

LEVELS OF DISCIPLINARY ACTION

Recognizing that unusual situations may arise that necessitate a modification of the published procedures or the penalties for infractions; the administration reserves the right to communicate these changes through the PA system or other means. Full compliance and cooperation is expected in all instances.

1. **Conference:** The teacher or administrator will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, counselor, pupil services worker, parent, administrator, police or other appropriate person.
2. **Detention:** Teachers or administrators may require that students remain after the regular school day. Students will be given 24 hours notice, which the student or parent may waive. Transportation home is the responsibility of the student.
 - a. It is the responsibility of the student to notify the parents of the assigned detention.
 - b. Student involvement in extracurricular or work activity shall not postpone detentions. Should a conflict arise with work or any school-sponsored activity, the assigned detention shall take precedence.
 - c. Detention assigned during the regular school day (e.g., lunch) does not require the 24-hour notification.
 - d. Students that repeatedly do not serve administrative detentions will not be allowed to participate in non-curricular activities until the detention obligation has been met.
 - e. Students that do not serve detentions will not be allowed to participate in or attend extra curricular activities.
3. **Temporary Removal from Class:** A student may be removed temporarily from a given class. Removal exceeding one day can occur only after consultation between the teacher and the appropriate administrator. The student removed from the class will be "bounced" to another classroom within the same department. The teacher will follow up with a call to the parent or guardian.
4. **Financial Reimbursement:** A student will be required to reimburse individuals or MCPS for damage to or destruction of property.
5. **School Service:** Students may be required to restore furniture or an area they have damaged to a clean and/or safe condition. School service work plans will be developed on an individual basis.
6. **Suspension:** In accordance with the rules and regulations of MCPS, the principal may suspend a student for cause for one and not more than ten days. 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.
 - a. The student will be given notice of the reasons for suspension, an explanation of the evidence and an opportunity to present his/her side of the story.
 - b. Students who are suspended from school may not participate in any school-sponsored activities and are not permitted on **ANY** MCPS school grounds during the period of the suspension (unless it is an in-school suspension).
 - c. The suspension usually ends the morning after the last day of suspension.
 - d. Students who are on an approved school work program may not work during the time of suspension.
 - e. An in-school suspension encompasses an entire seven-period day no matter what the student's schedule.
 - f. The absences during a suspension are usually considered excused unless coded otherwise by the principal. Students are expected to make up their work.
 - g. The student and/or parent has the right to appeal the suspension.
 - h. The principal may request an extension of a ten day suspension from the area Special Services supervisor.

This stated policy is intended to serve as notification of the suspension guidelines and appeal procedures.

7. **Police Referral:** A student who violates the law shall be reported to the Educational Facility Officer Montgomery County Police, or, if appropriate, the Fire Marshall. A student may be arrested.

8. **Expulsion:** In accordance with MCPS Regulation JGA-RB, a student may be excluded from all Montgomery County Public Schools. **The principal automatically will recommend expulsion for any weapons violations, drug distribution violations and bomb threats.**

It is understood that the level of disciplinary action may vary at the discretion of the administrator in unusual circumstances.

