

SAMUEL OGLE MIDDLE SCHOOL
STUDENT HANDBOOK
POLICIES AND PROCEDURES

Parents: Please SIGN at the end of the sections that REQUIRE a PARENT SIGNATURE

1. GENERAL POLICIES

Attendance

1. State law mandates that a student attend school regularly until he or she is sixteen years old.
2. Students presently enrolled in public schools are considered lawfully absent from school, including absence for any portion of the day, only under the following condition:

- A. Death in the immediate family
- B. Illness of student
- C. Court summons
- D. Hazardous weather conditions
- E. Work approved or sponsored by the school
- F. Observance of a religious holiday
- G. State emergency
- H. Suspension
- I. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- J. Other emergency or set of circumstances which, in the judgment of the Superintendent of Schools or designee, constitutes a good and sufficient cause for absence from school.
- K. Any child who has 10 or more days absent will be referred to the Attendance Committee for review. A home visit will be conducted.

Parent Signature _____

FAMILY VACATION TRIPS ARE NOT EXCUSED ABSENCES UNDER STATE LAW

Parents should call the school whenever a child is going to be absent. This will save considerable staff time and avoid interruptions at your place of work, since it is our policy to attempt to confirm absences. Whenever a student knows in advance that he or she will be absent from school, the parent or guardian should notify the main office in writing.

When a student has been absent from school, he or she is to bring a note, within two days, and give it to the homeroom teacher who will issue a yellow re-admit pass indicating the number of days absent and whether the absence is excused or unexcused. **ANY STUDENT ABSENT FROM SCHOOL MUST PRESENT A NOTE OF EXPLANATION WRITTEN BY THE PARENT TO THE SCHOOL OFFICE ON THE DAY OF HIS OR HER RETURN EVEN IF THE PARENT HAS CALLED. WITHOUT A NOTE, THE STUDENT WILL BE GIVEN AN UNEXCUSED ABSENCE UNTIL A NOTE IS PRESENTED. IT IS REQUIRED BY THE MARYLAND STATE DEPARTMENT OF EDUCATION THAT WE HAVE WRITTEN DOCUMENTATION OF ALL ABSENCES.**

Students and parents can check at www.newschoolnotes for school work posted by individual classroom teachers.

Per Administrative Procedure 5113 Pupil Attendance and Absence:

“At all grade levels, pupils with unlawful absence(s), including so-called “cut days,” shall receive a zero for any day(s) of such absence(s). The zero(s) will be averaged with other daily grades. Teachers are not required to provide make-up work for pupils when their absences are unlawful.”

Teachers are required to provide make-up work **when requested** for a student who is lawfully absent. Students who fail to request and/or complete make-up work will receive a zero for missing assignments.

Parent Signature _____

Tardiness to School

- 1. A student is considered tardy to school if he/she is not seated in Mod 1 by 9:30 a.m. when school begins.
- 2. Tardiness to school can be considered legal only in the same cases as described under lawful absence from school or in the case of a medical or dental appointment.
- 3. When a student is tardy to school (arriving after 9:30 a.m.) the student should report to the main office and present a note of explanation as to why he or she is tardy. The office secretary will provide the student with a yellow pass to homeroom. If the student arrives after homeroom has ended, the student should save the yellow admit pass and give it to his or her homeroom teacher the next day.

Parent Signature _____

Early Dismissal

1. Any student who must leave school before the regular dismissal time must bring a written explanation from a parent and present it to the main office secretary before homeroom. The student will be issued a yellow early dismissal slip stating the time of dismissal. The student should show the early dismissal slip to the teacher, leave the classroom at the designated time, visit his or her locker and report to the main office for dismissal.

2. Parents must show identification to the main office staff at the time of departure before the student will be allowed to leave the building. Students will not be released to anyone other than the parent without written approval by the parent. Upon the student's return, he or she should have return time recorded on the slip and show it the following day to the teachers whose classes he or she missed to get make-up work. The teachers will sign the slip and return it to the student. **UNDER NO CIRCUMSTANCE SHOULD A STUDENT LEAVE SCHOOL DURING THE DAY WITHOUT PERMISSION FROM AN ADMINISTRATOR.**

School Closing

- 1. Prince George's County Public Schools announces weather-related closings, delayed openings and early dismissals in several ways.
- 2. Students and parents may check the PGCPs web site at www.pgcp.org or tune in to local television and radio stations.
- 3. Parents can also call the Prince George's County Board of Education @ 301-952-6000 and select option 1 for school updates.

- Parents and guardians are urged to discuss specific plans with children in advance of the inclement weather closing.
- In the case of an emergency situation only at Samuel Ogle Middle School that could involve lack of heat or water, the students and staff will be relocated, by school bus, to Bowie High School for the remainder of the day. Students will be returned to Samuel Ogle for dismissal. Parents will be notified of the situation by the call-out system.

Family Card

ALL STUDENTS are required to have an up-to-date Family Card on file in the main office. Updated information is critical during an emergency situation. **PLEASE NOTIFY THE GUIDANCE SECRETARY WHEN YOUR HOME, WORK OR CELL PHONE NUMBER OR ADDRESS CHANGES. 301-805-2641**

Parent Signature _____

Student Emergency Information Form

ALL STUDENTS are required to have an up-to-date Student Emergency Information Form on file in the main office. This form should list the name of any person you give permission to pick up your child from school in case of an emergency. A copy of this form is also placed in the health room. No Child will be released to anyone not listed on the Emergency Information Form.

Publicity Release Form

ALL STUDENTS are required to have a current Publicity Release Form on file in the main office. This form is needed in the event that activities occur that may be publicized, through local or national news media, with individual or groups of students' pictures.

