

Watkins Mill High School Dress Code and Electronic Policy

Students are expected to choose attire for a school day that is safe, not offensive and conducive to an educational setting. Therefore, the following rules for dress will be followed:

Head Gear

Wearing headgear in the school is considered a safety issue. Therefore, the following headgear is not allowed during the day:

- Hats, Visors, Skull Caps, Do-Rags
- Bandanas, Scarves (not on the head, around the neck, or hanging from the pockets)
- Sweatshirts hoods – the sweatshirt is permitted, but the hood is not to be worn anytime during the school day.
- Sweatbands (only while participating in PE class)
- Headbands, scrunches, and other items used to hold hair out of the face ARE PERMITTED.

Electronic Devices:

- Electronic Devices (that are not cell phones) are up to teacher discretion in their classroom. The classroom policy must be written and posted in the classroom. When the class visits other areas of the school, such as the media center the class is expected to comply with the rules of the area not the classroom rules.
- Electronic Devices (that are not cell phones) are discouraged from use in the hallway during class change however, students are expected to monitor themselves and teachers will not deal with electronic devices (that are not cell phones) during passing time.
- Teachers who choose to confiscate electronic devices (that are not cell phones) in their classrooms must have a good system for protecting the device; because the teacher is responsible for the device until it is returned to the student or parent.
- Portable Communication Devices: Students may have a Portable Communication Device (PCD) on school property. All PCDs must be turned off upon entering the building. Students are permitted to use their PCD device at STEP time only. They must be turned back off at the end of STEP and remain off until dismissal at 2:10 p.m. WMHS and MCPS are not responsible for stolen or lost items. However, if a student goes into an area where the devices are not allowed (i.e., Media Center), the student is expected to remove and store the PCD. Please refer to page 19 for Consequences for Portable Communication Devices.



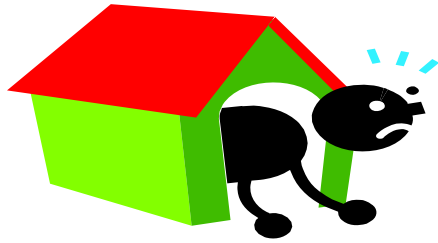
VIOLATION: All students will initially be reminded of the above policies. If after appropriate investigation, a student is found in unauthorized possession or use of an electronic device, the item may be confiscated. Depending on the circumstances, disciplinary action could include but not limited to conference, confiscation of the device for a period of time, parent notification, detention, and suspension and/or police notification. All confiscated items of repeat offenders will be returned to a parent/guardian or to the student at the end of the semester.



Dress Code

- Shoes must be worn at all times on school property.
- Undergarments (i.e. bras, underwear, undershirts, etc.) must be worn and covered at all times.
- Shorts, skirts, dresses, and skorts must be of appropriate length as to not expose buttocks and underwear when sitting or standing. An approximate guide is fingertip length.
- Clothing must be free of profanity, drugs, alcohol or tobacco products; violent messages; sexual messages; gang symbols or references; or language that demeans an identifiable person or group. **The student will change shirts and the shirt with the unacceptable message will be confiscated.**
- Jewelry cannot be worn that is perceived as dangerous, violent or promoting inappropriate themes such as chains, bracelets, and necklaces that have spikes. **If a student is wearing jewelry that is perceived as inappropriate, it will be confiscated and released only to a parent or guardian.**
- Displaying cleavage and midriff is prohibited.
- Transparent or see-through clothing is not allowed unless worn over another shirt or top that is not transparent.
- Shirts must be worn that cover the shoulders, back and midriff area. Spaghetti straps, tube tops, halter-tops, colored or white tanks are to be worn as undergarments only. **The student will be asked to change (put another top over the revealing shirt) or will be sent home after parent/guardian contact.**
- Clothing may not be worn low at the waist so that they show undergarments, skin or are about to fall off.
- Holes and tears in clothing must be patched and/or sewn.

VIOLATION: If you are dressed in a way that is deemed by staff to be inappropriate, you will be permitted to change inappropriate clothing or have a parent bring a change of clothing to the school.



Please read the Students Rights and Responsibilities found here:

<http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/StudentRightsResponsibilities-English.pdf>

Students are expected to read and understand these rights and responsibilities.

