

# DISCIPLINE POLICY AND PROCEDURES

An orderly climate must be maintained for optimum learning. Thus, the smooth functioning of any school depends upon the cooperation of everyone. The policies and procedures established by Francis Scott Key Middle School are designed to allow each student to do his/her best. Our goal is to nurture students' growth in taking responsibility for their actions and their learning. In this spirit, reasonable, firm and consistent implementation of these rules and procedures will occur.

Each student at Key Middle School has three basic rights -- the right to be safe, the right to feel safe, and the right to learn.

In order to assure that all students enjoy the three rights listed above, each student must practice the four "R's" -- **R**espect for self, **R**espect for others, **R**espect for property, and **R**esponsibility for self, and the five "P's" -- **P**roud, **P**rompt, **P**repared, **P**ersistent, and **P**olite.

All students are advised to become familiar with and understand the discipline policy and procedures. Ignorance of the rules will not be an acceptable reason for not following them. The staff at Key stands ready to explain whatever a student does not understand.

While not all acts of misconduct can be itemized, the following contains the main infractions that will lead to disciplinary action. Parents\Guardians and students are encouraged to review the entire discipline policy together and become aware of any changes, modifications, or new programs and procedures.

## *General Disciplinary Infractions*

- Behavior which will physically hurt anyone, including self.**  
Some of the types of behavior that fall into this category are fighting, pushing, shoving, running in the school halls, throwing objects, carrying dangerous objects, and inappropriately using science, arts or physical education materials and equipment.
- Behavior which will hurt people's feelings (psychological hurt).**  
Name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group isolation or ostracism, sexual harassment and other behaviors which are designed to devalue or hurt another person fall into this category.
- Behavior which will damage, destroy, or cause the loss of personal or school property.** Irresponsible use of materials, theft, malicious destruction or graffiti, manipulating locks or lockers other than one's own, careless disregard and other such behaviors fall into this category.
- Interruption of the on-going program for self or group.**  
Failure to bring the necessary or required materials for class such as books, papers, pen/pencils, and physical education clothes disrupt the educational program. Temper tantrums, class cutting, clowning, profanity, obscenity, insubordination, refusal to identify oneself, flagrant tardiness, excessive attention-getting and remaining in areas of the school where one does not belong are examples of this infraction.

## *Specific Disciplinary Infractions*

Any behavior which causes or creates a disruption in any school function or activity, or that interferes with the health, safety or well being of students and/or staff is prohibited. **Infractions of school rules will be addressed through a variety of consequences.** The severity and/or frequency of an infraction will dictate the consequence that may be given. Consequences may include, but are not excluded to the following: staff-student conference, confiscation, parent contact, detention, revoking of privileges, Alternative Structured Classroom (ASC), suspension, and recommendation for expulsion.

<b>Infraction</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
<b>Arson/Explosive Devices/Firearms</b> These acts are illegal and are covered by Maryland State Law. They include the setting or the attempt to set any fire in the school or on the grounds. Explosive devices such as firecrackers, smoke bombs, or cherry bombs may not be present on school grounds.	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>
<b>Bomb/Facsimile Possession or Bomb Threats (Regulation EKC-RA)</b> Bombs, facsimile possession, bomb threats, or false information concerning the placement of explosives or destructive substances is prohibited.	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>
<b>Intoxicants, Distribution of (Regulation COF-RA)</b> Intoxicants are defined as alcohol or controlled substances not authorized by a physician's prescription. Students are prohibited to be in possession with intent to sell, distribute, or engage in the sale/distribution of them on MCPS property.	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>
<b>Violent Attack on a Staff Member or Student</b> Any physical attack on a staff member that may or have the intent of causing harm.	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>
<b>Weapons (Regulation COE-RA)</b> Unauthorized storing, possessing, or carrying firearms, knives, or any other implement when used as a weapon is strictly prohibited.	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>