Report Cards

- Progress Reports/Report Cards are issued four times a year at nine-week intervals in November, January, April and June.
- A progress report will be sent home each quarter in order that students and parents may have time to bring about improvement.
- In the case of unsatisfactory grades, a conference should be scheduled with the student's team of teachers, the student and parents as soon as possible. The conference will allow time for discussion and implementation of strategies in order for improvement to take place prior to the next reporting period.
- Parents are encouraged to visit the Family Portal via SchoolMax electronically to monitor student grades throughout the year.

Honor Roll

- Distinguished Honor Roll- Grade average 4.0
- Honor Roll – Grade average 3.0

Parent/Teacher Conferences

- 1. Parents are encouraged to arrange to meet individually with any of their child's teachers at any time throughout the school year.**
- To schedule a parent/teacher conference with multiple teachers, call the Guidance Office (301-805-2706) and ask for the Guidance Secretary. The Guidance Secretary will coordinate a time that will be convenient for both you and the teachers. It is advisable to begin this process as soon as you have a concern.

Promotion Policy

All students are expected to successfully complete all subjects taken. In the absence of successful completion, promotion to the next grade shall be determined by the Principal, based upon recommendations made by the student's School Instructional Team and the School Support Team.

In cases of retention, a conference shall be held with the parent or guardian, prior to the retention. If the parent and school cannot reach agreement relative to the retention, the Principal will render the final decision.

Class work Preparation and Homework

- All students must come to class with all necessary materials required by each teacher.
- Homework will be required of all students and is a significant portion of the student's grade.

Standard for Written Work

- Use wide-lined paper (3/8"), 8 1/2" X 11" in size. NO spiral paper will be accepted.
- If you type, use only one side of a sheet of paper and double-space the lines. Use 14 point Times Roman font in black ink.
- Follow your teacher's policy about writing on both sides of composition paper.
- All assignments must be written legibly in dark blue or black ink, or typed, except for math. All math work is to be completed only in pencil.
- The left-hand margin must be straight. The right hand margin should be as straight as you can make it. Leave a margin of about one-inch at the sides and bottom.
- Indent the first line of each paragraph about one inch from the left margin.
- Write your name, subject/mod and date on every page.
- White-Out is not allowed. Erase or draw one line through a mistake. Rewrite papers if necessary.

Incidents of Cheating and Plagiarism

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework or working with others on projects that are assigned to one student.
 - Looking at or copying another student's test or quiz answers, allowing another student to look at or copy answers from your test or quiz or using any other method to get/give test or quiz answers.
 - Taking without permission a test or quiz in part or in whole to use or give to others.
 - Copying information from a source without proper attribution, including other student's work, publications, or the Internet.
- Disciplinary measures include, but are not limited to, redoing the assignment, retaking the test or quiz, receiving a failing grade on the project, test or quiz, detention or suspension.

Classroom Rules and Regulations

- All students are to enter the classroom quietly, sit in their assigned seat and begin warm-ups immediately.
- Please be sure that you have all of the materials you need when you arrive for class; a covered text, pen/pencil, notebook, dividers, pencil pouch, Agenda Book, etc.
- All work is to have a standard school heading.

4. Please raise your hand for recognition to speak during discussion, to ask questions or to make comments. **DON'T YELL, BLURT OUT OR CARRY ON CONVERSATIONS DURING INSTRUCTION.**

5. All students are to keep their desks and work areas clean and neat at all times. Students will take trash to the trash can only at the end of class or as directed by the teacher.

6. All students are required to keep a daily record of assignments in the student agenda book which will be checked regularly by teachers.

Parties

School time is reserved for instructional activities. Research has indicated that the more time on task the greater the achievement gains. Parties for birthdays and other occasions will not be scheduled during instructional time. **STUDENTS ARE NOT TO BRING CAKES OR OTHER REFRESHMENTS TO SCHOOL TO BE SHARED DURING CLASS TIME FOR ANY REASON.** Board of Education Policy 3542.44 also addresses Health Department regulations concerning food handling and the serving of food to students.

Flowers/balloons should not be delivered to the school for students.

Fire Drills

1. Fire Drills are conducted on a regular basis and will be signaled by the continuous blast from the fire horn.

2. Students must proceed in a quiet and orderly fashion to the designated exit and stay within the class group in a single line while attendance is taken.

3. Students are to remain in their class assigned area and not block building entrances or roadways so that emergency fire and police equipment may pass freely.

4. A bell signal readmits students to the building.

Use of Telephone

1. The pay phone in the lobby may be used after school, but **NOT AT ANY OTHER TIME.** Emergency calls may be made in the office or from the classroom after an explanation and in the presence of a staff member. Students must present a green pass at the office stating why they need to use the phone.

2. Cell phones are allowed in school, but they must be turned off during the school day and left in the locker. Cell phones must also be turned off on the school bus. A phone on vibrate is not off. Any student who receives or makes a call during the day or on the bus will have the phone confiscated until a parent comes to school to retrieve it. In case of an emergency, students should use the telephone in the main office. The school is not responsible for lost or stolen cell phones.

Parent Signature_____

3. STUDENTS WILL NOT BE CALLED FROM CLASS TO ANSWER A PHONE CALL. PARENTS MAY CALL THE SCHOOL AND LEAVE A MESSAGE FOR THEIR CHILD IN AN EMERGENCY.

Lost and Found

Students may check in the locker/concourse area before and after school for lost and found items. Lost keys, glasses and jewelry are retained in the main office.

II. STUDENT/STAFF ADVISORY PROGRAM

Each student will be assigned to a homeroom whose teacher will serve as the Staff Advisor/Mentor. The Mentor will keep track of your academic progress, your attendance and help you to succeed in school. You will participate in Student Staff Advisory group activities each month and have an opportunity to discuss important school related topics outside the academic area. The goals for SOMS's Student/Staff Advisory program are:

- To provide a caring significant adult for each 6th, 7th, and 8th grade student
- To further personalize the educational process
- To monitor each student's educational process
- To provide educational, personal, social, career and leisure time activities
- To help each student know and better understand self and others

III. STUDENT RESPONSIBILITIES

Students are expected to assume responsibility for their own actions while on school property or in transit to and from school. Teachers, counselors, and administrative personnel will provide guidelines and attempt to assist in the development of good decision making.

