

# TILDEN MIDDLE SCHOOL

11211 Old Georgetown Road

Rockville, MD 20852

(301) 230-5930

[www.mcps.k12.md.us/schools/tildenms](http://www.mcps.k12.md.us/schools/tildenms)

## Vision

We envision a **happy, safe,** and **caring** educational culture in which our community is committed to the ongoing **success** of all students.

## Mission

By building positive relationships and providing a rigorous education that meets the diverse needs of all students, the Tilden community will inspire and engage students to become successful, responsible and respectful global citizens.

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



# Student Responsibilities

A Tilden student

- Achieves academically and strives to exceed the standard.
- Respects the rights, opinions, and property of the school and others.
- Shows pride in himself/herself, the school, and the community.
- Comes to class on time and is prepared to learn when the bell rings.
- Strives to successfully complete all class activities and assignments.
- Takes responsibility for the safety of self and others.
- Demonstrates respect for all.
- Exhibits good sportsmanship at all times.
- Cooperates with and shows the highest courtesy to guest teachers.

## **Individual Organizational Tools and Personal Supplies**

3 ring binder – 2 inch rings

wide ruled paper

pencil pouch

3 book covers

pens – blue or black ink

red pens for corrections

glue stick

eight subject dividers

calculator with the capability of operations and fractions

\*\*After the first month of school, many of these supplies can be purchased at the school store.

# Procedures

## Make-Up Work

**Students are responsible for making up the work missed. Students are given one day for each day he/she is absent to make up the work. For example, if you are absent on Monday and Tuesday, your work is due by Friday unless you have made other arrangements with your teacher.**

If you know you're going to be absent, you can ask a friend who lives near you to pick your work up for you.

**Students can find out about missed work the following ways:**

- find out in advance what you will miss if you know you will be absent on a certain day.
- call your homework buddies
- access homework on Edline
- meet with your teacher(s) during MAP

## Edline

Edline is a Web-based classroom-to-home communication system available through the Internet requiring a valid user name and password to access student information. Parents and students will have separate Edline accounts.

- Parents, please update your email addresses in Edline to enhance parent-teacher communication.
- Student achievement information, such as individual assignment and assessment (class quizzes and tests) scores and current course averages are available for each class.
- Access Edline by going to Tilden's website and click on "Edline".
- Parent Account Activation Instructions can be found at:  
[http://www.montgomeryschoolsmd.org/departments/oars/pdf/edline\\_ParentActivationLetter\\_eng.pdf](http://www.montgomeryschoolsmd.org/departments/oars/pdf/edline_ParentActivationLetter_eng.pdf)
- Tilden has an Edline Administrator on site to assist with any problems accessing Edline.

# TILDEN MIDDLE SCHOOL 2011-2012 BELL SCHEDULES

## REGULAR BELL SCHEDULE

Period 1	7:55 – 8:41
Period 2	8:45 – 9:30
MAP	9:34 – 10:00
Period 3	10:04 – 10:49

<b>A LUNCH</b>		<b>B LUNCH</b>		<b>C LUNCH</b>	
<b>LUNCH</b>	10:53 – 11:23	Period 4	10:53 – 11:38	Period 4	10:53 – 11:38
Period 4	11:27 – 12:12	<b>LUNCH</b>	11:42 – 12:12	Period 5	11:42 – 12:27
Period 5	12:16 - 1:01	Period 5	12:16 - 1:01	<b>LUNCH</b>	12:31 - 1:01
		Period 6	1:05 – 1:50		
		Period 7	1:54 – 2:40		

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## HALF-DAY BELL SCHEDULE - SEVEN PERIOD

Period 1	7:55 – 8:20
Period 2	8:24 – 8:49
MAP	8:52 – 9:01
Period 3	9:05 – 9:30
Period 6	9:34 – 9:59
Period 7	10:03 – 10:28

<b>A LUNCH</b>		<b>B LUNCH</b>		<b>C LUNCH</b>	
<b>LUNCH</b>	10:32 – 11:02	Period 4	10:32 – 11:02	Period 4	10:32 – 11:02
Period 4	11:06 – 11:36	<b>LUNCH</b>	11:06 – 11:36	Period 5	11:06 – 11:36
Period 5	11:40 – 12:10	Period 5	11:40 – 12:10	<b>LUNCH</b>	11:40 – 12:10

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## TWO HOUR DELAY - SEVEN PERIOD

MAP	9:55 – 10:13
Period 1	10:17 – 10:46
Period 2	10:50 – 11:19

<b>A LUNCH</b>		<b>B LUNCH</b>		<b>C LUNCH</b>	
<b>LUNCH</b>	11:23 – 11:53	Period 4	11:23 – 11:53	Period 4	11:23 – 11:53
Period 4	11:57 – 12:27	<b>LUNCH</b>	11:57 – 12:27	Period 5	11:57 – 12:27
Period 5	12:31 – 1:01	Period 5	12:31 – 1:01	<b>LUNCH</b>	12:32 – 1:01
		Period 3	1:05 – 1:34		
		Period 6	1:38 – 2:07		
		Period 7	2:11 – 2:40		