**DISCIPLINE POLICY
2011-2012**

MCPS Non-Discretionary Expellable Offenses

| | Violation | Consequence(s) |
|----|---|--|
| 1. | Bomb/facsimile possession or bomb threats | Recommend Expulsion Police Referral |
| 2. | Distribution of Intoxicants | Recommend Expulsion Police Referral |
| 3. | Firearms | Recommend Expulsion Police Referral |
| 4. | Violent physical attack on a student or staff member | Recommend Expulsion Police Referral |
| 5. | Weapons used to cause bodily harm/injury | Recommend Expulsion Police Referral |

MCPS Countywide Offenses With a Range of Consequences

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.

| | Violation | Consequence(s) |
|-----|--|---|
| 6. | Computer abuse | <ul style="list-style-type: none"> •Loss of computer privileges •In School Suspension •Out of School Suspension •Recommend Expulsion |
| 7. | Destruction of property | <ul style="list-style-type: none"> •Financial Restitution •Out of School Suspension •Recommend Expulsion •Police Referral |
| 8. | Extortion Frightening or threatening another person in attempting to secure money or property | <ul style="list-style-type: none"> •Out of School Suspension •Recommend Expulsion |
| 9. | Physical attack on a student or staff member | <ul style="list-style-type: none"> •Out of School Suspension •Recommend Expulsion •Police Referral |
| 10. | Possession or use of intoxicants Evidence of drinking or having in one's possession any intoxicant on school premises, at any school sponsored activity, or in vehicles owned or operated by students during the school day or during the time of the activity | <ul style="list-style-type: none"> •Confiscation •Out of School Suspension •Recommend Expulsion •Police Referral •Search and Seizure |
| 11. | Portable communication devices Students may have a Portable Communication Device (PCD) on school property. All PCDs must be turned off upon entering the building. Students are permitted to use their PCD device at STEP time only. They must be turned back off at the end of STEP and remain off until dismissal at 2:10 p.m. WMHS and MCPS are not responsible for stolen or lost items. | <ul style="list-style-type: none"> • Confiscation • Conference • In School Suspension • Out of School Suspension • Recommend Expulsion <p>•1st Offense – The staff member will confiscate the item and turn in to the main office. Student can pick up the item from the main office after making an appointment.</p> |

| | Violation | Consequence(s) |
|-----|---|--|
| | | <ul style="list-style-type: none"> •2nd Offense – Parent will have to come to school to pick up PCD. •3rd Offense – PCD will be held until the end of the year. |
| 12. | Sexual harassment Unwelcome sexual advances, requests, and/or other inappropriate verbal, written or physical conduct of sexual nature. <i>See Student Rights and Responsibilities</i> | <ul style="list-style-type: none"> •Conference •Temporary removal from class •Exclusion •In School Suspension •Out of School Suspension •Recommend Expulsion •Police Referral |
| 13. | Sexual Offenses Any sexual activity between consenting students or unwanted sexual activity. | <ul style="list-style-type: none"> •In School Suspension •Out of School Suspension •Recommend Expulsion |
| 14. | Verbal Abuse and/or Threat Intimidation or insult of a staff member, other adult or student; language that demeans one's color, race, religion, gender, national origin, or sexual orientation. | <ul style="list-style-type: none"> •Conference •After School detention •Temporary Removal From Class •Exclusion •In-School Suspension •Out of School Suspension •Recommend Expulsion •Police Referral • |
| 15. | Dangerous Items: Carrying, possessing, using, or storing any other implement which could be used in a lethal way. *Possession of any type of knife will result in 10 days suspension + recommended expulsion and a police referral. | <ul style="list-style-type: none"> •Confiscation •Temporary Removal from Class •Out of School Suspension •Recommend Expulsion •Police Referral •Search and Seizure |

Offenses With Local School Consequences {character violation}

| | Violation | Consequence(s) |
|-----|--|--|
| 16. | Cheating {trustworthiness} Using someone else's work as one's own, copying from notes or other students' papers during a test, talking during a test. | <ul style="list-style-type: none"> •Conference •Receive a "0" on the assignment or re-do the assignment as determined by the teacher •After School Detention •Temporary Removal From Class •Exclusion •In-School Suspension •Out of School Suspension |
| 17. | Cutting class/non-attendance {responsibility} | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary Removal From Class •Exclusion •In-School Suspension •Truancy Referral |
| 18. | Disruption/disturbance {respect/responsibility} Conduct which disturbs, distracts or endangers others; behavior that disrupts the learning environment. | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary Removal From Class •Exclusion •In-School Suspension •Out of School Suspension •Police Referral |
| 19. | Dress Code Violation {respect} School personnel may advise students about appropriate dress and grooming for school. School personnel may not discipline for style of dress or grooming unless any of the following occur: <ul style="list-style-type: none"> • It is likely to cause or does cause a disruption to school activities. • It endangers health or safety. • It fails to meet a reasonable requirement of a course or activity. • It is associated with gangs, it is lewd, vulgar, obscene, revealing, or of a sexual nature. • It promotes the use of tobacco, alcohol, or drugs. | <ul style="list-style-type: none"> •Change offensive clothing •Conference •After School Detention •Temporary Removal From Class •Exclusion |