Personal Appearance

1. Appropriate school dress, personal appearance, and cleanliness have a desirable impact on student behavior and performance. Individuals who take pride in themselves take pride in their work.

2. Appropriate dress is that which is suitable and comfortable for a work environment. Face paint, temporary hair coloring, pajamas, torn clothes and holiday costumes are not considered appropriate for the learning environment. Recreational clothing such as that for the beach or a picnic, is not suitable.

3. Students have a responsibility to dress in a manner that does not disrupt the academic environment. **It shall be the responsibility of the principal to interpret the standard of dress and decide exceptional cases.**

4. Parents will be notified and asked to bring suitable clothing or loaner clothes will be provided when attire is unacceptable.

System-wide Dress Code For Students

Head

Headress can be worn indoors for religious or health reasons.

BANDANAS ARE NOT PERMITTED.

Shirts and Blouses

Shirts and blouses should be continuous from neckline to waist. The mid-section should not show.

The following are not allowed: tank tops, muscle shirts, clothing with vulgar language, obscene pictures, weapons, drug/alcohol or drug paraphernalia, tobacco products, identifiable gang/crew clothing or paraphernalia or see-through clothing. **Attire must be appropriate for the work environment.**

Skirts, Dresses, Shorts, and Skorts

Skirts, dresses, shorts, skorts and spandex skirts should be approximately six (6) inches below the buttocks, **or no shorter than fingertip level.**

Pants must be belted at the waist – no sagging below waist to expose undergarments or shorts. Tights, stretch pants, leggings and spandex body suits must be worn with clothing approximately

six (6) inches below buttocks, or no shorter than fingertip length.

Shoes must be worn. Flip-flop style sandals and bedroom slippers are not permitted.

Coats – Students **MAY NOT** wear **outerwear** in the building. This includes coats, jackets, heavy denim jackets, and heavy sweatshirts with hoods. Students are encouraged to keep a sweater or sweatshirt in their locker at all times.

Parent Signature _____

Bus Transportation

Please know your child's AM/PM Bus Route number in case of an emergency. **AM Route #** _____ **PM Route #** _____

Parent Signature _____

The following guidelines are excerpted from Board of Education Procedure #5131.1 v.c. "Student Bus Conduct":

1. Plan to be at the designated bus stop 10 minutes before the bus is scheduled to arrive.
2. Students are expected to conduct themselves in an orderly, safe manner at the bus stop, to line up and enter the bus after it has come to complete stop.
3. Students are to only ride the bus assigned.
4. Courtesy and respect will be shown to bus drivers at all times.
5. Eating, drinking, smoking, excessive noise, fighting, vulgarity, horseplay, wrestling or any other improper or unsafe conduct will not be tolerated.
6. Bus property will not be defaced or destroyed.
7. **Procedure for Bus Change**

All requests to ride a bus other than the assigned bus must follow the procedures set forth below:

- Students must present the school administrator in charge of transportation, a written parental bus change request 24 hours in advance or the morning of the requested change. A bus change request must mention the bus number that the change is being requested to as well as the date(s) of the requested change **and a phone number where the parent can be reached**. The student must show the approved request to the bus driver as he/she boards the bus. Temporary bus changes are not guaranteed due to limited space.
- A written request is required by the school office in order to process a permanent bus change. The Transportation Department makes all decisions regarding permanent bus changes: not the SOMS staff.

ANY STUDENT WHO DISREGARDS THE RULES, CAUSES ANY DISRUPTION TO THE SAFE OPERATION OF THE BUS, OR INTERFERES WITH THE WELL BEING OF ANY STUDENT IS SUBJECT TO SUSPENSION OR EXPULSION FROM BUS TRANSPORTATION PRIVILEGES. THE BOARD OF EDUCATION RECOGNIZES THAT PUPIL TRANSPORTATION IS A PRIVILEGE, AND NOT A RIGHT.

Late Buses

1. Students riding late buses will be given a pass to class as they exit the bus after 9:25 a.m.

2. Students arriving by bus after school has started are to report to the main office for the late pass.

Parent Signature _____

Personal Belongings

1. **For security reasons, only items related to the school curriculum shall be brought to school.**

The school will not be responsible for recovering lost or stolen items, such as CD players, iPods, MP3 players, cameras, cell phones, large amounts of money, toys or games.

2. **Handbags** – Girls' handbags will be limited to a maximum of 8.5" X 11", or about the size of a sheet of notebook paper. Handbags are to be carried by hand or on the shoulder, but may not be worn backpack style.

3. Glass bottles, opened plastic or sport bottles, or any container with an unsealed screw top are not allowed in school. We encourage parents to allow students to purchase milk or juice at school or provide juice in **BOXED** containers.

4. Any inappropriate items brought to school will be labeled and kept in the school office until parents make arrangements to pick the items up.

4. Book bags must be left in the student's locker, as there is not space to accommodate them in classrooms. Students cannot use book bags on wheels because of the locker size.

5. **Food, beverages, and candy are not allowed on the school bus or outside of the cafeteria.**

6. Chewing gum is not permitted on any school property, including the bus.

Arrival at School

1. Students will be admitted to the building beginning at **9:10 a.m.** Upon entering the building, students are to go directly to their lockers for the purpose of getting materials for their morning classes. Students have 5 minutes to go to their lockers and are expected in homeroom by **9:20 a.m.** when buses arrive on time.

