volume.
4. Demonstrate appropriate behavior by...
 - walking (not running) through the building
 - keeping your hands and feet to yourself, no "horseplay"
 - showing respect for teachers' and other students' rights and property
5. Only consume food and drink in the Cafeteria, unless given teacher permission.
6. Always have an appropriate pass when in the halls. Your student planner will serve as the official pass. Teachers will sign the book on the appropriate date and will note the time and destination.
7. Obey all school rules and regulations during all school events on and off the school campus. Students must be picked up promptly at the end of each event
8. Only bring materials needed and appropriate for school. Materials not needed for school-related activities can include...CD players, iPods, cell phones, game boys, radios, roller blades, scooters, skateboards, water guns, and other toys. Reports of loss or theft of these items will not be entertained
9. Only carry a cell phone with a school approved waiver. Cell phones should be kept in your locker until dismissal. Please contact the office for county guidelines and waiver form.

IN THE CLASSROOM STUDENTS SHOULD...

1. Be seated with materials and ready to begin when the bell sounds at the beginning of class.
2. Stay seated unless granted permission by your teacher.
3. Contribute to the success of the class as a whole by showing respect for teacher's instruction and other students' rights and property.
4. Be respectful and supportive to substitute teachers.

IN THE HALLWAYS STUDENTS SHOULD...

1. Walk; do not run through the building.
2. Use appropriate behavior, keeping your hands and feet to yourself.
3. Keep your voice at an appropriate indoor volume.
4. Use appropriate language.
5. Keep to the right side of halls and stairs.

IN THE CAFETERIA STUDENTS SHOULD...

1. Remain in the cafeteria until dismissed, unless you have staff permission (lunch pass) to

leave the cafeteria.

2. Keep your own place in line, and do not "cut" in line.
3. Do not purchase food for others.
4. Clean up after yourself, by cleaning up spills and discarding trash appropriately.
5. Remain seated. Do not run, shove, or engage in "horseplay."
6. Keep your voice at an appropriate indoor volume.
7. Be silent during announcements.

IN AN ASSEMBLY STUDENTS SHOULD...

1. Be seated and stay with your class.
2. Speak only if required; then use an appropriate volume.
3. Show your respect for every presenter/performer and program.
4. Show your appreciation appropriately.
5. Only use the aisle portion when entering or exiting the bleachers.

ON THE BUS STUDENTS SHOULD...

1. Understand that riding the school bus is a privilege, not a right.
2. Ride your bus daily and board or depart from the same stop, unless you give your grade level administrator (vice principal) a written request from your parent/guardian.
3. Stay seated, with feet in front and on floor, while the bus is moving. Keep your property, hands, and feet to yourself and inside the bus.
4. Not engage in "horseplay" or engage in any other behavior that might endanger safety.
5. Allow fellow students to sit if a space is available.
6. Show respect for other students' rights and property.
7. Keep your voice at an appropriate volume and do not distract the bus driver.
8. Follow all school rules while walking to and from the bus stop, at the bus stop, and on the bus.

DURING FIRE ALARMS/DRILLS STUDENTS SHOULD...

1. Exit the building as soon as possible with teacher.
2. **NO TALKING**, listen for instructions.
3. Follow exit instructions posted in classroom.
4. Stand in line for teacher to take attendance.
5. Do not return to building unless security/teacher releases you.
6. Return to class as soon as possible with your class.

COMPUTER USE/GRAPHING CALCULATORS. STUDENTS SHOULD BE AWARE THAT...

1. You are responsible for any damage to both hardware and software.
2. Use only the machine to which you have been assigned.
3. Books are not to be piled on or near the computers or computing accessories.
4. Do not make any adjustments to the back of the computers, control panels, or printers.
5. Work only on the computer task assigned for you to accomplish during the period you are at the computer.
6. Only computer center staff or assistants may work with the printers.
7. Graphing Calculators are to be used only for Math.
8. On leaving the room:
 - a. Push your chair under the computer or desk furniture.
 - b. Throw away any scrap/trash around your workstation.
 - c. Quit all opened programs from the file menu.
 - d. Turn off the computer only if directed.
 - e. Return program disks and CD's to the appropriate location.
9. If there is problem with a computer or printer, you must notify your teacher or the lab assistant immediately.