<p><b>Bullying/Harassment/Intimidation</b> The act of name calling, bullying, troubling, worrying, or tormenting another person who wants to be left alone is unacceptable. This behavior is intentional, negative actions on the part of one or more students, repeatedly and over time, that interferes with a student's ability to participate in or benefit from the school's educational program.</p>	<p><b>Counseling Support</b></p>	<p><b>Suspension</b>  <b>Police Referral</b></p>
<p><b>Bus Misbehavior</b> Any behavior that distracts the driver or annoys other riders is unacceptable. Students must remain seated at all times. All school rules apply for infractions occurring at bus stops and while riding school system approved transportation (including while on field trips). Students must ride their assigned buses unless written permission approved by an administrator is granted. Students can lose the privilege of riding the bus for a finite period of time. During that time, parents are responsible for providing transportation.</p>	<p><b>Conference</b></p>	<p><b>Suspension/Revoke Bus Privilege</b></p>
<p><b>Cheating/Plagiarism/Academic Dishonesty</b> Any work submitted by a student must represent his/her own efforts. Some examples of are: copying someone else's homework, giving your work to someone to copy, talking during a test, copying a report from a book and handing it in as one's own and copying answers during a test, and taking of another person findings, interpretations, or texts and intentionally presenting them as one's own without proper attribution.</p>	<p><b>Conference</b></p>	<p><b>Recommendation for Expulsion</b></p>
<p><b>Class Cutting</b> Students are expected to be in each class for which they are scheduled unless officially excused. Undocumented or unauthorized absences are unexcused.</p>	<p><b>Conference</b></p>	<p><b>Suspension</b></p>
<p><b>Dangerous and Disruptive Items</b> Items which cause disruption and possible injury may not be brought to school. School items such as scissors, pencils, rubber bands or paper clips may not be used inappropriately. Poppers, snappers, and other disruptive items are strictly prohibited.</p>	<p><b>Conference</b></p>	<p><b>Recommendation for Expulsion</b></p>
<p><b>Destruction of Property</b> Students are liable for the repair/replacement of any school property damaged, destroyed or lost, including all instructional materials (books, etc.) issued to the student as well as the school's facilities and equipment</p>	<p><b>Suspension</b>  <b>Restitution</b></p>	<p><b>Recommendation for Expulsion</b>  <b>Police Referral</b></p>
<p><b>Dishonesty</b> Any type of dishonesty, verbal/written, is unacceptable. When a student has misrepresented the facts, a penalty for dishonesty will be added to the consequences.</p>	<p><b>Conference</b></p>	<p><b>Failing Grade</b>  <b>Suspension</b></p>
<p><b>Disruptive Behavior</b> Students are expected to conduct themselves in a manner that does not disrupt the learning environment. Cooperative and appropriate behavior is expected in both classroom and non-classroom activities such as assemblies, athletic events, lunch, and field trips. Substitute staff members, in particular, must be treated with the respect and consideration due to all staff.</p>	<p><b>Conference</b>  <b>Removal from Class</b></p>	<p><b>Suspension</b></p>
<p><b>Eating/Drinking in Unauthorized Places</b> All food and beverages, including candy and gum, must be consumed in the cafeteria unless they are part of an approved class activity. Food may not be purchased to take out for later consumption. Students can only use the vending machines after school. Students are expected to maintain appropriate social behaviors during lunch and are responsible for cleaning their area in the cafeteria.</p>	<p><b>Conference</b>  <b>Confiscation of Food Item</b></p>	<p><b>Suspension</b></p>
<p><b>Extortion</b> The process of obtaining property from another, with or without the person's consent, by a use of force, fear, or threat.</p>	<p><b>Conference</b>  <b>Parent Contact</b></p>	<p><b>Suspension</b></p>
<p><b>False Fire Alarm</b> Any student who pulls a fire alarm without legitimate cause will be subject to immediate disciplinary action.</p>	<p><b>Suspension</b></p>	<p><b>Police Referral</b></p>
<p><b>Fighting</b> Every individual has the right to be free from fear of attack, assault or intimidation. Actions on the part of any person which deny another this basic right will not be tolerated. Unless it is clearly a case of an unprovoked attack by one person on another, anyone involved in a fight will face disciplinary action. Any student who has reason to believe a fight may occur should seek immediate help from a staff member as a preventative step.</p>	<p><b>Suspension</b></p>	<p><b>Recommendation for Expulsion</b>  <b>Police Referral</b></p>
<p><b>Forgery</b> A student who signs another adult's signature or writes a note for another adult.</p>	<p><b>Parent Contact</b></p>	<p><b>Suspension</b></p>
<p><b>Hallway Misconduct</b> Students are expected to walk to the right and behave appropriately while passing in the halls and stairways. Disruptive behavior such as running, pushing or tripping another student, in either a playful or deliberately harmful way, is unacceptable. Voice levels should remain low while in the halls. This is especially important while going to and leaving lunch so as to not disrupt other grade level classes.</p>	<p><b>Conference</b></p>	<p><b>Suspension</b></p>
<p><b>Illegal Computer Use</b> Students have many opportunities to use computers. Computers are available in all classrooms, the media center, and other locations as well. Students can learn a great deal through computer experience, but with this opportunity comes responsibility. Students are expected to follow all established rules regarding computer use.</p>	<p><b>Revoke Privilege</b>  <b>Restitution</b></p>	<p><b>Recommendation for Expulsion</b>  <b>Restitution</b> <b>Police Referral</b></p>