2. School business is conducted between 9:12 – 9:30 a.m. daily. Students who do not report to homeroom within five minutes after entering the building are considered to be loitering and are tardy to homeroom. **Students who repeatedly loiter will report to the cafeteria for administrative detention from the time they exit the bus until 9:25 a.m. At that time they will be given a pass to homeroom.**

Parent Signature _____

Hall Lockers

1. Each student is loaned a locker for the year.

2. Students are given the combination for that locker and it should be given to no one else.

3. Hall lockers are for individual use – never shared. Locker privileges will be temporarily denied to offenders.

4. Lockers will be randomly inspected periodically by the administration.

5. Out of consideration for others who will use this locker in future years, it should be kept clean, in good condition, and free of pasted materials and markings. Lockers are inspected throughout the year. Students found abusing lockers will be disciplined.

6. Students may go to their lockers **BEFORE SCHOOL, BEFORE LUNCH, AND AFTER SCHOOL ONLY.**

School Conduct

1. Good conduct is essential to maintain an orderly and safe atmosphere for all Ogle students and staff.
2. Students will keep to the right, will not run, push, or shove.
3. Loud and/or disruptive behavior, whether physical or verbal, is not permitted.
4. Public display of affection is not permitted at any time in any place. Parents will be notified of students who violate this rule.
5. Students in the hall, in any group area in the building, or on the grounds are responsible to any and all staff members for their conduct, and must exhibit respectful behavior to all adults and other students.

Lavatories

1. Report plumbing problems to a teacher or the school office so that repairs can be made.
2. Do not utilize this facility for socializing.
3. Report any obvious disturbance to a teacher or administrator.

Arrival to Class

Students are considered on time to each class when they are sitting in their assigned seat at the beginning of class. Tardy students will be admitted to class only with an official pass from the office or another teacher.

Excuses to Leave the Classroom

1. Teachers will excuse a student from class only in an emergency and with a properly completed hall pass.
2. ONLY ONE STUDENT at a time may be excused from class.

Make-up Work

1. A student who is legally absent from class or school is expected, within two days after his/her return, to arrange with teachers to make up work missed during the absence within a reasonable amount of time. A reasonable amount of time is defined as time equivalent to the number of days the student was absent.

2. Students who are illegally absent will be given a zero for each class missed, which will be averaged into the quarterly grade.
3. Students and parents may use the website www.schoolnotes.com to access assignments for each teacher.

All students should have the phone numbers of several buddies in case homework assignments are needed.

Name _____

Phone Number _____

Name _____

Phone Number _____

Name _____

Phone Number _____

Cafeteria

1. Students are required to report to the cafeteria during their assigned lunch schedule.
2. When moving to and from the cafeteria, do so quietly so that other classes will not be disturbed.
3. The cafeteria must be kept clean and orderly; therefore, it is necessary to observe the following rules:

- Take a place at the end of the line to make purchases.
 - Do not break into line or save places.
 - Keep voices down while conversing.
 - Do not talk while in the service line.
 - **REMAIN SEATED THROUGHOUT LUNCH** at the table to which your class is assigned.
 - Dispose of all dishes, utensils, trays and trash in the cans provided. **GUM IS NOT ALLOWED.**
 - Each student is to bring or purchase a lunch for his/her consumption only.
 - **No food or bottled drinks may be taken outside of the cafeteria or on the cafeteria serving line at any time.**
4. Your conduct and manners reflect your home training. The school's expectation is that your behavior will be a credit to your home and family.

Assemblies

1. Students will be accompanied to assemblies and monitored by teachers.
2. There will be blocks of assigned seats for classes.
3. Students are expected to actively LISTEN and remain in their seats until dismissal.
4. Students will not use their voices for personal conversation nor to express approval or disapproval of performers. "Booing" is never allowed.

Physical Education Policy and Procedures

P.E. - Uniforms and Locks:

1. All students enrolled in the physical education program are **required** to have and **wear** gym uniforms, socks, and athletic shoes. **THIS POLICY IS STRICTLY ENFORCED.**
2. Gym suits must be purchased during the first week of the quarter in which the student is taking P.E. from the P.E. instructors.
3. A combination lock will be loaned to the student while taking P.E. For security reasons outside locks are not permitted.
4. Uniforms must be marked clearly and visibly with the student's name. **NO OTHER MARKS ARE ALLOWED.**
5. Uniforms may not be worn outside the P.E. class.
6. The Physical Education instructors will assign locks and lockers to the students. Students are responsible for the upkeep of these lockers and locks.
7. Students are required to wash their gym suits and socks weekly.

LOCKER COMBINATION _____

P.E. – Parent's Excuse/Notes

1. The student gives the parent note to his or her P.E. teacher.
2. The teacher will give the student a green pass and send him or her to the health room with the doctor's note and a request for placement during the time of his or her recuperation.
3. The nurse fill out the appropriate form notifying the teacher, student and person who is responsible for supervising the student's attendance during his or her reassignment; on this form, it is indicated when the doctor's notice expires.

Textbooks

1. Textbooks are community property paid for the citizens' taxes and as such should be used, not abused, so others may benefit from them.
2. All textbooks should have proper identification including the student's and subject teacher's name. Space is provided inside the front cover for this purpose.
3. All textbooks must be covered and kept clean. A fine will be charged if books are not covered.
4. The **replacement cost** will be charged for lost or damaged textbooks, regardless of the age of the book.
5. Records will be held until textbooks are returned or paid for if lost or damaged.

Student Service Learning Hours

Students in Prince George's County Public Schools must fulfill a certain number hours of direct student service as one of their graduation requirements. The number of hours required will be revised by the Board of Education and will be available to parents and students through the school Guidance Department and at the pgcps.org website. The service learning experiences must be organized or arranged by the student and approved by the Professional School Counselor prior to participating in the activity. Participation in school sponsored and extra-curricular activities including SGA service projects, tutoring, mentoring, ecology projects, will result in hours for students. Examples of acceptable out of school projects are as follows:

- Assist city government or civic associations with planting of trees, flowers, or a park clean-up.
- Participate in an Adopt-A-Highway program.
- Volunteer at a library or school.
- Help a senior citizen by cutting grass, grocery shopping, or completing chores.
- Help at place of worship: clean up chores, sing in choir, baby-sit during services.
- Volunteer at a Non-Profit agency or organization.