SPECIFIC INFRACTIONS

<u>Violation</u>	<u>Definition/Description/Range of Consequences</u>
Arson and Explosive Devices/Bombs/Facsimile/Threats	<p>These acts are covered by Maryland State Law. They include both the setting and/or the attempt to set any fire in the school or on the campus. Destructive substances will result in mandatory police referral and bomb threats or false information concerning the placement of explosive expulsion. In addition, any student who threatens to carry out acts of violence that could endanger the welfare of any member of the school community will (at the discretion of the principal) be suspended, arrested and/or recommended for expulsion. (7,8)</p> <p>No explosive devices such as firecrackers, smoke bombs, cherry bombs or poppers may be present on school grounds. (6,7,8)</p>
Bleachers/Stadium	<p>During the school day, students are not permitted in the bleachers/stadium area or on the athletic fields, except as required by their educational programs. This restriction includes lunch time. (1,2)</p>
Bringing Underage	<p>Students may not bring underage children to school with them. Students who bring underage children to school with them will be sent home and may receive an unexcused absence for that day. (1,2)</p>
Bus Behavior	<p>Any behavior that distracts the driver or annoys other riders is unacceptable. All school rules apply for infractions occurring to and from the bus stops, at the bus stop and while riding school system approved transportation. Bus riding privileges may be denied. (1,2,6)</p>
Cafeteria Behavior	<p>Students are expected to conduct themselves in an appropriate manner. Everyone's cooperation is needed to maintain a pleasant dining environment. Students are to keep their area clean and trash free. They are to comply with staff members' requests to pick up trash or clean tables where they are seated or standing whether or not it is "their trash". There is to be no breaking in line, saving places in line or reserving seats. (1,2,5,6)</p>
Cheating/Plagiarism	<p>Any work submitted by a student must represent his/her own effort. In the case of material borrowed from another source, the work submitted must include clear and appropriate attribution. Any student who is apprehended cheating or deliberately plagiarizing will be subject to disciplinary action including a failing grade for work submitted. (1,2,3,6)</p>
Class Cutting	<p>Students are expected to be in each class for which they are scheduled unless officially excused. Students will be assigned administrative detention for each skipped class. (1,2,5,6)</p>
Computer and Misuse	<p>Inappropriate computer and network use may result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action. (1,2,3,4,6,7,8)</p>
Dangerous and Items	<p>Articles such as a knife, firearm or other implement which could be used to hurt someone may not be brought to school. Articles of clothing, such as</p>

jackets with metal spikes, that can be used in a dangerous or harmful manner are prohibited. Other items such as rubber bands or paper clips may not be used in ways other than they are intended, such as ways that could cause harm to another. Items such as poppers, snappers and other exploding or noise-making items are strictly prohibited. Water guns and other disruptive “toys” have no place in the school environment. These types of disruptive items will be confiscated. **(6,7,8)**

Destruction of Private Property/Vandalism	Students are liable for the repair or replacement of Public Property- any property damaged, destroyed or lost including books, supplies, etc., issued to the student as well as the school’s facilities and equipment. (2,4,5,6,8)	MCPS
Detention (Teacher-Assigned)	When a student has been assigned after-school detention by a staff member, the student will be given a verbal 24 hour notice unless other arrangements have been made. It is the student’s responsibility to inform his/her parents of the detention and to make any necessary transportation arrangements. The student is expected to report on the day and at the time determined by the staff member. A student who needs to be excused and rescheduled for a detention must see the staff member who assigned the detention and receive permission prior to the time of the original detention. Students who fail to serve detention will be referred to an administrator. (1,2,5,6)	
Detention (Administrative)	Administrative detention will be assigned by an administrator. Detention is served after school (2:20-4:10 p.m.) , as assigned by the administrator, every day in room 117A. Students who are unexcused tardy to detention will have one detention added to their detention time. Students who fail to attend detention without receiving PRIOR PERMISSION will be subject to further disciplinary action including parent conference for reinstatement to classes. Extracurricular activities and/or work obligations are not considered reasons for missing detention. Absolute silence is required during detention. Students are required to do homework during this time. (1,2,5,6)	
Dishonesty	Any type of dishonesty, verbal or written, is unacceptable (e.g., lying). When a student has misrepresented the facts in a disciplinary situation, a penalty for dishonesty will be <u>added</u> to the consequences. (1,2,5,6)	
Disruptive Assembly	Student behavior that is disruptive during assembly programs will not be Behavior tolerated. This includes participants as well as members of the audience. All students are expected to show respect for the assembly program and its participants. If an offense occurs, the student will be referred to an administrator for appropriate action. (1,2,5,6)	
Disruptive Behavior	Students are expected to conduct themselves in a manner that does not disrupt the learning environment. Substitute staff members, in particular, must be treated with the respect and consideration due to all staff and guests in the building. Cooperative and appropriate behavior is expected in both classroom and non-classroom activities (1,2,3,5,6)	
Dress Code	Seneca Valley High School Dress Code Policy (Updated June 2010) The goal of the Seneca Valley High School Dress Code Policy, as created by parents, students, and staff, is to help ensure that a serious and proper learning environment is maintained at all times in addition to clothing that promotes pride and self-respect. To be fully effective, we ask for the understanding and cooperation of both students and parents. Clothing worn should not be hazardous to the health and safety of the student nor disruptive to the educational program of the school. Standards of dress are expected to reflect the academic and business atmosphere of Seneca Valley High School.	