## 2011-2012 School Year Calendar

<u>Date</u>	<u>Event</u>	<u>Note</u>
Mon, July 04	Holiday - Independence Day	Offices & schools closed.
Mon, August 22	Professional day for teachers	No school for students.
Tue, August 23	Professional day for teachers	No school for students.
Wed, August 24	Professional day for teachers	No school for students.
Thu, August 25	Professional day for teachers	No school for students.
Fri, August 26	Professional day for teachers	No school for students.
Mon, August 29	First day of school for students	
Mon, September 05	Holiday - Labor Day	Offices & schools closed.
Wed, September 28	Early release day K-12. Planning and grades.	Students dismissed after lunch.
Thu, September 29	Rosh Hashanah	No school for students and teachers. (Note: Yom Kippur is Sat., October 8)
Fri, October 21	MSTA Convention - MCAAP Fall Conference	No school for students and teachers.
Fri, October 28	1st marking period ends	
Mon, October 31	Professional day for teachers	No school for students. Some 10-month employees work.
Thu, November 10	Early release day K-8. Parent conferences. Report cards distributed.	Students dismissed after lunch.
Fri, November 11	Early release day K-8. Parent conferences.	Students dismissed after lunch.
Wed, November 23	Early release day prior to Thanksgiving, K-12	Students dismissed after lunch.
Thu, November 24	Holiday - Thanksgiving	Offices & schools closed.
Fri, November 25	Holiday - Thanksgiving	Offices & schools closed.
Mon, December 26	Holiday - Christmas	Offices & schools closed.
Tue, December 27	Winter break	No school for students and teachers.
Wed, December 28	Winter break	No school for students and teachers.
Thu, December 29	Winter break	No school for students and teachers.
Fri, December 30	Winter break	No school for students and teachers.
Mon, January 02	Holiday - New Year's Day	Offices & schools closed.
Mon, January 16	Holiday - Martin L. King, Jr. Day	Offices & schools closed.
Fri, January 20	2nd marking period ends	
Mon, January 23	Professional day for teachers	No school for students. Some 10-month employees work.
Wed, February 01	Report cards distributed	
Mon, February 20	Holiday - Presidents' Day	Offices & schools closed.
Fri, March 02	Early release day K-12. Planning and grades.	Students dismissed after lunch.
Thu, March 29	3rd marking period ends	
Fri, March 30	Professional day for teachers	No school for students.
Mon, April 02	Spring break	No school for students and teachers. (Note: Passover begins April 6)
Tue, April 03	Holiday - Primary Election	Offices & schools closed
Wed, April 04	Spring break	No school for students and teachers.
Thu, April 05	Spring break	No school for students and teachers.
Fri, April 06	Holiday - Easter	Offices & schools closed.
Mon, April 09	Holiday - Easter	Offices & schools closed.
Thu, April 12	Report cards distributed	
Mon, May 28	Holiday - Memorial Day	Offices & schools closed.
Tue, June 12	Last day of school for students	
Wed, June 13	Professional day for teachers	
Thu, June 21	Report cards mailed	

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.

<i>If schools are closed...</i>	<i>The school year will be extended by...</i>
5 days	one day to June 13, 2012
6 days	two days to June 13 and 14, 2012
7 days	three days to June 13, 14, and 15, 2012
8 days	four days to June 13, 14, 15, and 18, 2012
9 days	five days to June 13, 14, 15, 18, and 19, 2012

## Department Testing Schedules

Monday – English and International Studies

Tuesday – Science and World Studies

Wednesday – English and Mathematics

Thursday – World Studies and International Studies

Friday – Science and Mathematics

Quizzes may be given on any day. A quiz should require no more preparation time than an average amount of homework.

A student who is absent on the day of a test, but was present on the review day, may be required to take the test on the day he/she returns to school.

If students have a test scheduled on a day school is cancelled (for snow or other reasons), the test will be given on the first scheduled school day following the cancellation.

## Marking Period Dates to Remember

### Interim Report

October

December

March

May

### End of Marking Period

October 28, 2011

January 20, 2012

March 29, 2012

June 12, 2012

### Report Card

November 10, 2011

February 1, 2012

April 12, 2012

June 21, 2012

## MANUSCRIPT FORM (Final Copy)

For handwritten work on lined paper, the following requirements apply:

- Use wide lined loose-leaf notebook paper 8 ½" by 10 ½" in width. Paper torn from a spiral notebook is unacceptable.
- Use blue or black ink. Your teacher will tell you when using a pencil is acceptable.
- Formal assignments such as final drafts of essays or reports must be written on one side only.
- In block form, in the upper right hand corner of the paper, write your first and last name. Below your name, write the date with the month and the year written out completely. Below the date, write the subject, grade, and class period.
- Maintain a one-inch margin on the left and a one-half inch margin on the right side of the paper. Skip the last full line.
- Center the title on the top line. **Do not underline the title.**
- Skip one line and begin at the margin for sentences which are numbered. Indent one inch from the left margin rule for paragraphs.
- Number items neatly to the left of the left-hand margin rule. Do not circle or use parentheses around numbers.
- Write your first and last name in the upper right hand corner of any additional sheets attached to the first page.
- Staple multiple pages together. Do not use paper clips or other fasteners. In addition, do not place an assignment in a report cover unless instructed to do so.