| | Violation | Consequence(s) |
|-----|--|--|
| 20. | Failure to serve detention {responsibility} | <ul style="list-style-type: none"> •Conference •After School Detention (doubled when not served when assigned by a staff member) •Temporary Removal From Class •Exclusion •In-School Suspension •Out of School Suspension |
| 21. | False Fire Alarm {responsibility} | <ul style="list-style-type: none"> • Conference • Temporary Removal From Class • Exclusion • Financial Restitution to Fire Department • Restoration of Property • In School Suspension • Out of School Suspension • Recommend Expulsion • Police/Fire Marshall Referral |
| 22. | Fighting {respect} Hostile physical contact in which one party has contributed to a situation through verbal threat or physical action. | <ul style="list-style-type: none"> • Exclusion • Out of School Suspension • Recommend Expulsion • Police Referral |
| 23. | Forgery {trustworthiness} The signing of a note for parent or staff member by someone other than the parent or staff member. | <ul style="list-style-type: none"> •Conference •After School Detention •In-School Suspension •Out of School Suspension |
| 24. | Gambling {trustworthiness} Betting money or other benefits on a game, contest, or other event. | <ul style="list-style-type: none"> •Confiscation •Conference •Temporary Removal From Class •Final Restitution •Out of School Suspension •Recommend Expulsion •Police Referral •Search and Seizure |
| 25. | Inappropriate Behaviors {respect} Public display of affection or other actions not covered under "disruption/disturbance." | <ul style="list-style-type: none"> • Conference • After School Detention • Temporary Removal From Class • Exclusion • In-School Suspension • Out of School Suspension |
| 26. | Inappropriate items on school campus {responsibility} Skateboards, laser pointers, pacifiers, toys, water pistols, etc. | <ul style="list-style-type: none"> •Confiscation •Conference •Temporary Removal From Class •Financial Restitution •Restoration of Property •In-School Suspension •Out of School Suspension •Recommend Expulsion |
| 27. | Indecent Exposure {respect} | <ul style="list-style-type: none"> •Conference •Out of School Suspension •Recommend Expulsion •Police Referral |
| 28. | Insubordination {respect} Refusal to identify oneself, to move or to report to or leave any area designated by a school staff member. | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary Removal From Class •Exclusion •Restoration of Property •In-School Suspension •Out of School Suspension |
| 29. | Intimidation {citizenship} Frightening or threatening another person with bodily or property harm; pushing, bumping, and tripping with intent to frighten or threaten. | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary Removal From Class •Exclusion •Financial Restitution •Restoration of Property •In-School Detention •Out of School Suspension •Recommend Expulsion •Police Referral |
| 30. | Leaving School Building without Permission {responsibility} Departure from school grounds during school hours without permission. | <ul style="list-style-type: none"> •Conference •After School Detention •In School Suspension •Out of School Suspension •Search and Seizure |

