Vision: A. Mario Loiederman Magnet Middle School, a school for the creative and performing arts, is a learning community committed to having all students read, write, reason, communicate, create and perform at the highest levels.
Student Expectations

We want your learning experience to be as effective, engaging and meaningful as it can be. In order for this happen, we need all students to behave as good citizens who are Respectful, Organized, Always Safe and Responsible.

We (students, parents, and staff members) have all chosen to be at Loiederman and we owe it to each other to make every day a productive, creative and safe day.

Academic Eligibility
Montgomery County Public Schools (MCPS) has established academic eligibility standards for participation in extra-curricular athletic and non-athletic activities. Students in grades 7-12 must maintain a 2.0 grade point average with no more than one “E” (failure) in the previous marking period to be eligible to participate in any activities listed as non-athletic or athletic. This does not apply to students involved in an activity (such as band) that is an extension of a graded course. Eligibility runs from the date of report card distribution to report card distribution, NOT from the beginning to the end of the marking period.

Agenda Books
Students will be issued an agenda book to track their assignments and hall passes. The cost to replace the book is $5.00.

Arrival to school
Students who ride buses will be dropped off at the front doors of the building in the bus loop.
- 6th Grade- gather and enter at the far left
- 7th Grade- gather and enter at the right
- 8th Grade- gather at the basketball courts and black top and enter by the band room

Students are to remain outside until 7:45 AM on nice weather days.

In the event of inclement weather, students will be allowed in the building at 7:30 a.m. but students must remain in the following areas until dismissed:
- 6th Grade – seated in the 6th Grade Hallway
- 7th Grade – seated in the Dining Room
- 8th Grade – gathered in the gym

ASK Period
Academic support for kids (ASK) is a period of 25 minutes where students can seek classroom assistance and complete relearning tasks and reassess missed concepts. In order for a student to leave the classroom to go to another room during ASK s/he must already have the receiving staff member’s signature on the ASK calendar. If there is no teacher signature in the box, the student should remain in his/her original classroom. All other students should be reading silently or completing homework during ASK.

Athletics
Consistent with all other middle schools in MCPS, Loiederman will offer the following interscholastic sports for 7th and 8th graders only:
- Fall- boys’ softball, girls’ softball and co-ed cross country
- Winter- boys’ basketball and girls’ basketball
- Spring- boys’ soccer and girls’ soccer

Students must have an updated physical (within two years) on file in the health room and they must be academically eligible to participate. Sixth grade students may not participate in interscholastic sports, but they are encouraged to join intramural activities that are advertised during the school year.

Attendance
Attendance is required by law. If a student is absent, the parent/guardian should call the school at 301.929.2282 after 7:30 AM to report the absence. An absence from school is considered lawful only in case of:
- Death in the immediate family
- Court summons
- Certified illness of the child
- Observance of religious holiday
- Activity accepted by school official and with prior approval
- Violent storm
- State emergency
- Suspension

There are instances of full day absences and half day absences as stated below:
- Students will be recorded as AM absent, if they arrive at school more than two hours late.
- Students will be recorded as PM absent, if they leave school more than two hours early.
- Students will be recorded as either AM or PM absent, if they are absent from school for more than two hours, but less than four hours during the school day.
- Students will be recorded as full-day absent, if they are present for less than two hours of the school day.
- Students will be recorded as full-day present, if they are present for more than four hours of the school day.
Students should bring an attendance note that includes: student name, grade, date, reason for absence or lateness, parent/guardian name, parent/guardian signature and the phone number where a parent may be reached. Attendance notes should be hand carried to the main office.

**Backpacks/Book Bags/Shoulder Bags**
All student bags should be secured in students’ assigned lockers during the school day. Students are not to carry bags from class to class. Any bag large enough to hold a notebook must be kept in the locker.

If students need to carry clothes and shoes for PE, these items should be carried in a small bag that does not contain other items.

**Bicycles, Skateboards, etc.**
Bicycles, skateboards, roller blades, scooters, etc. may be ridden to the edge of school property and walked onto the property. Bicycles should be secured at the bicycle rack. Skateboards and other equipment shall be secured in lockers. If the equipment does not fit inside a student’s locker, it should be left at home.