Martha Washington September 3, 2010 Physical Education 7, 3
_____ Title
_____ (skip this line)
1. _____
2. _____

### Bibliographic Citations

All students are expected to demonstrate responsible use of information by citing their sources of information. Noodletools, an online resource available to all students at home and at school, is the preferred method for creating bibliographic citations. Noodletools will prompt the user for the specific information needed to generate bibliographic citations for all types of materials, both print and electronic, as well as combine all of the citations on a list to create a perfectly formatted, organized, and printable bibliography.

#### Noodle Tools Tips

<http://www.noodletools.com>

All students will have a unique personal id based on their MCPS six digit student identification number. This unique personal id is composed of three parts. The first part is the last two digits of the student's graduation year. The second part is the three letters **tms**. The third part of the personal id is the student's six digit MCPS student id number. The password for all student users is **tilden**.

Example A (sixth grade student, id 123456):  
Personal id: **18tms123456** Password: **tilden**  
Example B (seventh grade student, id 456789):  
Personal id: **17tms456789** Password: **tilden**  
Example C (eighth grade student, id 987321):  
Personal id: **16tms987321** Password: **tilden**

# *Tilden Middle School Policies and Discipline Code 2011 - 2012*

Tilden Middle School believes in maintaining a safe, healthful learning environment so that each student is assured his/her right to an education. This document outlines Tilden's expectations for student behavior. It also outlines specific discipline infractions and the consequences which can be expected if this code is violated. We recognize that the policy stated herein is not all-inclusive and that situations will arise that will need to be handled in a manner other than that suggested by this policy. While specific disciplinary action is assigned to certain offenses, differences in individual situations make it undesirable for staff to rigidly conform. Ultimately the most effective means of dealing with a specific situation may have to be left to the discretion of the principal, assistant principal, or teacher. *No rule or disciplinary action is herein established, in this policy, which is in conflict with County or State Policy.*

**To achieve your goals: BE PROMPT, BE PREPARED, BE PRODUCTIVE,  
BE PROUD, and especially BE PERSISTENT.**

- ✓ Students are expected to show respect to their peers and all staff members. This includes administrators, teachers, secretaries, paraeducators, building service workers, cafeteria workers, lunch aides, and peers.
- ✓ When asked by a staff member, students are required to inform that person of his/her name and grade.
- ✓ Students may not enter an unsupervised classroom/area at any time before, during, or after school.
- ✓ Students are expected to do their job as students: be respectful of yourself and others, demonstrate independence for your learning experience and achievement; accept responsibility for your actions and learn from any mistakes that you may make.

# POLICIES

## Attendance

The State of Maryland and the Montgomery County Public School System have given school attendance the highest priority to help ensure student success. Tilden Middle School shares that point of view, and we expect that all students will maintain regular attendance to school and classes. The following policies relate specifically to attendance:

1. Attendance is required in each class every school day unless excused.
2. Parents should call the **main office** (301-230-5930) before 8:00 am to report their child's absence.
3. Students who have been absent must bring a note signed by a parent explaining the nature of the absence(s). The note must be dated. These absence notes, as well as early departure notes, should be brought to the main office before school or during MAP. *Parent notes are kept on file in the main office.*
4. Students who come to school late must sign in at the main office.
5. The attendance secretary will attempt to contact parents who have not notified the school of their child's absence.
6. Parents of students truant from school will be contacted by the administration.
7. A teacher is not obligated to give credit for work missed during an unexcused absence.
8. **It is the student's responsibility to see the teacher for all make up work for either an excused or unexcused absence. Students are expected to check "Edline" for any missed assignments.**
9. Parents may contact the counseling office before 3:00 pm on the second day of absence to receive work for a student who is expected to be out longer. Work will be available between 3:00 – 4:00 pm in the counseling office the next school day.
10. A note must be submitted to the principal, **at least one week in advance**, when a student is taken out of school for a family trip, etc. Please write the student's full name, grade, reason for the absence, and parent's name and phone number on the note. We do not encourage absences for vacations during the regularly scheduled school year.

## Before School

1. **Supervision of students begins at 7:30 am. Students must not arrive to school prior to 7:30 am.**
2. Upon arrival to school, students are required to remain on campus unless officially excused.
3. Students should enter the building through the cafeteria at the rear of the parking lot or through the main entrance and remain in the cafeteria (grade 8) or gym (grades 6 and 7) until excused by an administrator.

## After School

1. Students **must leave the building immediately** after the dismissal bell unless they are involved in a supervised school activity. Students should not be in the hall after the buses leave (2:47 pm).
2. Students who are involved in after-school activities should remove all needed materials from their lockers before their activity because the outside doors and security gates may be locked.
3. Students are expected to stay for the duration of the activity. Parents arriving earlier should report to the office to pick up their child.
4. Students should arrange to be picked up on school property rather than crossing Old Georgetown Road on foot. Students that are walking **MUST CROSS AT THE CROSSWALK.**
5. Passes will be required in order to ride the activity bus. The passes will be distributed by the activity sponsor and will only be given to students who attend the activity.
6. A note from your parent(s) is required in order to ride a different bus home and it must be signed by an administrator prior to the end of the school day. **Please include the following information: name of student, bus number to ride, date, and parent contact number.** An administrator's signature should be obtained prior to the end of the school day. Before school and lunch time are the best times to obtain this signature.