Students need to record their direct service hours on a "Student Service Verification of Participation Form." No other form may be used or accepted. The Verification Form requires identification of the agency or organization and the type of service provided. Space is available for student and parent/guardian signatures. An adult sponsor, volunteer coordinator or other "authorized" adult will be required to verify, via signature, the number of hours of service provided by the student. Students should return the Verification Form to the guidance secretary for data processing and for filling in the students' cumulative folders. Questions about the service learning requirement or reporting of hours should be directed to the guidance office. A copy of this form will be returned to the student. Hours will be reflected on the report card.

Bicycles and Skateboards

1. Bicycles, roller skates and skateboards cannot be used inside the school building, on school property, or on the school bus.
2. Bicycle racks are located in front of the school. Bicycles must be chain locked to the rack.

IV. DISCIPLINE POLICY AND PROCEDURES

Education cannot proceed without good discipline. Discipline is largely a matter of morale, classroom atmosphere, and positive interpersonal relationships. While in school, students must know

the rules and understand the consequences of their behavior. Obedience to school rules and regulations by the responsible student provides experience for conforming to the laws of the community, state, and nation.

- We believe that every teacher has an obligation to help each student achieve positive recognition, respect, and a feeling of self worth.
- We believe that although a student has failed in the past, he or she can succeed in the present and the future.
- We believe that through a program of responsibility and natural consequences, a student can learn to make better decisions and can gradually assume command of his own positive behaviors without total monitoring by a power authority.

'The "CODE OF STUDENT CONDUCT" categorizes acts of misconduct into the following four levels:

Level I conduct is the violation of general classroom and bus rules and consists of minor offenses that generally occur in the classroom or on the bus and can be corrected by the teacher or driver. (cheating, classroom disruption, failure to come to class prepared, failure to wear identification badge, internet/computer misuse, public display of affection, unexcused tardiness.)

Level I Disciplinary Options or Response: Verbal correction, teacher-student conference, student-counselor conference, teacher-parent conference, behavioral probation, detention, payment for lost or stolen Identification Badge, parent shadowing, restriction of school bus privileges by the administrator, other appropriate in-class disciplinary actions, serious or repeated violations may be treated as Level II, III, or IV infractions.

Level II conduct requires administrative intervention and consists of offenses that are more serious in nature, persistent or serious Level I misconduct. (ex., serious or repeated Level I offenses, bias harassment, harassment, intimidation, truancy/class cutting, forgery, defamation, dress code violation, indecent exposure, theft below \$100.00, insubordination, loitering, threat to person or property, unauthorized departure from school, unauthorized sale or distribution of printed materials/candy, unauthorized use of portable communication and electronic devices, vandalism/destruction of property below \$100.00, bullying, disorderly conduct, disrespect, disruptive speech, fighting, forgery, gambling, sexual harassment, trespassing, serious or repeated Level I offenses.)

Level II Disciplinary Options or Response: Parental contact, behavioral probation, conference, detention, parent shadowing, exclusion from extracurricular activities, mediation, behavior contract, confiscation, temporary removal from class, in-school suspension, suspension of transportation privileges, monetary restitution, any other appropriate disciplinary actions as determined by the administrator. Serious or repeated Level II misbehavior may result in more serious consequence or treated as a Level III or IV offense.

Level III conduct requires suspension and/or temporary removal to a disciplinary alternative education program. Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, and/or

bus transportation, or are persistent or serious Level I or II misconduct. (ex., serious or repeated Level I or II offenses, assault, contaminating food, group fight, hazing, inciting others to violence or disruption, possession or use of fireworks, reckless endangerment, repeatedly disruptive conduct, theft of \$100 or more, threat to a PGCPs employee, unauthorized possession, use or distribution of over-the-counter medication, vandalism/destruction of property between \$100.00 and \$500.00. Serious or repeated Level I or Level II offenses.

Level III Disciplinary Options or Response: Student will be placed on in school or out of school suspension and/or removal to a disciplinary alternative education program. Serious or repeated Level III misbehavior may result in a more serious consequence, such as a request for a long-term suspension or treatment as a Level IV offense.

Level IV misconduct requires a request for expulsion or removal to a disciplinary alternative education program. Level IV misconduct consists of serious offenses which include willful or malicious acts that have the effect to materially and substantially disrupt the education environment in the school, on the school bus, or at school activities; or Level I, II, or III infractions depending on the severity or persistence of the act. (ex., serious repeated Level I, Level II or Level III offenses, acts of gross misconduct at other schools, arson, assault with substantial bodily injury, biohazard, bomb threat, false alarm, group fight, other acts, physical attack on a PGCPs employee, possession/ use/ distribution of alcohol, marijuana, prescription drugs, controlled dangerous substances, imitation controlled substances, inhalants or other intoxicants, controlled or drug paraphernalia, possession/use or distribution of explosives, possession/use of weapons or instruments used as such, shakedown/strong arm/extortion, vandalism/destruction of property above \$500.00. Serious or repeated Level I, Level II, Level III offenses.)

Level IV Disciplinary Options or Response: Student will be placed on suspension while the principal submits a Request for Expulsion. A referral to an alternative educational placement will be made as available and appropriate.

Under the umbrella of the “**CODE OF STUDENT CONDUCT,**” The School System’s behavior policy, the staff of SOMS has adopted a program of student responsibilities and logical consequences, which includes a record keeping system for evaluation and accountability. Base-line behaviors have been identified for total school concentration:

1. **Disrespect:** to dishonor or abuse in any manner, any member of the school community.
2. **Fighting:** any act involving either teasing or hostile bodily contact in or on school property or going to or from school.
3. **Tardiness:** failure to be in one’s designated area at the appropriate time; either within the classroom, the school building, or the total school property.
4. **Persistent disobedience:** continued disruption of the educational process of other students; willful failure to carry out reasonable requests or directions, repeatedly.
5. **Vandalism:** willful defacement of school or personal property.
6. **Theft:** the act of taking or acquiring the property of others without their consent.

