

PBIS is a process for creating a safe effective school environment for all to enjoy at Montgomery Village Middle School. It is a systems approach to enhance the capacity of our school in order to educate all children by developing research-based, school-wide, and classroom discipline systems. The process focuses on improving our school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for:

- ALL students, ALL staff and in ALL settings
- Non-classroom settings within the school environment
- Individual classrooms and teachers
- Individual students who present the most challenging behaviors

What is the purpose of PBIS?

- It is an approach for creating an effective school.
- PBIS helps schools to set up a discipline system, while focusing on rewarding positive behavior for all students.
- PBIS looks at finding alternatives to suspension that include a range of consequences.

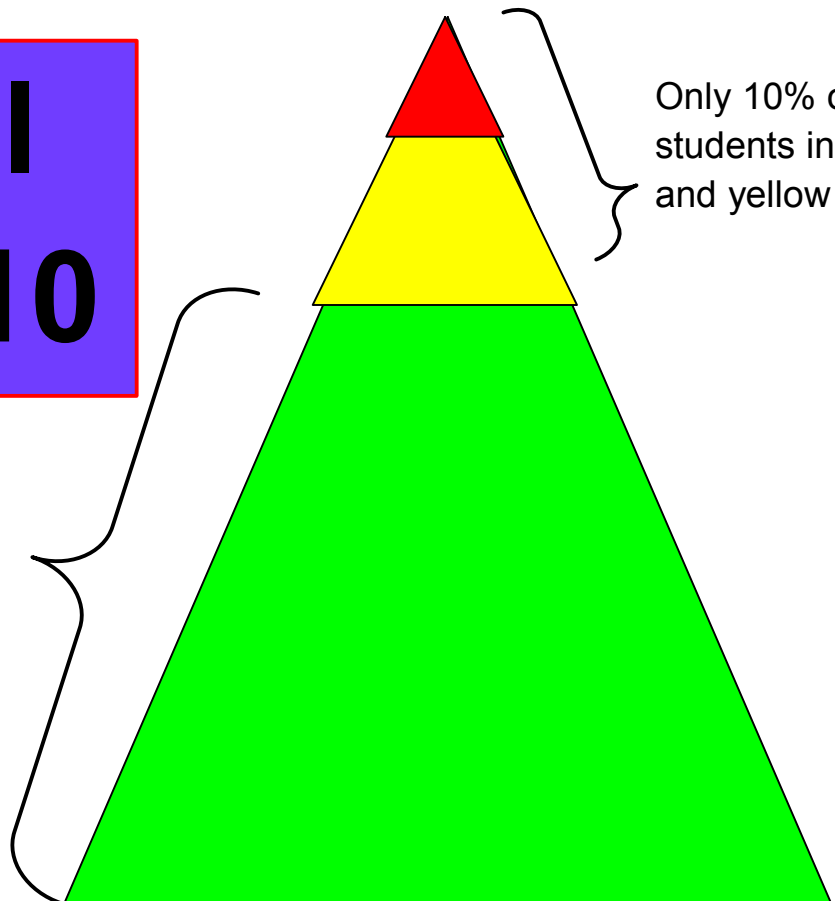
Why do we need PBIS at MV?

- PBIS focuses on improving the total school climate using positive incentives.
- MV needs a way to teach our students what behavior is expected.
- Suspension is not an effective method for all of our students!
- Teachers and students deserve to work in a positive environment.
- Students need to be recognized for the good things they do.

**Our Goal
for 2009-10**

90% of students in
the green zone

Only 10% of
students in the red
and yellow zone



Dear Student/Parent/Guardian:

Discipline at Montgomery Village Middle School is designed to ensure a safe and productive learning environment for students and staff. We address each discipline action as a learning experience and follow through in a consistent manner. Our goal is to nurture students' growth in taking responsibility for their actions and their learning. In this spirit, reasonable, fair, firm and consistent implementation of these rules and procedures will occur.