## Academic Standards

1. Cheating on quizzes, tests, and/or exams will not be tolerated. Violators will receive a grade of zero and a parent will be notified.
2. Copying another student's work, such as homework or compositions, is not permitted. To copy someone else's work, with or without permission, is a form of cheating. The papers of all involved will be confiscated.
3. **Copying someone else's words or ideas (from printed material or the Internet) and submitting it as your own is considered plagiarism unless the source has been cited. Plagiarism is a form of cheating and will be dealt with accordingly. Note: copying and pasting a few sentences or a paragraph from a website is a form of plagiarism; borrowing a few key words or phrases from an article or a book is a form of plagiarism; rearranging the words in a sentence from an article, book or website is a form of plagiarism. To avoid plagiarizing, give credit to your sources or paraphrase the material (rewrite the information in your own words).**

## Appropriate Dress for School

1. Appropriate student dress and grooming are required.
2. Clothing which is likely to or does cause disruption to school activities is not allowed. (Tops should not be low cut, no tank tops, no visible bra straps including spaghetti straps, no bare midriffs, no strapless dresses, or tops; from a standing position, dresses, shorts and skirts should not be shorter than the wearer's finger tips.)
3. Clothing with profanity and/or anything displaying or encouraging the use of weapons, drugs, alcohol, cigarettes, violence or which is of a sexual nature is not allowed. Clothing that is lewd, vulgar, obscene, revealing or of a sexual nature is not allowed.
4. Hats may be worn only in the halls, cafeteria and outside.
5. Appropriate footwear is required at all times.

## Bullying

Bullying is an **Intentional** negative (aggressive) action on the part of one or more students, **repeatedly and over time**, that interfere with a student's ability to participate in or benefit from the school's education programs. Examples of Bullying: name calling; making fun of someone; physical or verbal threats; teasing someone etc.

1. Students are encouraged to report any form of bullying (physically aggressive behavior or psychologically/verbally teasing) to a staff member immediately.
2. Students are encouraged to inform their parents of any form of bullying inflicted upon him/her.
3. Parents are encouraged to contact the school administration and counselors if their child has been subject to any form of bullying.
4. Parents may submit the Harassment or Intimidation (Bullying) Incident Report Form to the school administration (See MCPS website to obtain the form).

## Cafeteria Procedures

1. Students must report to the cafeteria within the four (4) minute passing time or they may be assigned a lunch detention.
2. Students must put their trash in the containers provided in the cafeteria and clean their table area. Tilden maintains a recycling program. Aluminum cans must be placed in the recycling bin.
3. Students will not be allowed outside if they have not cleaned their table area. Food and/or drinks must be consumed in the cafeteria.
4. Students may not leave the cafeteria without a pass from a staff member or until dismissed by a staff member.
5. Students must remain in designated areas during lunch.
6. Books and binders brought to the cafeteria will be placed on the shelves in the cafeteria.

## Care of Personal Property

1. Lockers and locker combinations are not to be shared. Lockers should never be left in the "open" position.
2. If you are celebrating a friend's birthday, you may temporarily decorate the outside of his/her locker (max. three students), with teacher or administrator permission and **ONLY** first thing in the morning (before classes begin) or during lunch.
3. Your parents will be contacted if you share your locker with another student and you will have to serve detention.
4. Students are encouraged to go to their lockers only before and after school, and before and after lunch.
5. Students must keep coats/outerwear, backpacks/backpack purses in lockers during the school day.
6. Students are responsible for ensuring that cell phones and other electronic devices are turned off and stored in his/her locker for the entire school day.

## Conduct in the Halls

1. Students should walk to the right in the halls and follow the direction of the arrows on the stairs.
2. Running, horseplay, play fighting, loitering and loud/unnecessary noises are not permitted.

## Conduct at School Sponsored Events

1. All rules governing the regular school day apply to all after school and school sponsored events.
2. Once students enter an event, they may not leave until they are picked up by a responsible adult.
3. Parents or responsible adults must pick students up promptly after the school-sponsored events are over. **Students who are picked up more than 15 minutes beyond the end of an event must have their parent(s) chaperone the next event the student attends.**

## Damage to School and/or Personal Property

1. Students should take care of school furniture, textbooks and equipment in order to keep them in good condition. Intentional damage to school and other students' property is subject to disciplinary action.
2. Students should respect the property of other students and staff.
3. Textbooks should be covered at all times.

## Eligibility to Participate in/attend Extracurricular Activities

1. Students must meet the county eligibility requirement (at least a 2.0 Grade Point Average with no more than one E) to participate in any non-academic extracurricular activity.
2. Students suspended in or out of school may lose their privilege to attend school activities for a minimum of the remainder of the grading period in which they are suspended.
3. Students may not participate in or attend after-school or evening activities if they are not present during the regular school day of that activity.