Corrective Discipline Plan

1. First Incident

A Corrective Discipline Plan will be completed by the teacher at the time of the first incident, followed by a parent phone call.

- a. The teacher will record what happened.
- b. During the class period, the teacher and student will discuss the incident and agree on a plan of action.
- c. Teacher files the Corrective Discipline Plan.

2. Second Incident

Procedure 1 is followed. The purpose is to report, discuss, and solicit parental support and to advise the parent of the student’s behavior.

3. Third Incident

Procedures 1 and 2 are followed. The teacher has the option of assigning a consequence such as before or after school detention or parent shadowing. A referral will be made to the appropriate counselor.

4. Fourth Incident

Procedure 3 will be followed.

- a. The student could be placed on behavioral probation during which he/she would be barred from school activities other than class curriculum participation.
- b. A parent teacher conference is mandatory.
- c. A referral will be made to the appropriate counselor.
- d. Corrective Discipline Plan form will be attached to the PS74.
- e. The administrator files the Corrective Discipline Plan form in the student’s discipline folder.
- f. The teacher will be informed of the administrative action.

Consequences of Hall/Lavatory Misbehavior

Students are responsible to every staff member and failure to obey or follow directions will result in the following:

1. The student will be sent or taken to an administrator with verbal or written communication between teacher and administrator.
2. The administrator will confer with the student and has the option of assigning consequences, which include one or more of the following:
 - a. Parent contact
 - b. Assignment to detention
 - c. Suspension and/or denial of activities
 - d. Other appropriate action as needed

Alternative to Suspension – Parent Shadowing

In the event that an out-of-school suspension is warranted, a parent may be allowed, at the discretion of the Principal, to spend a specified number of days in school with his/her child in lieu of the suspension. The parent will attend classes and lunch with his or her child for each of the days assigned.

EXPECTATIONS OF BEHAVIOR IN ALL AREAS OF THE SCHOOL AND GROUNDS ARE CLEARLY STATED IN SECTION III “STUDENT RESPONSIBILITIES”.

EDUCATION ARTICLE 26-101

Students who chronically disrupt the learning environment for others will be subject to **Section A of Maryland State Education Article 26-101**:

“A person may not willfully disturb or otherwise willfully prevent the orderly conduct of the activities, administration, or classes of any institution of elementary, secondary or higher education. Any person who violates any provision of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$2,500.00, imprisonment not exceeding six months or both.”

Should a student repeatedly disrupt the learning environment a conference will be scheduled with the parent, student and the PGCPD Youth Services Officer who works with our school. A plan of action will be developed in order to prevent further violation of Education Article 26-101.

Consequences of Bus Misbehavior

A student may be excluded from riding a school bus without being denied any other educational participation for inappropriate conduct restricted to his/her school bus behavior. Conduct on school buses follows all the requirements and provisions outlined in the **“Code of Student Conduct.”**

Level I violation of bus rules are considered minor offenses that generally occur on the bus and can usually be corrected by the bus driver (eating or drinking on the bus, too loud, too boisterous, standing, heads/arms/legs out of bus windows, using unassigned bus stop, riding unassigned bus). Persistent or severe Level I violations will result in an Administrative Referral, parent contact, possible suspension of bus riding privileges or suspension from school.

Level II violations require administrative intervention and are considered more serious in nature, inclusive of persistent or severe Level I misconduct (ex., smoking/lighting matches/lighter, using foul or abusive language or throwing objects from the bus). Violations will result in an automatic Administrative Referral followed by the appropriate disciplinary action.

Level III violations are those which significantly disrupt the safety and security of bus transportation, inclusive of persistent or severe Level I or II misconduct (ex., threatening the driver, throwing or shooting objects on the bus, fighting/causing minimal disruption or damaging the bus). Violations will result in an Administrative Referral with possible restriction or suspension of school bus riding privileges or suspension from school and a parent conference is mandated. Repeated bus misconduct could result in an extended bus suspension or in the student being removed for the rest of the year from school bus transportation.

Level IV violations are serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the school bus; or recurring cases or instances of refusal to obey school officials or comply with transportation rules and regulations. Violations will result in an immediate Administrative Referral with request for expulsion.

Consequences of Possession or Use of Weapons or Instruments Used as Such

The Board of Education expresses the strongest belief that any student found in possession or use of weapons as defined in the

“Code of Student Conduct” shall be expelled by the Superintendent of Schools.

The Principal shall complete a Request for Expulsion for any student found to possess or use a weapon.

Disciplinary Measures for Possession, Use or Distribution of Alcohol, Marijuana, Prescription Drugs, Controlled Dangerous Substances, Imitation Controlled Substances, Inhalants, Other Intoxicants, Controlled or Drug Paraphernalia.

The Board of Education views the possession, use or distribution of alcohol, controlled dangerous substances or controlled paraphernalia to warrant the following disciplinary actions:

Student Possession

Students having in their possession alcohol, controlled dangerous substances or other substances listed above in this section in a small quantity (*ex., quantities typically for individual use*) or controlled or drug paraphernalia in any quantity shall be charged with Possession and be subject to the disciplinary guidelines outlined for **student users**.

Student Use

1st Offense

Shall result in a Request for Expulsion of the student. The expulsion may be rescinded after five days if the student and one or both of parents enroll in an appropriate counseling program for a specified period of time.

2nd Offense

Shall result in a Request for Expulsion of the student. The expulsion may be rescinded after one full quarter if the student shows documentation of satisfactory participation in an appropriate accredited treatment program.