Rights and Responsibilities

The purpose of the Montgomery Village Middle School Discipline Policy is to ensure an environment in which optimum learning takes place. Our goal is to nurture students' growth in taking responsibility for their actions and their learning. In this spirit, reasonable, fair, firm and consistent implementation of these rules and procedures will occur. School discipline requires the partnership of parents, students, and staff. Behavior and discipline are shared responsibilities of the home and the school. All students and their parents are expected to review the Montgomery Village Middle School Discipline during the opening week of school and throughout the school year as needed.

<p>Each student at Montgomery Village Middle School has three basic rights:</p> <ul style="list-style-type: none"> • <i>The Right to be Safe</i> • <i>The Right to Feel Safe</i> • <i>The Right to Learn</i> 	<p>Each student must practice the Formula 4 Success: <i>Respect + Responsibility + Resourcefulness + Ready-to-Learn = SUCCESS:</i></p> <ul style="list-style-type: none"> • <i>Respectful</i> – show concern for others and their beliefs by treating people and self in a way that does not belittle or humiliate • <i>Responsible</i> – respond to people and circumstances with a sense of what is right and hold yourself accountable for your actions • <i>Resourceful</i> – seek out assistance and support and continue to look for solutions to difficult situations • <i>Ready-to-Learn</i> – demonstrate that you are prepared and ready to do your best every day
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Code of Conduct

The relationship between staff, student, and parent/guardian is the key to a child's academic, physical, and social growth. We can best meet each student's needs by everyone working together:

The rights and responsibilities for everyone at Montgomery Village Middle School include:

- The right to be treated with respect and the responsibility to behave respectfully toward others.
- The right to an education without interference from others and the responsibility to conduct oneself in a manner which avoids interference with another's education.
- The right to be treated with courtesy and the responsibility to be courteous and cooperative.
- The right to a safe environment and the responsibility to act in a safe manner.

<p>Teachers/Staff are expected to:</p> <ul style="list-style-type: none"> • Involve the students in developing classroom rules. • Help the students understand and follow the rules by consistently following the school discipline policy. • Initiate contact with parents as needed and respond to communications within 48 hours. • Confer with parents and other school personnel to resolve student discipline problems. 	<p>Students are expected to:</p> <ul style="list-style-type: none"> • Participate in the development of school and classroom rules. • Understand and follow the rules of the school at all times, including during school assemblies, on field trips, and at after-school events. • Attend school regularly, arrive on time, and fulfill their academic and behavioral responsibilities. 	<p>Parents/ Guardians are expected to:</p> <ul style="list-style-type: none"> • Help their children develop respect for the rights and property of other individuals. • Initiate contact with staff as appropriate and respond to communications from the school in a timely manner. • Send their child to school regularly, on time, and prepared to work (breakfast, appropriate dress, well rested, and with proper school supplies) • Understand and support school rules and policies. • Cooperate with the staff to help the students solve discipline problems.
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Disciplinary Actions

Students may face disciplinary actions as a consequence of any behavior that disrupts classes, causes disorder, invades the rights of others, is unsafe or unhealthy, or violates a school rule or disciplinary code. Discipline will be fair and appropriate and is not designed to embarrass any student. Disciplinary actions will begin with a discussion with the student. The discussion will include an oral or a written notice of the infraction, an explanation of the evidence, a chance for the student to tell his/her side of the story, and an explanation of the consequence. The school will utilize a variety of strategies in maintaining class order and discipline. **The consequences listed are NOT ALL INCLUSIVE and are listed by severity and/or frequency of an infraction which will dictate the action that may be taken. How it is used will depend upon the circumstances of the incident.**