## Prohibited Items

1. Students may not bring any items or materials that may interfere with the learning environment or do not promote a safe and healthy environment (see Infraction Category - Inappropriate Electronics, pg. 14). If these items are brought to school, they will be confiscated.
2. Possession of alcohol, drugs, drug paraphernalia or any item used as/or deemed a deadly weapon may result in a ten-day suspension with automatic recommendation for expulsion.
3. No personal sports equipment that may be potentially used as a weapon (bats, lacrosse sticks, etc.) may be brought to school unless approved by teacher or administrator. If the staff member grants you permission to bring in sports equipment, you must give the equipment to the staff member at the beginning of the school day.

## School Buses

1. Riding the bus is a privilege. A student may become ineligible for school bus transportation if his/her behavior creates continuing problems on the bus.
2. The school bus stop is considered a part of the school grounds, and thus is subject to disciplinary action.
3. A student requesting to ride a bus other than the assigned bus must have a note signed by a parent/guardian and an administrator. **Please include the following information: name of student, bus number to ride, date, and parent contact number.** An administrator's signature should be obtained prior to the end of the school day. Before school and lunch time are the best times to obtain this signature.

## Tilden Middle School Discipline Policy Infractions and Consequences

### Levels of Administrative Disciplinary Actions:

1. Student conference with Teacher
2. Parent conference/contact by Teacher
3. Teacher to Team Leader referral
4. Detention assigned by Teacher/Team Leader
5. Administrative referral/conference
6. Detention assigned by Administrator (Lunch Time, After School)
7. Parent notification by Administrator
8. Parent Conference (w/Student/Administrator/Teacher or Counselor)
9. Exclusion from class(es)/School Activity/Loss of Privileges/In School Community Service
10. Friday After-School Detention (3:00 pm to 5:00 pm; parent must pick their child up or make special arrangements for their son/daughter to be dismissed from Friday After-School Detention.)
11. In School Intervention (Student will be excluded from classes and receive class assignments from teachers throughout the school day).
12. Suspension (in-school, out-of-school) Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school. Thus, suspension as a consequence is only used when the behavior is disruptive and detrimental to the school/learning environment.
13. Financial Reimbursement
14. Recommendation for Expulsion
15. Referral to Police/Fire Marshal or other appropriate county agency

## Infractions and Consequences

The following is list of infractions and the possible consequences of violating these infractions. Circumstances may warrant other actions being taken.

<b>Infractions/Violations</b>	<b>Definitions</b>	<b>Minimum Range</b>	<b>Maximum Range</b>
Backpacks/Book bags	Backpacks/book bags are not allowed in the classrooms	1,2 Send student to locker to return backpack	3, Team Detention after 3 Infractions
Bullying	<b>Intentional</b> negative (aggressive) actions on the part of one or more students, repeatedly and over time, that interfere with a student's ability to participate in or benefit from the school's education programs.	1,2,3,4,5,6,7,8	9,10,11,12,15
Bus Behavior	As listed in Bus Rules/On Bus Referral	5,6,7,8,9	10,11,12,15 Loss of bus privilege for remainder of year
Cafeteria Behavior	Inappropriate behavior during lunch	5,6,7,8,9	Suspension of cafeteria privileges
Cheating	Giving or receiving answers on test/class work	1,2,3,4	5,6,7,8,9
Class Cutting	Being absent from a scheduled class without an official excuse	1,2,3,4	5,6,7,8,9,10,11,12
Classroom Disturbance	Any behavior which the teacher determines to be disruptive to the learning environment	1,2,3,4,	5,6,7,8,9,10,11,12
Computer Fraud/Abuse	Inappropriate use of computer and/or network (Reg. IGT-RA) Refer to <i>Technology Code of Ethics</i>	1,2,3,4	5,6,7,8,9,10,11,12,15
Cutting Assigned Detention	Not reporting to assigned detention	1,2,3,4	5,6,7,8,9,10,11,12
Destruction of Property (vandalism)	Damage, whether accidental or intentional, or threat of damage to school property, or property of any person	1,2,3,4	5,6,7,8,9,10,11,12,13,14,15
Extortion	Attempt to secure money or property through threats of physical harm	5,6,7,8,9	10,11,12,13,14,15
Failure to Follow Directions (insubordination)	Refusal to comply with directions from any staff member	1,2,3,4	5,6,7,8,9,10,11,12
False Fire Alarm	Pulling an alarm with unjustifiable reason	5,6,7,8	10,11,12,13,14,15
Forgery	Writing or signing documents with deliberately misleading, false, or inaccurate information	1,2,3,4,	5,6,7,8,9,10,11,12
Gambling	Any game of chance for profit	1,2,3,4,9	5,6,7,8,9,10,11,12
Hats/Bandanas/Skull Caps	Hats are not to be worn in the classrooms or offices.	1,2,3,4 Confiscate item	5,7,8,9 Confiscate item until the end of the year