NONDISCRETIONARY EXPELLABLE OFFENSES

Administrative Action Level - For any student who poses a serious disruptive threat or who has been reported to the principal for repeated infractions, the principal may initiate proceedings to exceed the maximum penalties listed here, or may seek an alternative placement for a student which is more appropriate to the individual's educational and social needs (regulation 513-3, *Suspension or Expulsion of an MCPS Pupil*)

INFRACTION	MINIMUM	MAXIMUM
Distribution of Intoxicants or Drug Paraphernalia on MCPS property - Intoxicants are defined as alcohol or controlled substances not authorized by a physician's prescription.	Expulsion Police Referral	Expulsion Police Referral
Storing, Possessing, or Carrying Dangerous Weapons Used to Cause Bodily Harm or Injury/Firearms/Bombs or Facsimile Possession or Bomb Threat - (this may include Laser items and stink bombs)	Expulsion Police Referral	Expulsion Police Referral
Violent Physical Attack on a Staff Member or Fellow Student - an act of physically assaulting a staff member on school grounds or in conjunction with school activities (this should be distinguished from a minor fight or scuffle).	Expulsion Police Referral	Expulsion Police Referral
Use of Weapons to Cause Bodily Harm/Injury	Expulsion Police Referral	Expulsion Police Referral

OFFENSES WITH A RANGE OF CONSEQUENCES

These infractions may result in students losing the privilege to participate in field trips, extracurricular activities, special school events including end of year trips, dances, and events.

INFRACTION	MINIMUM	MAXIMUM
<i>Academic Dishonesty</i> , including... Cheating- Copying someone else's homework, giving your work to someone to copy, talking during a test, copying a report from a book and handing it in as one's own, copying from an on-line publication or source, or copying answers during a test. Plagiarism - Using or copying someone else's work, failing to credit the source of your information, unauthorized sharing of Internet materials, information/homework/class work.	Staff/student conference	Suspension
<i>Acts of Racial, Cultural, Religious Intolerance</i>	Referral to principal, assistant principal, or security assistant for conference	Request for expulsion

INFRACTION	MINIMUM	MAXIMUM
<p><i>Attendance Issues</i>, including...</p> <p>Chronic Tardiness to Class</p> <p>Chronic Lateness to School - students should be in their first period class by 7:55 am</p> <p>Chronic Unexcused Absences</p> <p>Class Cutting</p> <p>Truancy - Unexcused absence from school without parent knowledge.</p> <p>Skipping detention with a teacher</p> <p>Skipping detention with security</p>	<p>Staff/student conference</p> <p>Referral to principal, assistant principal, or security assistant for conference Notification of parents Detention</p> <p>Referral to principal, assistant principal or security assistant Notification of parents Detention</p> <p>Referral to principal, assistant principal or security assistant Notification of parents Detention</p> <p>Detention doubled Parent conference</p> <p>Detention doubled Parent conference In-school suspension</p>	<p>Detention</p> <p>Parent conference Suspension</p> <p>Suspension</p> <p>Suspension and/or referral to child protective services</p> <p>Administrator/student conference Administrative detention</p> <p>Suspension</p>
<p><i>Bullying/Harassment/Intimidation</i> - threatening anyone in any way, thus denying them the right to feel safe. Students and parents may wish to fill out MCPS form 230-35, <i>Harassment or Intimidation (Bullying) Reporting Form</i>.</p>	<p>Referral to principal, assistant principal, or security assistant for conference</p>	<p>Request for expulsion</p>
<p><i>Bus Safety</i> - standing while the bus is moving, making loud noises, distracting the bus driver, throwing things, hanging out of the bus, or anything else that may endanger safety.</p>	<p>Referral to principal, assistant principal, or security assistant for conference Suspend bus service</p>	<p>Expulsion from the bus for the year</p>
<p><i>Computer Abuse</i></p>	<p>Referral to principal, assistant principal or security assistant Loss of computer privileges Restitution</p>	<p>Suspension Police Referral Restitution</p>