	ACTION	DEFINITION
1	Conference	The teacher or administrator will meet with the student and may contact parents by phone, meeting, or e-mail.
2	Written/ Verbal Apology	After conferencing with the student a teacher or administrator may require the student to verbally or in writing apologize to the person whom was affected by their behavior.
3	Team Intervention	The teacher may enlist the help of the grade level team leaders or teachers to resolve an issue with a student. This may include but not limited to Kid Talk, conferences, contracts, parent conferences, etc...
4	Detention (Before School, Lunch, or After School)	The teacher or administrator may require students to remain after the regular school day, report before the school day, or to report during lunch. Students will be given 24-hour notice. Transportation home is the responsibility of the student and his/her parent. Detention assigned during the regular school day does not require 24-hour prior notification. If the student is supposed to participate in a school-sponsored activity on the day detention is assigned, the assigned detention has priority. Failure to serve an assigned detention will result in further disciplinary action.
5	Extended Detention	The administrator may require students to remain after the regular school day until 6 p.m. Students will be given 24-hour notice and transportation is the responsibility of the student and his/her parent. Being involved in an extracurricular activity is not a valid reason to postpone or skip detention. Failure to serve an assigned detention will result in further disciplinary action.
6	Loss of Privileges	A student will lose bus, hallway, activity, computer, or cafeteria for a time to be determined by administration.
7	Research Projects	A student will utilize these to have a better understanding of how their behavior impacts themselves, the school, and the community.
8	Confiscation	The teacher or administrator has permission to take personal property and it will be picked up by parent/guardian.
9	School Service	A student may be assigned in-school services, instead of, or in addition to detention. School service plans will be developed on an individual basis and in agreement with the parent/guardian. These hours are not eligible for SSL.
10	Bus Removal	A student may be subjected to removal from the bus for a time to be determined by administration. The parent/guardian will be responsible for arranging for other transportation. Riding the bus is a privilege
11	Restitution	A student may need to replace or repair damage, stolen, lost items.
12	Conflict Resolution	The administrator may assign the student or students to peer mediation or conflict resolution to help students determine a solution in which all parties can agree.
13	Parent Shadow Student	The administrator may request that a parent shadow their student for part or the entire day. This opportunity will allow parents to see how their student behaves within the classroom and to ensure that the student is not missing additional instruction.
14	Saturday Detention	The administrator may require the student to attend Saturday School from 8-12 instead of suspending a student. During this time students will work on missing assignments, community service, behavior intervention, and/or other assignments as determined.
15	Suspension (Out-of-School)	In accordance with the rules and regulations of Montgomery County Public Schools (MCPS), the principal may suspend a student for one to ten days. The student will be given notice of the reason for suspension, an explanation of the evidence, and an opportunity to present his/her side of the story. Students who are suspended from school may not participate in school-sponsored activities and are not permitted on MCPS school grounds during the period of suspension. The suspension usually ends in the morning after the last day of suspension with a parent intake conference required. The absences from class during a suspension are excused; students are expected to make-up all work. The student and/or parent have the right to appeal a suspension to the principal.
16	Exclusion	The principal may recommend that a student be temporarily or permanently removed from classes. In such a case, appropriate outside resources (e.g., psychologist, pupil personnel worker) will be consulted.
17	Police/ Fire Marshall Referral	Under MCPS policy, a student who violates the law will be reported to the Montgomery County Police or, if appropriate, to the Fire Marshal. If such a situation arises, parents will be called immediately.
18	Expulsion	In accordance with MCPS Regulation JGA-RB, a student may be excluded from all MCPS schools.

Nondiscretionary Expellable Offenses

<i>Infraction</i>	<i>RECOMMENDED ACTION</i>	<i>Additional Information</i>
Bombs/Facsimile Possession or Bomb Threats	<ul style="list-style-type: none"> • Recommendation for Expulsion • Police Referral 	Regulation EKC-RA: <i>Bomb Threats/Explosive Devices</i>
Evidence of intent to distribute or Distribution of Intoxicants		Regulation COF-RA: <i>Intoxicants on MCPS Property</i>
Possession of Firearms, including starter guns		Regulation COE-RA: <i>Weapons</i>
Violent Physical Attack on a Student or Staff Member		
Weapons Used to Cause Bodily Harm/Injury		Regulation COE-RA: <i>Weapons</i>

Offenses with a Range of Consequences

Included in this document is a listing of some infractions that might occur if students do not practice the four “R’s” along with a list included to remind students of the general categories. While not all acts of misconduct can be itemized, the following contains the main infractions that will lead to disciplinary action.