<b>Infraction/Violations</b>	<b>Definitions</b>	<b>Minimum Range</b>	<b>Maximum Range</b>
<b>Inappropriate Behavior</b>	Actions or behavior which a student or staff member finds to be unsuitable, disruptive, embarrassing, or belittling		
Hall Conduct	Running, loitering, eating, disruptive behavior, littering, in hall without a pass	1,2,3,4 Escort to/from classes	5,6,7,8,9,10,11,12
Horseplay / Play-fighting	Activities that are unsafe or unacceptable in the school environment	1,2,3,4	5,6,7,8,9,10,11,12
Slamming Lockers	Slamming your own or another student's locker	1,2,3,4	5,6,7,8,9,10,11
Inappropriate Dress**	Clothing that interferes with the educational process. Judgment made by staff. See "Student's Rights and Responsibilities," page 8.	1,2,3,4	5,6,7,8,9 Student sent home for day
Inappropriate Electronics	Cell phones, iPods, iPads, MP3 players, hand-held electronic games, cameras, laser pens, or other electronic devices (3G/4G/internet capable) not used for instruction. Kindles, Playaway's, and Nooks are allowed with teacher permission ONLY. We cannot be responsible for the security of these items, except when they are confiscated by a staff member.	1,2,3,4 Confiscate item	5,6,7,8,9,10,11,12 Confiscate item until end of school year
Inappropriate Verbal or Nonverbal Language	Use of obscenities, profanity, irreverent speech, and disrespectful language	1,2,3,4 Written apology In-school Community Service	5,6,7,8,9,10,11,12
Leaving School Grounds Without Permission	Leaving school grounds during the school day without parent and/or administrative permission	1,2,3,4 In-School community service	5,6,7,8,9,10,11,12,15
Physical Assault	Fighting, and/or other actions that could harm another student or staff member	5,6,7,8,10,11 Written apology	12,14,15
Plagiarism	Taking credit for words or ideas of others without attribution; copying others' work and turning it in as your own	1,2,3,4 Loss of grade (E) In-School community service	5,6,7,8,
Possession of or Use of Intoxicants or Inhalants	Possession, use or evidence of use of any dangerous substance, including alcohol, inhalants or other drugs including prescription drugs, over the counter medicines, look-alike drugs, placebos, and related drug paraphernalia	5,10,11, Referral to Student Assistance Program	12,13,14,15

<b>Infraction</b>	<b>Definition</b>	<b>Minimum Range</b>	<b>Maximum Range</b>
Possession or Use of Fireworks or Any Type of Incendiary or Fireworks or Any Type Combustible Device	Possessing matches, lighters, fireworks, etc.	5,6,7,8,9,10,11	12,13,14,15
Public Displays of Affection	Touching or physical contact in a manner which is inappropriate in a school setting (kissing, hand-holding, etc.)	1,2,3,4	5,6,7,8,9
Safety Infraction	Violation of safety procedures that endanger the safety of student and/or school population	1,2,3,	5,6,7,8,9,10,11,12,13,14,15
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature	5,7,8	10,11,12,13,14,15
Tardiness to class	Not being seated in the assigned seat when the tardy bell rings	Tardy slip Parent contact by teacher after 2 <sup>nd</sup> offense Detention by teacher after 3 <sup>rd</sup> offense	5,6,7,8,9,10,11,12
Tardiness to School	Arriving to school after the late bell for first hour class	Sign in at the main office Parent Note/Parent Contact	5,6,7,8
Theft	take anything without the owner's consent	1,2,3,4	5,6,7,8,10,11,12,13 ,14,15
Throwing Projectiles	Throwing missiles or projectiles (eg. snowballs, rocks, spit balls, etc.)	1,2,3,4	5,6,7,8,9,10,11,12,13,14,15
Tobacco	Possession or use of tobacco or tobacco products	5 Confiscate product	6,7,8,9,10,11,12,13,14,15
Truancy	Being absent from school without parent permission	5,6,7,8,9	10,11,12,15
Unauthorized selling of Goods	Selling food or property without specific administrative permission	5 Confiscate Items	6,7,8,9,10,11,12,13,14, 15
Verbal Abuse	Intimidating, insulting, or verbally abusing a staff member	1,2,3,4,5	6,7,8,10,11,12,13,14, 15

## Countywide Violations

Infraction	Minimum	Maximum	Additional References
<b>Non-discretionary Expellable Offenses</b>			
Bomb/Facsimile Possession or Bomb Threats	Suspension with recommendation for Expulsion, Police Referral	Expulsion Police referral	Regulation EKC-RA <i>Bomb Threats/ Explosive Devices on MPCS Property</i>
Distribution of Intoxicants	Suspension with recommendation for Expulsion, Police Referral	Expulsion Police Referral	Regulation COF-RA <i>Intoxicants on MCPS Property</i>
Firearms	Suspension with recommendation for Expulsion, Police Referral	Expulsion Police Referral	Regulation COE-RA <i>Weapons on MCPS Property</i>
Violent Physical Attack on a Staff Member	Suspension with recommendation for expulsion, Police Referral	Expulsion Police Referral	
Weapons Used to Cause Bodily Harm/Injury	Suspension with recommendation for expulsion, Police Referral	Expulsion Police Referral	Regulation COE-RA <i>Weapons on MCPS Property</i>

From: "A Student's Guide to Rights and Responsibilities in Montgomery County Public Schools"

## Cell Phone Policy

Middle School students may possess a cell phone on MCPS property and at MCPS sponsored activities. **During the school day, the student is responsible for ensuring that the cell phone is turned off and stored in his/her locker for the entire school day.** The cell phone may not be turned on or used until the end of the instructional school day. The instructional school day begins at 7:55 a.m. and ends at 2:40 p.m. Parents should not text or call students on their cell phones during the school day. Students may use the main office phones during the school day to call their parents.