Homecoming, prom, and designated special school-sponsored events are exempt from this policy. However, basic standards of decency are expected and will be determined by the school's administration. In addition, properly worn SVHS sports uniforms are exempt.

No **HEADGEAR** of any type is permitted except for approved religious or medical reasons.

GLOVES may not be worn inside the building.

SUNGLASSES may not be worn over the eyes inside the building.

UNDERGARMENTS must be fully covered at all times.

T-SHIRTS OR OTHER CLOTHING WHICH COMMUNICATE A MESSAGE related to alcohol, drugs, tobacco, or other illegal substances; profanity or other inappropriate language; derogatory racial language; derogatory religious language; gangs; sexual innuendos; weapons; or hate symbols are not permitted and **MAY NOT** be worn.

SPAGHETTI STRAPS, STRAPLESS TOPS and HALTER TOPS are not permitted. The area between the neck and the shoulders must be generally covered. **BRAS** may not be visible through clothing. **RACERBACK** shirts must be worn with racerback bras.

EXPOSED MIDRIFTS and SHIRTS THAT REVEAL THE CHEST AREA OR EXCESSIVE CLEAVAGE/BACK are not permitted. Examples would include, but are not limited to, shirts with large armholes and tube tops.

SKIRTS must cover all private areas and undergarments, including any part of the buttocks and upper thighs, when standing, sitting, walking, climbing stairs, moving, or doing normal school activities. Revealing **SLITS** are also prohibited.

SHORTS and SKORTS must cover all private areas and undergarments, including any part of the buttocks and upper thighs, when standing, sitting, walking, climbing stairs, moving, or doing normal school activities.

When wearing **LEGGINGS, JEGGINGS, TIGHTS, or PANTYHOSE**, tops, dresses, or skirts may not be see through and must be worn which cover all private areas and undergarments, including any part of the buttocks and upper thighs, when standing, sitting, walking, climbing stairs, moving, or doing normal school activities.

"HOLEY" JEANS are permitted but must cover all private areas and undergarments, including any part of the buttocks and upper thighs, when standing, sitting, walking, climbing stairs, moving, or doing normal school activities.

PANTS must be high enough on the waist to cover undergarments and may be worn no lower than on the hips.

SHOES must be worn at all times.

CONSEQUENCES for students found to be in noncompliance of the SVHS Dress Code Policy may include, but are not limited to:

- Student may turn the offensive clothing inside out.
- Student may be offered appropriate article of clothing by the school.
- Parent/s may be notified and given an opportunity to bring in a change of clothing.
- After-school administrative detention.

Appropriate consequences will be determined by a school administrator.