	<i>Infraction</i>	<i>Minimum- This is not inclusive, please refer to the disciplinary action list.</i>	<i>Maximum- This is not inclusive, please refer to the disciplinary action list.</i>	<i>Additional Information</i>
<i>Academic Standards</i>	Academic Dishonesty or Plagiarism- Examples of may include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology.	Parent contact/conference	Recommendation for Expulsion	There will be an immediate confiscation of assignment, loss of credit for the assignment or task.
	Computer Abuse	Loss of computer privileges Restitution	Recommendation for Expulsion Police Referral Restitution	Regulation IGT-RA: <i>User Responsibilities for Computer Systems and Network Security</i>
	Forgery or falsification of parent/guardian signature or fake authorization on any school document or communication.	Parent/ guardian contact	Detention	Unexcused absence where appropriate No credit for missed assignment
<i>Arson / Fire / Explosives</i>	Arson	Parent/ guardian contact, Police and Fire Marshall referral	Expulsion	
	Explosives— Possession, distribution of fireworks, explosives, etc...	Parent/ guardian contact, confiscation, Police and/or Fire Marshall referral	Expulsion	Poppers, fire crackers, smoke bombs, matches and lighters
	False Fire Alarm/911- tampering/ activating alarm	Parent/ guardian contact, Police and Fire Marshall referral	Expulsion	
	Fire setting	Suspension Police Referral Restitution	Recommendation for Expulsion	Regulation ECC-RA: <i>Loss of MCPS Property</i>
<i>Weapons</i>	Possession of a Knife	Conference	Recommendation for Expulsion Police Referral	
	Possessing other Weapons- Including, but not limited to firearm facsimiles, BB guns, pellet guns, paintball guns, and other firearm “lookalike” weapons	Conference	Recommendation for Expulsion Police Referral	Regulation COE-RA: <i>Weapons</i>
	Bomb, Facsimile , Possession or Bomb Threats- Any explosive device or look alike, any verbal, written, or implied threat of an explosive device.	Parent/ guardian contact, Police and Fire Marshall referral	10 day suspension with recommendation for expulsion and payment for damages and/or fire department costs	Regulation EKC-RA: <i>Bomb Threats/ Explosive Devices</i>

	Infraction	Minimum- This is not inclusive, please refer to the disciplinary action list.	Maximum- This is not inclusive, please refer to the disciplinary action list.	Additional Information
Attack / Threats / Fighting	Bullying- is a direct or indirect, physical or psychological intimidation which may occur repeatedly over time to create an ongoing pattern of harassment and abuse either verbally, physically, or in writing.	Conference	Recommendation for Expulsion	New MCPS Bullying policy pending approval by BOE late Fall 2009. Bullying incidents need to be reported by parents/students on MCPS Form 230-35. Incidents will be promptly investigated, MCPS Form 230-36 will be completed by school and incident will be placed on Serious Incident Database. Every completed MCPS Form 230-35 must be accompanied by a completed MCPS Form 230-36.
	Extortion- attempt to secure money or property through threats or physical harm.	Conference	Recommendation for Expulsion	
	Fighting- Scuffle, play fighting, provoking or continuing a fight.	Parent contact Suspension	Expulsion	Actions outside of school that are related to school (for example, harassing a teacher or fighting with a student while walking home), school authorities may talk with your parents/guardians about it or take other appropriate disciplinary action. Please refer to the Students Rights and Responsibilities
	Hate/Violence – harassing a person or damaging property of a person because of his/her race, color, religious beliefs, sexual orientation, or national origin)	Conference Police Referral (in accordance with MOU)*	Recommendation for Expulsion	Reference hate/violence guidelines Policy ACA: Human Relations; Policy JFA: Students Rights and Responsibilities *Memorandum of Understanding between MCPS and MCPS
	Hazing- is an act which recklessly or intentionally subjects a student to mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into an organization	Conference	Recommendation for Expulsion	
	Physical Attack on a Student	Conference	Recommendation for Expulsion	
	Physical Attack on a Staff Member	Conference	Recommendation for Expulsion	
	Threat (verbal, electronic, or written)	Conference	Recommendation for Expulsion Police Referral	
	Verbal or Physical Threat	Conference	Expulsion	
	Verbal Abuse	Conference	Recommendation for Expulsion Police Referral	
Projectiles (i.e.; snowballs , erasers, paper, paper clips, pencils, rubber bands or any other items)	Student conference	Suspension	Throwing items will not be tolerated	
Attendance	Class cutting / in hall without a proper hall pass	Parent contact	Administrative Referral	
	Leaving school grounds (without permission)	Parent/ EFO Contact	Administrative Referral	
	Tardiness to class- Student must be seated at desk when bell rings or in PE locker room dressing	Parent contact	Administrative Referral	
	Tardiness to school	Parent contact	Administrative Referral	Regulation JEA-RA: Student Attendance. If you are late for any reason other than Medical appointment, no authorized transportation (bus didn't show up), court summons, observance of religious holiday,