Inappropriate use of cell phones may result in confiscation and/or disciplinary action. The student can retrieve the cell phone at the end of the school day. However, if this becomes an on-going problem, the parent/guardian of the student will be asked to pick up the cell phone from the school. Also, the school is not responsible for any lost or stolen cell phones. Students and parents bear the responsibility of the cell phone.

## Search and Seizure

The principal, assistant principal, or security assistant may search you on the school premises or on a school-sponsored activity if s/he has a reasonable belief that you possess something that is illegal under Maryland law (such as illegal drugs) or a violation of any state law or rule or regulation of MCPS. The principal will do the following:

- ◆ Tell you at the time of the search that you have a right to appeal the legality of the search (that is, you can say that the search was illegal)
- ◆ Search you only in front of a third party who has reached the age of majority (18 years old or married)
- ◆ Return anything taken from you within a reasonable time unless it is illegal to have the item or the item poses a danger to you or others

The principal, assistant principal or security assistant also may search any part of the school. This includes your locker. If your locker is searched, the school official will make every reasonable effort to inform you before s/he searches it.

The principal will tell you and your parents, in writing, at the beginning of each school year, about the rules of search and seizure. This right is hereby announced and published within the school and community.

### **Additional Support Services**

Montgomery County Crisis Center: 240-777-4000

Maryland Youth Crisis Hotline: 1-800-422-009

## **Appeals, Complaint Procedure, Due Process**

### **School-level Decision**

- A. If a student has a problem or complaint, including complaints of discrimination, the student may:
  1. Meet with the principal to seek an informal resolution, or
  2. Request, in writing, that the principal formally review the complaint.
- B. If the student chose A.1. and is not satisfied with the informal process or the proposed resolution, or if no resolution is reached within 15 days of the presentation, the student may file a written request for formal review of the complaint by the principal.
- C. When the principal formally reviews a student's complaint, the principal shall provide the student with the opportunity to present witnesses and evidence in support of the complaint. The principal shall render a decision in writing, with a copy to the complainant, within ten (10) school days of receipt of the written complaint from the student.

# AUGUST 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 <i>FIRST DAY OF SCHOOL FOR STUDENTS</i>	30	31			

# SEPTEMBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <i>HOLIDAY – Labor Day No School for Students</i>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 <i>EARLY RELEASE DAY – 12:10 pm</i>	29 <i>Rosh Hashanah No school for students and teachers</i>	30	

# OCTOBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1</i>
<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i> <i>MSTA</i> <i>Convention</i> <i>No school for</i> <i>students and</i> <i>teachers</i>	<i>22</i>
<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i> <i>1<sup>st</sup> Marking</i> <i>Period Ends</i>	<i>29</i>
<i>30</i>	<i>31</i> <i>Professional</i> <i>Day for</i> <i>Teachers – No</i> <i>school for</i> <i>students</i>					

## NOVEMBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 <i>EARLY RELEASE DAY – 12:10 pm Parent Conferences; Report Cards Distributed</i>	11 <i>EARLY RELEASE DAY – 12:10 pm</i>	12
13	14	15	16	17	18	19
20	21	22	23 <i>EARLY RELEASE DAY – 12:10 pm</i>	24 <i>HOLIDAY – Thanksgiving Offices and Schools Closed</i>	25 <i>HOLIDAY – Thanksgiving Offices and Schools Closed</i>	26
27	28	29	30			

## DECEMBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<b>26</b> <i>HOLIDAY –                      Christmas                      Schools and                      Offices Closed</i>	<b>27</b> <i>WINTER BREAK                      No School for                      Students and                      Teachers</i>	<b>28</b> <i>WINTER BREAK                      No School for                      Students and                      Teachers</i>	<b>29</b> <i>WINTER BREAK                      No School for                      Students and                      Teachers</i>	<b>30</b> <i>WINTER BREAK                      No School for                      Students and                      Teachers</i>	<b>31</b>

# JANUARY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>HOLIDAY – New Year’s Day Schools and Offices Closed</i>	3	4	5	6	7
8	9	10	11	12	13	14
15	16 <i>HOLIDAY – Martin Luther King, Jr. Day Schools and Offices Closed</i>	17	18	19	20 <i>2<sup>nd</sup> Marking Period Ends</i>	21
22	23 <i>Professional Day for Teachers – No school for students</i>	24	25	26	27	28
29	30	31				

## FEBRUARY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> <i>Report Cards</i> <i>Distributed</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>
<i>19</i>	<i>20</i> <i>HOLIDAY –</i> <i>Presidents’ Day</i> <i>Schools and</i> <i>Offices Closed</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>
<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>			

# MARCH 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>EARLY RELEASE DAY – 12:10 pm</i>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 <i>3<sup>rd</sup> Marking Period Ends</i>	30 <i>Professional Day for Teachers – No school for students</i>	31