<p><b>Insubordination</b> Insubordination is defined as defying or refusing a request of a school official (any staff member, substitute teacher or parent volunteer) unless the request is clearly unreasonable or dangerous. Examples of this behavior are refusing to give one's name, refusing to stop an action or respond when called, refusing to comply with a teacher's directions, and talking back to a school official.</p>	<b>Conference</b>	<b>Suspension</b>
<p><b>Leaving School Grounds Without Permission</b> Students must remain on school grounds at all times during the school day, in the appropriately designated areas. Students must also be under adult supervision when outside the school building (e.g. playing fields).</p>	<b>Parent Contact</b>	<b>Suspension</b>
<p><b>Personal Conduct</b> Students are expected to conduct themselves appropriately at all times. Actions such as kissing and other public displays of affection are inappropriate.</p>	<b>Conference</b>	<b>Suspension</b>
<p><b>Physical Attack on a Staff Member or a Student</b> The act of physically attacking a staff member or student on school grounds or in conjunction with school activities is prohibited.</p>	<b>Suspension</b>	<b>Recommendation for Expulsion</b>
<p><b>Portable Communication Devices</b> Students must keep the device in their locker. Staff is not responsible if an unauthorized device of this sort is stolen from a student.</p>	<b>Confiscation</b>	<b>Conference with parent</b>
<p><b>Profanity</b> The use of profane or obscene language and acts or actions considered obscene, have no place in the school or at school-related activities.</p>	<b>Conference</b>	<b>Suspension</b>
<p><b>Projectiles</b> Throwing items (except as required in physical education class, etc.) is not allowed in school, on the way to school, or on the bus. Examples include snowballs, water balloons, paper, crayons, paper clips, books, etc.</p>	<b>Confiscation</b>	<b>Suspension</b>
<p><b>Scooters/Skates/Skateboards</b> Scooters/skates/skateboards are not permitted on school property.</p>	<b>Confiscation</b>	<b>Suspension</b>
<p><b>Selling/Buying of Merchandise/Gambling</b> Students are not permitted to buy or sell any merchandise on school grounds. This includes fundraising for private interest groups or selling items such as candy, gum, stickers, clothing, etc. Gambling and profits from gambling activities are also prohibited.</p>	<b>Conference</b>	<b>Suspension</b>
<p><b>Sexual Harassment (Regulation ACF-RA)</b> Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment committed by a student against students or staff violates MCPS policy and is inappropriate behavior.</p>	<b>Parent Contact</b>	<b>Suspension</b>
<p><b>Sexual Offenses</b> These behaviors include physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure; consensual sex; and other sexual activity not identified as sexual harassment, all are strictly prohibited.</p>	<b>Suspension</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>
<p><b>Smoking/Tobacco (use)</b> Smoking and tobacco use (such as chewing) is not permitted anywhere on school grounds. 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.</p>	<b>Suspension</b>	<b>Recommendation for Expulsion</b>  <b>Police Referral</b>
<p><b>Sound/Electronic Equipment</b> CD players, CD's and games and other disruptive and unauthorized electronic equipment are not to be on school grounds, bus, or at school sponsored activities. If an item is confiscated from the student, it will be returned to a parent/guardian. School staff are not responsible if device of this sort is stolen from a student.</p>	<b>Parent Contact</b>	<b>Confiscation</b>
<p><b>Theft</b> 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 also fall into this category.</p>	<b>Suspension</b>	<b>Police Referral</b>
<p><b>Threats</b> Every member of the school community has the right to be and feel safe. Physical and/or verbal threats are unacceptable. Anyone who feels he/she has been threatened should report the incident to an administrator immediately.</p>	<b>Parent Contact</b>	<b>Suspension</b>
<p><b>Toys and Other Inappropriate Items</b> Toys and other inappropriate items, such as trading cards, may be confiscated and not returned until a parent/guardian conference has occurred.</p>	<b>Conference</b>	<b>Confiscation</b>
<p><b>Trespassing</b> Trespassing is defined as being on school property when access to the school has been denied. A person would be considered trespassing under the following conditions: if he/she is on school property and is not a currently registered student or staff member at that school; if he/she does not have lawful business to pursue; if he/she has been suspended or expelled; or if he/she acts in a manner that disrupts or disturbs the normal educational function of the school.</p>	<b>Conference</b>	<b>Suspension</b>  <b>Police Referral</b>
<p><b>Verbal Abuse</b> Students may not willfully intimidate, insult, or in any other manner verbally abuse a member of the school community.</p>	<b>Conference</b>	<b>Suspension</b>