Drugs/Intoxicants	<p>The possession, purchasing, consumption, use or distribution of drugs, including intoxicating beverages, is illegal and is prohibited anywhere on school property. Any involvement in drug-related activity is prohibited. Strong disciplinary action will be taken. This includes all school activities and functions on and off school grounds. Anyone deemed being under the influence of drugs/intoxicants to any degree is subject to disciplinary action. "Under the influence" is defined as having drunk any amount of an alcoholic beverage or having taken any amount of an illegal drug. (Sips and "one hit" count.) The possession of drug paraphernalia is prohibited (e.g., rolling papers, bong, glue, paints, blunts – any substance that can enable "huffing or sniffing.") (6,7,8)</p> <p>The distribution of intoxicants will not be tolerated. In compliance with BOE policy, the principal will without exception recommend expulsion and police referral. (7, 8)</p>
Eating/Drinking in Appropriate Areas	<p>All food and beverages must be consumed in designated areas only and all trash must be properly disposed. Drink machines will be in operation during the lunch periods and after school. Food and beverages purchased from outside of the school should not be brought into the school unless they are consumed in the cafeteria or other approved eating areas. Everyone's cooperation is needed to maintain a clean, trash-free campus. All trash must be appropriately disposed or recycled. (1,2)</p>
Elevator Abuse	<p>Only those students with a legitimate approved reason may ride the elevator. Elevator keys are non-transferable. Friends of students with keys may not ride the elevator. Students may not "hitch" a ride. Keys may be taken from violators. (1,2)</p>
Extortion	<p>Extortion is defined as attempting to secure money or property through threat of physical harm (explicit or suggested) and is prohibited. (6,7,8)</p>
False Fire Alarm	<p>Any student who pulls a fire alarm without legitimate cause will be subject to immediate disciplinary action and criminal prosecution. (4,6,7,8)</p>
Fighting	<p>Every individual has the right to be free from fear of attack, assault or intimidation. Actions on the part of any person which infringe this basic individual right will not be tolerated. Wherever possible, the administration will try to determine who started the fight and whether the fight was a "fight or a scuffle". The person starting the fight may receive the greater punishment. All students who actively participate in a fight regardless of who "threw the first punch" are subject to disciplinary action. Any student who has reason to believe a fight may occur should seek immediate help from an administrator, counselor or teacher as a preventative step. Everyone must learn ways other than violence to handle individual differences. (6,7,8)</p>
Financial Obligations	<p>Students who do not comply with the regulations regarding use of school-furnished textbooks and who do not make restitution for misuse may be penalized by withholding all other school-furnished books, materials, and not receive another copy until restitution is made.</p> <p>There are also some expenses students will incur during their school years, which are related to school activities. Expenses may include voluntary purchases such as shoes for participation in interscholastic athletics, school newspapers, yearbooks, and class rings</p>
Forging Documents	<p>Any student who submits a written document (for example, any absence excuse) which contains deliberately misleading or inaccurate information or a falsified signature will be subject to disciplinary action. It is not acceptable to sign anyone else's name to a note even with the permission of that person. Signing someone else's name to a note, with or without the person's permission, or misrepresenting the intent of a signature could result in disciplinary action including suspension and loss of credit when the discovery is</p>

made. There is no statute of limitations from the beginning of the current school year. **(1,2, 6)**

Gambling	Gambling in any form on school grounds is illegal and is prohibited. Card playing, coin pitching and like activities will be considered gambling whether or not money exchanges hands. (1,2,6)
Graffiti	Respect for and care of the school's facilities is a responsibility shared by students, staff and community. Students are expressly forbidden to write, paint, carve or otherwise deface the campus facilities with graffiti. Students who are apprehended defacing an MCPS building or its facilities face severe disciplinary action. (2,4,5,6,8)
Hall Conduct	Students should make possible the orderly flow of traffic in the halls. All students should be able to walk the halls without having embarrassing or derogatory remarks made to or directed at them. Appropriate passes are required at all times except between class periods. (1,2,6)
Harassment/Bullying	An act defined as a direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse. (1,2,6)
I.D. Cards	Students are required to have their school-issued photo I.D. in their possession any time they are on school property and cannot leave campus for open lunch without possession of their I.D. card. Students are required to show their I.D. to a staff member when requested to do so for identification purposes. Students who lose, damage or deface their I.D.'s must have them replaced at a cost of \$5 each. (1,2)
Insubordination	Insubordination is defined as defying the authority of a school official or acting in a manner which connotes such defiance. When a school official makes a reasonable request of any student, it is imperative that he/she comply. Failure to do so shall constitute insubordination. (1,2,6)
Intimidation	The act of frightening another person by threats or by physical contact such as pushing, tripping or bumping will not be tolerated. (1,2,6)
Leaving School Grounds	Ninth grade students are not permitted to leave school grounds any time during the school day without specific permission from parent and school personnel. Tenth, eleventh and twelfth grade students may leave campus during lunch but must remain on school grounds at all other times unless excused through the office. Students must sign in and out of school with an officially excused pass at any time other than lunch. (1,2,6)
Locker Use	Students are not permitted to personalize or decorate the insides of lockers with any stickers or "permanent" decorations. The exterior of a locker is to have no decorations. Lockers should be clean and orderly. Lockers should not be a repository for "old" lunches or open food. Open soda cans are not permitted. Glass containers are not allowed. Students should not share lockers. Lockers are the property of MCPS and may be randomly searched at the discretion of the Principal (1,2,4,5)
"Look Alikes"	Any item intended to be viewed as or appearing to be a weapon or a drug will be considered as such and the same disciplinary consequences will be imposed as if it were the "real thing." (6,7,8)
Open Lunch For 10 th -12 th Only	Students are expected to cooperate fully in order to assure the success and the continuation of the open lunch privilege. Students remaining on campus during Grades their assigned lunch are restricted to the cafeteria and other supervised areas. School rules apply during this period whether a student is on or off the school campus. The school and the community must remain litter-free. Appropriately polite and respectful behavior must be displayed in all business establishments and towards all