## APRIL 2012

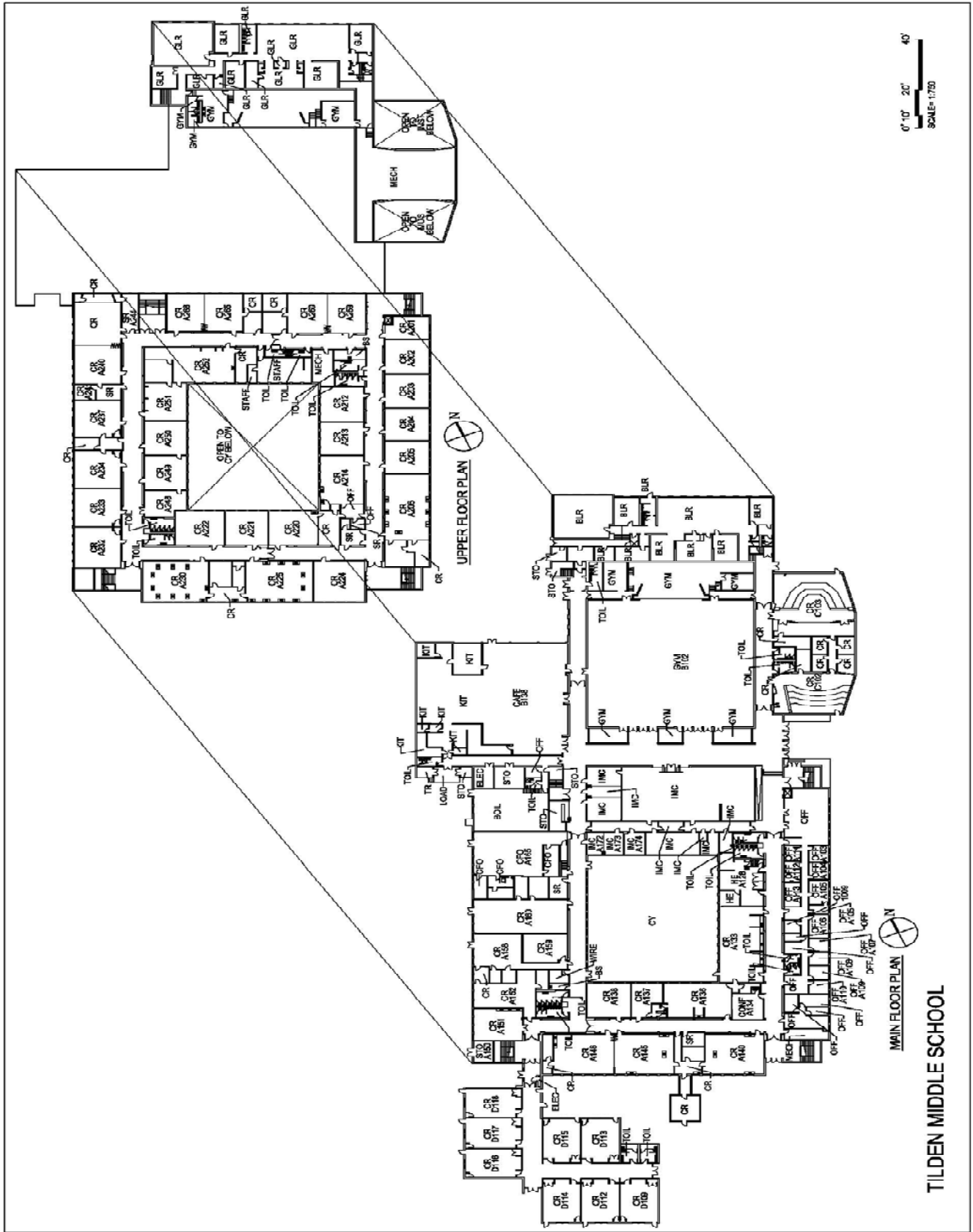
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> <i><b>SPRING BREAK</b></i> <i>No School for Students and Teachers</i>	<b>3</b> <i><b>HOLIDAY - Primary Election</b></i> <i>Schools and Offices Closed</i>	<b>4</b> <i><b>SPRING BREAK</b></i> <i>No School for Students and Teachers</i>	<b>5</b> <i><b>SPRING BREAK</b></i> <i>No School for Students and Teachers</i>	<b>6</b> <i><b>HOLIDAY - Easter</b></i> <i>Schools and Offices Closed</i>	<b>7</b>
<b>8</b>	<b>9</b> <i><b>HOLIDAY - Easter</b></i> <i>Schools and Offices Closed</i>	<b>10</b>	<b>11</b>	<b>12</b> <i>Report Cards Distributed</i>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

# MAY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 <i>HOLIDAY – Memorial Day Schools and Offices Closed</i>	29	30	31		

# JUNE 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 <i>LAST DAY OF SCHOOL FOR STUDENTS</i>	13 <i>Professional Day for Teachers</i>	14	15	16
17	18	19	20	21 <i>Report Cards Mailed Home</i>	22	23
24	25	26	27	28	29	30



TILDEN MIDDLE SCHOOL