INFRACTION	MINIMUM	MAXIMUM
<p><i>Disruptive Behavior</i>, including... Classroom / Hallways</p> <p>Cafeteria</p> <p>Before and After-school Presence on Premises - Students shall not arrive before 7:30 am or remain in the school building after 2:40 pm, unless involved in a scheduled activity, under the direct supervision of a staff member.</p> <p>Public Display of Affection</p>	<p>Staff/student conference</p> <p>Possible referral to principal, assistant principals, or security assistant Extra clean up</p> <p>Possible referral to principal, assistant principal, or security assistant Detention</p> <p>Staff/student conference</p>	<p>Removal of student from the class for the remainder of the period and referral to the administration/ detention</p> <p>Dining in isolated area away from peers Detention</p> <p>Suspension</p> <p>Parent notification and/or detention</p>
<p><i>Extortion</i> - an act of attempting to secure money or property through threat of physical harm.</p>	<p>Suspension</p>	<p>Request for expulsion</p>
<p><i>Fighting</i>, including...</p> <p>Throwing snowballs and/or other objects</p> <p>Play-fighting, wrestling, real-fighting, or inciting a fight (distinguished from physically assaulting a staff member or another student)</p> <p>Physical Attack on a Fellow Student</p> <p>Physical Attack on a Staff Member</p>	<p>Referral to principal, assistant principal or security assistant</p> <p>Conference</p> <p>Conference</p> <p>Suspension</p> <p>Suspension</p>	<p>Suspension</p> <p>Suspension</p> <p>Request for expulsion</p> <p>Request for expulsion</p> <p>Request for expulsion</p>
<p>Fire setting or False Fire Alarm - Students are not to bring matches or lighters to school.</p>	<p>Referral to principal, assistant principal, or security assistant Suspension Police and/or Fire Marshal Referral Restitution</p>	<p>Request for Expulsion</p>

INFRACTION	MINIMUM	MAXIMUM
<p><i>Food related concerns, including...</i></p> <p>Food and drinks outside of café Chewing gum</p>	<p>Student asked to dispose of food items/gum or return to approved eating area</p>	<p>Staff assigned detention. Students sticking gum on furniture will spend their detention removing gum from furniture.</p>
<p>Forgery - Signing someone else's name.</p>	<p>Staff/student conference Detention</p>	<p>Suspension</p>
<p>Inappropriate Attire as outlined previously</p>	<p>Change of attire Staff/student conference</p>	<p>Parent notification and/or confiscation of inappropriate items Administrative removal</p>
<p>Insubordination - Refusing to obey directions of any staff member or refusing to identify oneself.</p>	<p>Referral to principal, assistant principal or security assistant for conference Detention</p>	<p>Suspension</p>
<p><i>Possession of non-school related items, including...</i></p> <p>Items such as CD players, IPODs, game boys, radios, roller blades, scooters, skateboards, water guns and other toys</p> <p>Carrying of cell phones without a school approved waiver (portable communication devices)</p>	<p>Confiscation of item(s) Staff/parent conference Detention</p> <p>Confiscation of cell phone Staff/parent conference Detention</p>	<p>Suspension</p> <p>Suspension</p>
<p>Possession or Use of Intoxicants and/or Drug Paraphernalia on MCPS Property, or during MCPS sponsored activity Students asking for information or counseling regarding intoxicants shall not incriminate themselves.</p>	<p>Suspension Police Referral</p>	<p>Request for expulsion Police Referral</p>
<p>Selling of Merchandise without prior administrative approval</p>	<p>Referral to principal, assistant principal, or security assistant for conference</p>	<p>Suspension</p>
<p>Sexual Harassment - defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate behavior. Students should report such incidents to your parents and school authorities. Incidents can be reported verbally or in writing to any staff person.</p>	<p>Referral to principal, assistant principal, or security assistant Conference</p>	<p>Request for expulsion</p>
<p>Sexual Offenses</p>	<p>Suspension</p>	<p>Request for expulsion Police Referral</p>

INFRACTION	MINIMUM	MAXIMUM
Theft/Burglary Locker Security - Students shall not touch the lock of another student's locker. Students must only use their assigned locker and may not share with others.	Referral to principal, assistant principal, or security assistant for conference.	Suspension If theft, Police referral
<i>Verbal Abuse</i> , including... Unacceptable Language - includes profanity, obscenities, and put-downs or comments harmful to another's self-esteem. Verbal Abuse and/or Threat - Willfully intimidating, insulting or in any other manner abusing verbally a member of the school staff and/or another student.	Referral to principal, assistant principal, or security assistant for conference Detention Suspension	Suspension Request for expulsion
<i>Vandalism</i> , including... Destruction of Public Property Graffiti / Tagging	Referral to principal, assistant principal, or security assistant Full reimbursement of the cost of the destroyed items Suspension Police referral Staff / student conference	Request for expulsion Police referral Restitution Suspension Police referral

Definitions

Detention: A student who is assigned to serve a detention must report to a specified room for a period of time. This could be anywhere from thirty minutes to six hours. Unless a parent can be contacted by phone, students will be given 24 hours notice in writing (one school day) prior to a detention being served. Detentions are served either before, during, or after the regular school day, as well as on the weekends.