				you will be assigned a consequence
	Infraction	Minimum- This is not inclusive, please refer to the disciplinary action list.	Maximum- This is not inclusive, please refer to the disciplinary action list.	Additional Information
	Truancy (skipping school)	Parent contact	Administrative Referral	Loss of extracurricular and/or field trip activities
Dangerous Substances	Possession or Use of Intoxicants – Alcohol/Drugs	Parent contact Police Referral (in accordance with MOU)*	10 suspension with Recommendation for Expulsion	Regulation COF-RA: <i>Intoxicants on MCPS Property</i> *Memorandum of Understanding between MCPS and MCPS
	Distribution of Intoxicants - The intent to sell and/or give away any dangerous substance.	Parent contact Police Referral (in accordance with MOU)*	Recommendation for Expulsion	Regulation COF-RA: Intoxicants on MCPS Property *Memorandum of Understanding between MCPS and MCPS
	Tobacco / Smoking Products	Parent contact, confiscation, detention	Exclusion	
Disrespect / Insubordination/ Disruption	Disruptive behavior- this may include excessive loudness, running, pushing, etc...	Parent contact, conference, detention	Exclusion	There are times when a student's behavior seriously disrupts the instructional program and, in such circumstances, a student may be temporarily removed from the class- Regulation JGA-RA: Classroom Management and Student Behavior Interventions
	Insubordination- examples to include but not limited to inappropriate tone of voice, language, body language, refusal to follow staff directive	Parent contact, special assignment, detention	Exclusion, Suspension	
	Inappropriate Language/ Profanity- Use of profane, obscene, intimidating, or insulting language; racial, ethnic or religious slurs in person, writing, or electronically	Parent contact, detention	Detention	
	Refusal to identify yourself to staff	Parent contact, detention	Suspension	
	Hall Misconduct- loitering in the hall without a pass, or displaying disruptive behavior while in the hallway	Conference	Detention	
	Inappropriate Bus Behavior- Riding the bus is a privilege, not a right. Behavioral expectations on the bus are consistent with school expectations.	Student conference and parent notification	Loss of bus riding privileges and/or suspension	Regulation JGA-RA: Classroom Management and Student Behavior Interventions
Sex Offenses	Sexual Activity (consensual) - Kissing, touching, hugging, hand holding are inappropriate in school.	Conference	Suspension	Regulation ACF-RA: <i>Sexual Harassment.</i>
	Improper sexual activity- Indecent exposure, assault, mooning, pulling someone else's clothing, kissing or other physical display of affection	Parent contact, counseling by staff, suspension, possible Police Referral	Possible expulsion	Regulation ACF-RA: <i>Sexual Harassment</i>
	Sexual Harassment	Conference	Recommendation for Expulsion	Regulation ACF-RA: <i>Sexual Harassment</i>
	Sexual Offenses	Suspension	Recommendation for Expulsion Police Referral	Regulation ACF-RA: <i>Sexual Harassment</i>