3rd Offense

Request for Expulsion of student.

Student Distribution

1st Offense

Shall result in a Request for Expulsion. The expulsion may be canceled for the remainder of the semester in which the incident occurred and the one regular school semester following if the student shows documentation of satisfactory participation in an appropriate accredited alcohol/drug treatment program.

2nd Offense

Request for Expulsion

Note: All students suspended/expelled for alcohol/controlled dangerous substance offenses will be asked to reveal the source to the principal.

Consequences of Using Tobacco

1st Offense

A conference with the parent/guardian and student will be required to attend two tobacco education classes. Failure to attend will result in a two-day suspension.

2nd Offense

A conference will be held with the parent/guardian/student and a one-day suspension or in-school suspension assigned. The student must attend an appropriate two session tobacco

education program and the parent/guardian is required to attend at least one of the sessions.

If the student does not complete the program, he or she will receive an additional two day suspension or in-school suspension.

3rd Offense

A conference will be held with the parent/guardian/student and administrator. The student will be placed on suspension or in-school suspension for two days. Student must attend an appropriate tobacco cessation program. If the student does not complete the program, he or she will receive an additional three day suspension or in-school suspension.

4th Offense

Repeated violations will be addressed as sanctions set forth in the Code of Student Conduct for students who repeatedly violate any provisions of the Code shall apply.

Consequences of Physical Attack On A Staff Member

The Principal will request expulsion. Additional charges will be made if the physical attack includes a weapon or an instrument that is used as a weapon. Specific charges will be made if verbal or written threats are made.

Consequences of Gross Misconduct at Other Schools and Group Fighting

A Request for Expulsion will be made and student will go on long-term suspension until the Office of Appeals hears the case. Students are hereby notified that all incidents involving weapons, alcohol, drugs or arson will be reported to the **PRINCE GEORGE'S COUNTY POLICE DEPARTMENT** for further investigation and action.

Consequences of Initiating a False Fire Alarm, Fighting, Physical Attack or Threat Thereof, Possession and/or use of Fireworks, and Theft/Vandalism.

1. Students may be suspended from school for more than five days and/or a Request for Expulsion made.
2. Incidents listed above will be reported to the School Investigative Counselor who has the authority to file juvenile petitions with the police department.

Bullying, Harassment and Intimidation

Explanation of Bullying, Harassment and Intimidation

It is the intent of Prince George's County Public Schools to maintain safe environments that are conducive to learning. Bullying, harassment, and intimidation are anti-social behaviors that are conducted with the intent to cause harm and are characterized by an imbalance of power. Bullying, harassment, and intimidation is intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication (a Communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager), that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socio-economic status, familial status, or physical or mental ability or disability or

is threatening or seriously intimidating and occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of school.

Interventions to Address Bullying, Intimidation, or Harassment

Schools must provide intervention and support to victims and offenders to address acts of bullying, harassment, or intimidation. These interventions may include, but are not limited to the following actions:

- Parent/student conferences.
- Counseling with the professional school counselor, school psychologist, pupil personnel worker, professional school nurse and other appropriate professional staff.
- Behavioral contracts.
- Positive behavioral supports, such as functional behavioral assessments and behavioral intervention plans, etc.
- Support counseling for the victim.
- Support counseling for the offender.
- Support counseling for the bystanders.
- Increased adult supervision during unstructured times (ex., classroom changes, lunch, recess, etc.).
- Social skills training, including role playing and behavioral rehearsal.

Consequences of Bullying, Harassment and Intimidation

A range of consequences and support strategies for persons committing acts of bullying, harassment, or intimidation, for persons engaged in reprisal or retaliation, and for persons found to have made false accusations is listed under Level II violations and consequences.

Consequences of Excessive Student Tardiness to School

Students are expected to be seated in homeroom no later than 9:30a.m. or within five minutes after they enter the building.

Two unexcused tardies: Parent is immediately contacted.

Five or more unexcused tardies: A letter is sent to the parent or guardian and the student is referred to County Pupil Personnel services.

Consequences of Tardiness to Class

1st Time – Record as an incident on the Discipline Record Card

2nd Time – Record as an incident and follow the procedure required.

3rd Time – Record as an incident and follow the procedure required.

Administrative Hall Sweeps will occur on a random basis. Parents will be notified of students who are tardy and an administrative detention may be assigned.

Consequences of Loitering Before Homeroom

Loitering is defined as being without the proper supervision of an adult. Students are expected to report to their homeroom teacher within five minutes after entering the building. Exceptions are made only for those students eating breakfast in the cafeteria or delivering a musical instrument to the band room. The instrumental teacher will identify those students. Students

considered to be loitering will be assigned to Administrative Detention. If a student is placed in Administrative Detention a second time, a letter will be sent to the parent. The third incident will result in a parent conference. The fourth incident may result in a suspension for continued insubordination.

Consequences of Having Gum, Candy, or Other Food Items in Unauthorized Areas of School Property

1. Students will be required to give the above items to a staff member, if requested. Such items will be labeled and turned over to an administrator who will dispose of them in the trash.
2. The student who refuses to obey the request will be sent to an administrator for insubordination and a PS-74 will be written.
3. Any subsequent refusal to turn over items when requested by a staff member will result in a temporary removal from class and a parent conference.
4. Incidents which reach Level III may have a consequence of suspension.
5. Gum chewing and eating candy or snacks on school property may result in the assignment of an administrative detention.

STUDENTS WILL BE THOROUGHLY BRIEFED ON EXPECTATIONS OF CLASS BEHAVIOR BY INDIVIDUAL TEACHERS AND ADMINISTRATORS.