Disruptive Behavior: Any behavior that in the judgment of the staff in charge, interferes with the task at hand or endangers others.

Expulsion: A student who is expelled is not permitted to attend any Montgomery County public school for an indefinite period of time. Access to evening, weekend, or summer programs may also be prohibited.

Minimum/Maximum: The least to greatest consequences that will be imposed. In some situations, the principal may request that a suspension be extended to ten days. A staff member may select the minimum, maximum, or a consequence somewhere in between depending on the circumstances of the infraction. Consequences may be more severe if a student is found to be not telling the truth regarding disciplinary incidents.

Suspension: A student who is suspended is excluded from school activities, classes, and from the school grounds for a specified period of time. When a student is suspended she/he has the responsibility to request to make up the work immediately upon return to school.

Student Appeal Process

The following process is available to the student if he/she has an academic or non-academic dispute with a member of the school staff. While students are invited to use the appeal process, students must comply immediately with staff directions. Appeals must be initiated within 24 hours of a consequence being imposed.

Level 1: Student - Staff Member (Informal) The first step is to try and RESOLVE any dispute with a staff member by discussing the problem with that person. Most problems can be resolved in this manner. Prior to talking with the staff member, the student may wish to seek advice from their counselor. The staff member will issue a verbal decision to the student within 24 hours of the meeting. An appeal to Level 2 must be initiated within 24 hours of a Level 1 decision.

Level 2: Student - Staff Member (Formal) The student must present to the staff member a written request to consider an appeal of the Level 2 decision. If the student again desires to discuss and resolve the problem with the staff member, the student may bring an advocate to the meeting. As a courtesy, the student is to submit written notification of the name of the advocate to the staff member. The staff member also has the right to have an impartial observer in attendance.

The staff member will issue a written decision to the student within two school days after the meeting. An appeal to Level 3 must be initiated within two days of a Level 2 decision.

Level 3: Student - Staff Member - Assistant Principal All written documents regarding the dispute should be submitted to the administrator 24 hours prior to the meeting. Both parties in the dispute, the student and the staff member, may invite an advocate to attend this meeting. The Assistant Principal will issue a written decision within two days of the meeting. An appeal to Level 4 must be initiated within two days of a Level 3 decision.

Level 4: Student - Staff Member - Principal All written documents regarding the dispute should be submitted to the administrator 24 hours prior to the meeting. Both parties in the dispute, the student and the staff member, may invite an advocate to attend the meeting. The principal will issue a written decision within two days of the meeting. An appeal to the Area Office should be initiated within five days of the Level 4 decision.

Level 5: Student - Area Associate Superintendent See the *Student's Guide to Rights and Responsibilities* handbook for procedure. It can be found online at:

<http://www.mcps.k12md.us/students/rights/>

Dear Parents/Guardians,

We ask that parents and students review this handbook together and sign below to indicate their understanding of the discipline policy content. Silver Spring International Middle School staff will discuss the handbook with students in detail during the first week of school. In addition classroom teachers will develop and post a set of classroom rules.

We have reviewed the contents of this handbook and understand the policies and consequences and pledge to follow steps listed below to resolve any conflicts that may arise.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Appropriate Use of Computers and the Network

Upon entering Silver Spring International Middle School, every student is given a computer account that allows the student to log onto and use our computers. Montgomery County and Silver Spring International Middle School policies determine acceptable computer usage.

Students Should ...

- Use computers for educational purposes only
- Use computers gently, carefully, and appropriately
- Keep all parts of the computer (monitor, hard drive mouse, etc), connected and intact
- Work only on the task that the teacher has assigned
- Sign in only with their own account/login
- Keep ID and password confidential
- Report any computer problems to the teacher
- Ask permission to print or switch computers
- Visit only appropriate/approved websites
- Log off before leaving a computer
- Follow all established classroom rules as determined by individual teachers

I understand that these rules are intended to protect both the Silver Spring International Middle School's computers and the students who use them. Violating the rules will result in consequences which may include loss of computer access privileges, administrative referral or other disciplinary actions.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

ACCESS TO COMPUTERS AND LOGINS WILL BE GIVEN AFTER BOTH SIGNATURES ARE COMPLETE