### ***Detention***

When a student has been assigned to after-school detention by a staff member, the student will be given 24-hour notice, unless other arrangements have been made with the student's parent/guardian.

Students are expected to report for detention on the day and time determined by the staff member. Students are to be alert and silent during detention. This is a time to reflect on ways to increase positive behavior.

A student who needs to be excused and rescheduled must see the staff member who assigned the detention to arrange a new date and time. Requests to reschedule must be made in advance of the scheduled detention. A student who fails to attend a detention will be subject to appropriate disciplinary action.

### ***Parent/Guardian Alternative***

In some situations, a student's behavior may be best remedied through the use of a parent/guardian alternative. Instead of suspending a student, the parent/guardian may spend time with the student in classes at school. The parent/guardian alternative depends on mutual agreement between the administration and the parent/guardian and is not available when the consequence is a recommendation for expulsion. The parent/guardian alternative is an administrative option for addressing behaviors listed under *Specific Disciplinary Infractions* that otherwise would result in suspension.

### ***Search and Seizure***

A school administrator and security assistant may conduct a search of every part of the physical plant of the school and upon reasonable cause, students' lockers. Any confiscated property belonging to a student will be returned to the student or a parent/guardian except as required by law or in consideration of safety for others.

An administrator may conduct a reasonable search of a student on the school premises if there is reasonable suspicion to believe that the student possesses an item, the possession of which constitutes a criminal offense under Maryland State law. The search must be made in the presence of an adult third party. At the time a student is searched, the student will be informed of his/her right to appeal the legality of the search.

### ***Procedures for Complaint or Concern***

If a student has attempted, without success to have a problem resolved, he/she may appeal the decision to the appropriate staff member. A student may involve his/her parent/guardian at any level in the appeal process. The following is the appropriate appeal procedure:

**Level 1:** Students should try to resolve any classroom problem or concern with the teacher. If the problem is not satisfactorily resolved, the student should seek the advice and assistance of the counselor or team leader.

**Level 2:** If a complaint has not been resolved satisfactorily at the first level, the student may request, in writing, that his/her grade level administrator review the complaint. The written request should be submitted within five school days. The grade-level administrator will render a decision within five school days of receipt of the written complaint.

**Level 3:** If the complaint has not been resolved satisfactorily at the second level, the student may appeal, in writing, to the school principal within five school days. The principal will render a decision within ten school days of receipt of the written complaint.