Conflict Resolution Through Peer Mediation

A peer mediation program is employed to help students resolve differences before major disputes and violence occur. The program recognizes that conflict is a natural process and seeks to find peaceful solutions to problems. The Conflict Manager Program also recognizes that students can solve their own problems and that students are responsible people. Students who are experiencing difficulty or disputes with each other may elect to accept help from the peer mediators and must agree to work toward resolutions of their problems. Conflict Managers have been trained in a problem-solving process to enable the disputants to reach an amicable solution. The use of this process can result in improved communication between and among students, teachers, administrators and parents. It helps students to deepen their understanding about themselves and others and provides them with lifetime dispute resolution skills. We encourage all students to take advantage of this program in lieu of trying to settle "disputes" in less effective ways.

V. SCHOOL SERVICES

Health Services

1. The school Nurse is available at all times to give first aid and comfort to any student who becomes ill or injured during the school day.
2. Parents will be notified if a student requires further treatment or is too ill to return to class after resting. Parents will be responsible for **IMMEDIATELY** picking up from school.
3. Hall passes to the nurse are required except for emergencies.
4. The school nurse handles all Physical Education excuses, accident and insurance forms.
5. Students who wish to discuss physical or other problems are welcome to any time.

Medication At School

1. Medication should be sent to school **ONLY** when it is **ABSOLUTELY NECESSARY**.
2. Controlled substance medication, such as Ritalin, must be brought to school by a parent.
3. Parents must give first dose of any new prescription or over-the-counter (OTC) drug, except PRN (as needed) emergency medication, e.g. epipen.
4. Medication that needs to be broken, e.g., pills that need to be divided in half must be done by the parent.
5. When parents send medication to school please **NOTIFY THE SCHOOL STAFF** by telephone prior to sending the medication to school. Please send a completed "Physician's Medication Authorization Form Prescription and Nonprescription Medication" Form (PS-51) with doctor's signature to the school.
6. Prescription medication will not be accepted by the school system unless it is labeled by a registered pharmacist with:
 - Name of medication
 - Name of student
 - Name of physician
 - Date
 - Directions for administration of medication
7. Nonprescription medication or over-the-counter drugs must come to school in original container labeled with:
 - Name of student
 - Name of physician
 - Date
 - Directions for administration
8. Notify Health Services staff **IMMEDIATELY** when your child needs a specialized medication, such as: epipen, nebulizer treatment, inhaler or diabetes management. There are special forms that must be completed by your physician. These forms can be obtained from the school nurse.

A new medication form must be submitted:

- At the beginning of each school year.
- When there is a change in dosage or time medication is given or a change in specialized services.

NO MEDICATION WILL BE GIVEN TO A STUDENT WITHOUT THE PROPER FORM BEING COMPLETED BY THE DOCTOR AND A PROPERLY LABELED MEDICATION BOTTLE.

MEDICATION NOT COLLECTED ON THE LAST DAY OF SCHOOL WILL BE DESTROYED BEFORE THE NURSE LEAVES FOR THE SUMMER VACATION.

If you have any questions please call the school nurse at 301-805-2641.

Home and Hospital Instruction

When a student is expected to be absent three or more weeks because of an excused health or medical condition, the parent or guardian should notify the student's guidance counselor and request a conference so that appropriate Home and Hospital Instruction may be considered. The Home and Hospital teacher will provide up to six hours per week of instruction to keep the student current with grade-level skills.

Guidance Services

Guidance counselors assist in planning the student's programs and are willing to help with both school and personal problems.

1. Students may be referred to counselors by teachers, parents, or the students themselves.
2. Students may make appointments by seeing the guidance secretary before school, at lunchtime, or after school.
3. Arrangements for books and homework assignments for absent students may be made through the attendance secretary when a student is absent for three days or more.

INDIVIDUAL LEARNING PLANS

The Prince George's County Public School System has an initiative to help students and parents think about future educational, college, and career goals. The initiative is called Individual Learning Plans (ILPs). The plans are great tools for parents, teachers and other staff members to work together to ensure our children's success. The guidance counselors will arrange for each parent to have the opportunity to review and sign a plan for their child.

Letters of Recommendation/Transcript Requests

When requesting transcripts and letters of recommendation from teachers, please allow at least two weeks for the process to be completed. It is the student's responsibility to provide the teacher with a stamped, addressed envelope in which to send the letter of recommendation. The guidance office only sends out transcripts after first-quarter report cards are available. Parents are responsible for obtaining additional copies of student report cards.

Media Center Services

Students may avail themselves of this valuable resource as a class or individually to study, read, or to check out materials.

1. Books are checked out at the charge desk for a two-week period. They may be renewed for an additional week if needed.
2. Vertical-file materials and back-issues of magazines are restricted to a one-week circulation period.
3. Reference materials, A-V materials and current magazines are restricted to an overnight check out.
4. In accordance with BOE POLICY No. 6161.1, all books must be returned and/or fines paid before a student is promoted to a higher grade.

Fines are assessed on overdue materials. All materials are given a three day grace period. Books will be charged at \$.05 per day, periodicals will be charged at \$.10 per day and overnight materials (reference books, etc.) will be charged \$.25 per day

5. Media Center hours are 9:00a.m. to 4:30 p.m.

STUDENTS MUST HAVE PERMISSION FROM THE MEDIA SPECIALIST IN ORDER TO USE THE LIBRARY BEFORE OR AFTER SCHOOL.

Student Government Association

The SGA is the organized voice of the students at SOMS. A representative and an alternate representative will be elected from each homeroom in September. The success of the SGA depends upon the students' ability to elect responsible representatives, who will be active, concerned participants at meetings and who will effectively report back to the students what was accomplished.

Student Clubs and Other Organizations

An attempt is made to arrange clubs around student interests and talents. Each club will have at least one adult sponsor, but students are responsible for the progress and success of the club or activity.

The sponsor will present specific information about the activities to students. Parents are responsible for providing transportation for all before or after school activities. It is the parent's responsibility to ensure that students are picked up on time. **Students who are picked up late may not be allowed to participate.**