| | Violation | Consequence(s) |
|-----|--|--|
| | | <ul style="list-style-type: none"> •Removal of Parking Privileges |
| 31. | <p>Plagiarism {trustworthiness}</p> <p>Plagiarism is defined as the taking of another's findings, interpretations, or texts and intentionally presenting them as one's own without proper attribution. No credit will be given for plagiarized work.</p> | <ul style="list-style-type: none"> •Conference •After School Detention •In School Suspension •Out of School Suspension |
| 32. | <p>Profanity/obscenity {respect}</p> <p>Written or spoken language or drawings that offend the positive character of the school and the community.</p> | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary Removal From Class •In-School Suspension •Out of School Suspension |
| 33. | <p>Radios, CD or tape players, possession {responsibility, respect}</p> <p>Students may not use a Walkman, CD player, radio, tape during the school day except at lunch. On the first offense, items in use during school hours will be confiscated and returned to the parent. Second offenses will result in the item being confiscated until the last day of school.</p> | <ul style="list-style-type: none"> •Confiscation •Conference •After School Detention •Temporary Removal From Class •In-School Suspension •Out of School Suspension |
| 34. | <p>Safety Violation {responsibility}</p> <p>Student behavior that violates safety regulations and which may cause (or does cause) injury to others.</p> | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary Removal From Class •Financial Restitution •Restoration of Property •In-School Suspension •Out of School Suspension •Recommend Expulsion •Police Referral |
| 35. | <p>Selling, promoting, or providing a personal business not approved by administration</p> <ul style="list-style-type: none"> • Selling items for personal gain • Performing services for personal gain (ex. Tattoos, Piercing) | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary removal from class •In-School Suspension •Out of School Suspension •Recommend Expulsion •Police Referral •Search and Seizure |
| 36. | <p>Tobacco products, use or possession {responsibility, respect}</p> <p>Smoking or possessing tobacco products on school property.</p> | <ul style="list-style-type: none"> •Conference •After School Detention •Temporary removal from class •In-School Suspension •Out of School Suspension •SASCA Referral •Recommend Expulsion •Police Referral •Search and Seizure •1st Offense-1 day ISS •2nd Offense-2 days ISS •3rd Offense-Suspension |
| 37. | <p>Theft {trustworthiness, respect, responsibility, fairness, citizenship}</p> | <ul style="list-style-type: none"> •Conference •Temporary Removal from Class •Financial Restitution •In-School Suspension •Out of School Suspension •Recommend Expulsion •Police Referral •Search and Seizure |
| 38. | <p>Vandalism {trustworthiness, respect, responsibility, fairness, citizenship}:</p> <p>Damaging or destroying the property of another student or staff member, or of the school.</p> | <ul style="list-style-type: none"> •Conference •Temporary Removal From Class •Financial Restitution •Restoration of Property •In-School Suspension •Out of School Suspension •Recommend Expulsion •Police Referral •Search and Seizure |

| | Violation | Consequence(s) |
|-----|---|--|
| 39. | Vehicle Violation {citizenship} Entering or driving a vehicle during the school day without permission; parking car in an unauthorized area; parking any car without a permit; engaging in unsafe driving practices. (There will be further information distributed about a school parking/driving policy and specific consequences.) | <ul style="list-style-type: none"> •Conference •Temporary Removal From Class •Financial Restitution •In-School Suspension •Out of School Suspension •Police Referral •Search and Seizure •Removal of parking privileges •Towing |

PARKING PERMITS

To receive a parking permit, a student must submit an application and a check/money order/cash for \$37.50 to the financial assistant. Students are expected to have a parking permit by the second week of school. If a student parks in the school parking lot without a permit after the initial grace period, they will be ticketed and could be towed at the student's expense. Students are not to park in visitor, staff, or reserved parking. If a student is frequently late to school or illegally parks, he/she could lose their parking permit. Note: Possession of inappropriate or illegal items in the vehicle are subject to search, seizure, and consequences.

EVACUATE (FIRE DRILLS), LOCKDOWN (CODE RED) AND SHELTER (CODE BLUE) PROCEDURES

Students are expected to follow procedures for Evacuate, Lockdown, and Shelter Drills. Procedures include:

- ◆ Evacuate (Fire Emergencies/Drills): Follow teacher/staff instructions. Proceed to designated area outside the building in a single-file line in a quiet manner so that teacher instructions can be heard. Remain quiet while your teacher takes attendance and be alert to directions.
- ◆ Shelter (Code Blue): A Shelter means there is possible situation outside of the school—for example, severe weather condition, a community situation involving police and assailant. When a Shelter is announced, students are to remain in the classroom until further instructions are given. Students are to be in the building, including PE classes, during Shelter. Students can change classes and use restroom facilities unless an announcement is made to the contrary.
- ◆ Lockdown (Code Red): Lockdown indicates that there could be impending danger within the school or community due to a severe weather warning (tornado) or the presence of a possible dangerous suspect. When a Lockdown is announced, students are expected to move away from windows and be **very** quiet. They are to listen to their teacher instructions and public address system announcements. Neither teachers or students are to open the door during the Lockdown.



AGE OF MAJORITY STATUS

When students reach 18 and wish to assume age of majority status, they must complete an **Age of Majority Application**. The forms are available in the attendance office and must be approved by an Assistant Principal or Assistant School Administrator before notes written by the student will be accepted. The school may continue to call parents to confirm reasons for absences and to report discipline problems as long as the student attends Watkins Mill High School and continues to reside in the home. **Age of Majority status may be revoked for abuse of school rules and procedures.**