community property and citizens. Students should not walk across private property. Traffic rules (e.g., safe driving and use of crosswalks) must be followed. Food brought back to school must be eaten and the trash discarded before entering the building unless it is being taken to an approved eating area. Students may not sit in cars or loiter in the parking lots. Students are responsible to make sure visitors are not present either on campus or in “adjacent areas”. Students must be on time to their next class without having to run to get there. Students who are tardy coming back from lunch will be closely monitored and may be restricted to campus at lunch for excessive tardies. **(1,2,6)**

Parking Lot

Student parking on campus is by permit only. No student is to be in the parking lot or in a car without written permission at any time during the school day other than arriving and leaving school. Students may use their cars during lunch time for transportation purposes only. Loitering and socializing in the parking lot is not acceptable. Violations could cause loss of parking privileges. **(1,2,6)**

Partial Schedule

Only students on the work program will have a partial schedule. Students having partial schedules are to be on school grounds during their scheduled periods only and are to leave school grounds immediately following their last class. Students are not to remain for any reasons including transportation or after-school activities without administrative approval. Students on an approved work program are not to return to school unless they have received administrative approval or are participating in an approved SVHS activity. **(1,2,6)**

Physical Abuse

An act of physically assaulting a student on school grounds or in conjunction with school activities will not be tolerated and will result in severe disciplinary action. **(6,7,8)**

A violent physical attack on a staff member will not be tolerated. **In compliance with BOE policy, the principal will without exception recommend expulsion and police referral.**

Portable Communication

A portable communication device (PCD) refers to any device carried, worn, or Devices stored by an individual to receive or communicate messages. Such devices may include, but are not limited to hand-held radios and cell phones. This definition will also include any new technology developed for similar purposes. Students are allowed to have PCDs in their possession during the school day. They must not be visible or **operational** on school property or on field trips during the school day. Students may **not** use these inside the school before or during the school day. Students **may** use these on school premises at the end of the school day. Failure to comply will result in the confiscation of the PCD and parents only will be responsible for picking them up. The third time a PDA is confiscated; the student will be assigned detention. **(1,2,3,6)**

Profanity/Obscenity

The use of profane or obscene language and actions or clothing considered obscene have no place in the school or school related activities (sports, contests, etc.). **(1,2,3,6)**

Public Displays of Affection

Respect for every individual must be demonstrated. The school campus and adjacent areas are not the places for public displays of affection (e.g., necking, clutching, etc.). Appropriate public behavior is expected. **(1,2,6)**

Radios-Sound Equipment-Toys

Cellphones, radios, iPods, games and all other electronic equipment as well as other “toys” are not allowed unless needed for instructional purposes with written permission of the teachers and are only allowed before school, after school and during lunch. Calculators and hand computers are allowed. Items will be confiscated and could be held until the end of the school year. **(1,2)**

Refusal to Identify self to a Staff Member

Any student who is asked to identify himself/herself by a staff member is required to do so immediately and in a spirit of cooperation. **(1,2,6)**