Other / Miscellaneous

<i>Infraction</i>	<i>Minimum- This is not inclusive, please refer to the disciplinary action list.</i>	<i>Maximum- This is not inclusive, please refer to the disciplinary action list.</i>	<i>Additional Information</i>
Portable Communication Devices- Beepers / cell phones in sight and/or in use	Confiscation, conference	Saturday Detention	Regulation COG-RA: Portable Communication Devices. "It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use...No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.
Destruction of Public Property (Vandalism), Graffiti such as but not limited to drawing or writing on property that the person does not own such as desks, walls, bathrooms, etc...	Parent contact	Recommendation for Expulsion Restitution Police Referral	Regulation ECC-RA: <i>Loss of MCPS Property</i>
Gambling- this may include wagering on any game or activity	Parent contact, detention	Suspension	Cards, dice, etc.
Possession of Non- School Related Items such as radios, CD/tape players, MP3 players, iPods, toys, games, laser pointers (possession or use on school premises)	Confiscation, Parent contact	Detention Confiscation of item until the end of the year	While the parent can claim the property, the school assumes no responsibility for the item
Theft (taking of property without the owner's consent)	Conference	Recommendation for Expulsion Police Referral	
Trespassing	Parent contact	Suspension, Police Referral	
Unauthorized sales	Confiscation, parent contact, restitution	Suspension	Candy, gum, tapes, toys, clothes, etc.
Backpacks/Tote Bags	Student conference	Confiscation until the end of school day	Backpacks/Tote Bags must be stored in lockers during the day and may not be carried from class to class.
Appropriate Appearance	Teacher conference and changing clothes	Parent conference	Head gear (Hats, bandanas, skull caps, etc.) and/or dress in a manner that is offensive or distracting to others. Clothing that interferes with the educational process. Judgment made by staff. See Student's Rights and Responsibilities
Failure to Serve Assigned Detention	Parent contact, doubling of detention	Parent conference, administrative detention, and/or suspension	Students are expected to serve assigned detention on the day and time assigned
Food Consumption in a Non- Designated Area	Student conference, confiscation of food products	Detention	Students may not bring food or drinks into classrooms without teacher consent. This includes chewing gum.
Cafeteria Misconduct- Inappropriate behavior during lunch food throwing, cutting in line, leaving trash, using another student's PIN, failure to follow staff direction.	Parent contact/conference	Suspend cafeteria privileges	
Loitering, unauthorized presence in school building after hours (out of location or assigned area during school hours)	Parent contact/conference	Saturday Detention	
Gang Related Incident	Conference Police Referral (in accordance with MOU)*	Recommendation for Expulsion	*Memorandum of Understanding between MCPS and MCPS
Burglary- Breaking and entering of a building or occupied structure with intent to commit a crime therein.	Parent contact/conference	Police referral	

MONTGOMERY VILLAGE MIDDLE SCHOOL

Respect + Responsibility + Resourcefulness + Ready-to-Learn = Formula **4** Success

Behavioral Agreement

Please read the discipline policy above. Complete the form by providing information and signatures. Students will have this page checked by their first period teacher. If you have any questions, concerns or would like more information about this program, please contact your child's team leaders or teachers at (301) 840-4660.

Parent/Guardian:

I understand the system of rules and procedures that will prompt and guide student behavior presented in this manual. My signature below signifies that I will support my child and the faculty of Montgomery Village Middle School so that my child can reach his/her full potential and ensure an environment in which optimum learning takes place..

I have read and understand the expectations for student behavior.

Print Name of Student: _____ Grade: _____ ID #: _____

Student Signature: _____ Date: _____

Parent /Guardian Signature: _____ Date: _____