Report to the Health Rm/Guidance Office	Students must have written permission to report to the health room and guidance office. Students must check in with a staff member and obtain a note for re-admittance to class when leaving. (1,2,6)
Report to Office	If a student is sent for from the office or is sent to the office by any staff member at any time, he/she should report immediately to the main office and check in with a secretary. Students should remain in the office until seen by an administrator or given permission to leave. (6)
Respectful Behavior	Students are expected to show respect toward any staff person or parent volunteer from any school at all MCPS activities. (1,2,6,7)
Search and Seizure	Authorized school personnel may search a student's person, possessions or locker if the authorized person has a reasonable belief that the student has possession of an item, the possession of which is a criminal offense under the laws of Maryland or a violation of any other state law or MCPS policy, regulation or rule.
Sexual Harassment/ Offense	Sexual harassment is the act of an unwelcomed or inappropriate sexual advancement from one person to another, whether physical or verbal. These actions violate MCPS policy on sexual harassment. (1,2,6,7,8)
Skateboards	Skateboards are not permitted at school for any reason. They will be confiscated and returned to a parent. (1,2)
Smoking/Tobacco (Use)	It is illegal for anyone under the age of 18 years of age to be in the possession of tobacco products. Smoking and other tobacco use (such as chewing and dipping) are not permitted on campus. One is considered to be smoking if observed holding a lighted cigarette, exhaling smoke, having a lighted cigarette in his/her mouth or found behind an obstruction from which smoke was observed. (6)
Snowball Throwing	For the safety and welfare of everyone, the throwing of snowballs is prohibited (1,2,6)
Tardiness	Students are to be seated in assigned class areas when the tardy bell rings. Unexcused tardiness to class is unacceptable at any time and chronic tardiness will result in an administrative referral. (1,2)
Telephone Use	Students must have permission to use the telephone in the Main Office.
Theft	The taking of anything or the attempt to take anything without the owner's consent is prohibited. Materials improperly removed from the media center or school fall into this category. (6,7,8)
Traffic Violations on School Property	No speeding, peeling wheels or other irresponsible acts involving a vehicle are permitted on school grounds. Violations could cause loss of parking privileges. (1,2,6,7)
Trespass	The unauthorized presence on MCPS property of any person and or students (1) while under formal suspension, (2) remaining on school grounds following a partial schedule, (3) remaining in school after 2:30 p.m. when not engaged in a school-sponsored activity or under the supervision of a staff member, or (4) failing to maintain a consecutive schedule of classes is not allowed. (1,2,6,7,8)
Truancy	Students are expected to be in attendance every day unless legitimately absent with prior parent permission. Detention will usually equal the number of class periods missed. The LC policy will be in effect. (2,6)

Unauthorized Areas	Areas designated for staff (e.g., staff lounge) or other unsupervised classrooms, offices or storage areas are “off-limits” to students, unless given written permission by a staff member. (1,2,6)
Unauthorized Possession Of School Property	Students may not be in possession of any school property (e.g., hall passes, gradebooks, keys) without the permission of a staff member. (6,7,8)
Verbal Abuse	Verbal abuse is defined as intimidating, insulting or in another manner abusing verbally a member of the school community. (2,3,6)
Visiting Another School	All SVHS policies and procedures are in effect when a student visits another MCPS facility. Students may not visit another school when that school is in session except for an approved activity without the prior permission of the school’s principal (e.g., during 1/2 day in-service days, when on suspension). (1,2,6,7)
Weapons	Students who bring, possess, use or are in any way responsible for the presence of a weapon or any item intended to be used as an offensive or defensive weapon on school grounds or at school-related activities are subject to strong disciplinary action. In compliance with BOE policy the principal will without exception recommend expulsion and police referral. (6,7,8)
Work Programs	Students enrolled in school-approved work programs may not work any day they are absent from school unless they receive prior approval of the principal. In other words, no school=no work. Students who do not comply risk being removed from the work program and not receiving OJT credits. Students are expected to follow all of the procedures of the program and are to be employed at all times. Any change in a student’s work status -- loss or change of jobs -- should be reported to the work coordinator immediately. Students who are in-between jobs must begin a new job within two weeks unless given special permission by the principal. Otherwise, students will be assigned to afternoon study classes in order to meet the seven-period day requirement. (1,2,6,7)