**Breakfast**
Loiederman participates in the Maryland Meals for Achievement program which means that all students have access to free breakfast in their first period classrooms regardless of their family's income. Students should serve themselves the breakfast items and move their ID cards into the YES pocket. Students should take care of trash and recycling.

**Buses**
**Morning procedure:** If your child’s bus has not arrived by 7:20 AM, please contact the MCPS bus depot directly at 301-929-6906 and call LMS at 301-929-2292 to notify the main office. A substitute bus will be sent by the bus depot.

**Afternoon procedure:** Buses will depart promptly at 2:47 PM.

**Bus Expectations:**
- Remain 5 feet from the road while waiting for the bus
- Follow school rules at the bus stop and while riding
- Ride only on your assigned bus
- Follow the bus operator’s directions
- Stay seated while the bus is moving
- Keep aisles clear of feet and objects
- Keep arms and hands inside the bus
- Do not throw objects
- Do not play fight or hit
- Do not eat or drink
- When crossing the street after leaving the bus, cross only after the driver signals that it is safe to cross

**Bus riding is a privilege which can be revoked for a period of days or revoked for the entire year due to inappropriate behavior.**

**Cafeteria**
Students are expected to behave appropriately in the cafeteria.
- When students arrive to the dining room they are to be seated.
- When attention is called, students should have their mouths closed, their bodies still and their eyes on the speaker.
- When their table is called, students may get a number from a lunch aide and stand in line.
- Students may use the bathrooms nearest the cafeteria by obtaining a pass. Students are required to obtain a written pass to go to any other part of the building.
- Students should clean up their tables disposing of trash in receptacles, recycling items and stacking yellow trays.

**Cell/Mobile Phones**
Middle school students may possess cell phones on MCPS property and at MCPS-sponsored activities according to the following regulations. Phones…
- Must be turned off and kept out of sight when students enter the building. (Calls or texts must be completed outside the building before students enter for the day.)
- May only be used at the end of the instructional day and during after-school extra-curricular activities as long as they do not interfere with the activity.
- May be used on school buses as long as it does not pose a safety hazard.

The school is not responsible for any loss or theft of the phone. The school will not investigate loss or theft of the phone. In addition, the school is not to be held responsible for expenses incurred for minutes used. The school will not investigate the source of the use of the phone.

**Dress code**
Students should dress for school based on the following expectations.

1. Any apparel or accessory in the opinion of the Loiederman administration with inappropriate text and/or images i.e. alcohol, drug, violence, profanity, or gang affiliation is not allowed.
2. Hats, head coverings and head scarves are not to be worn inside. The only headdress allowed is for religious or medical purposes.
3. Bandanas and keffiyeh scarves are not to be worn or displayed at school. Students are allowed to wear other scarves around their necks as long as the scarves do not interfere with instructional activities (like labs or performances.)
4. Pajamas are not permitted.
5. “Muscle” type tank tops are not permitted.
6. Shirts that bare the stomach or lower back during regular movement should not be worn.
7. Spaghetti strap shirts, halter tops, tube tops or strapless shirts are not permitted.
8. Undergarments should not be visible.
9. Skirts should be as long as the student's finger tips as her arms rest by her sides.
10. Shorts should not reveal any part of the buttocks when the student is sitting or standing.

**Dress Code - Field Trip**
Students should dress for school-sponsored field trips according to the school dress code. However, there is an additional expectation that no jeans, shorts or t-shirts will be worn on field trips. Students must wear dress slacks, pants, skirts, dresses and dress shirts or collared shirts unless otherwise instructed.

**Electronic Devices, Toys, Etc.**
Electronic devices, toys and permanent markers can be a disruption to instruction and prevent students from learning. When students bring electronic devices, toys and permanent markers to school they run the risk of losing them or having them stolen. As a result, these items should not be brought to school.
- Blackberries or other PDAs
- cameras
- graphing calculators
- iPods or other MP3 plays,
- music devices
- permanent markers (i.e. Sharpies)
- playing cards
- tech decks
- video games, etc.
These items should be turned off (as appropriate) and stored out of sight during the instructional day. Students found in possession of these items will have them confiscated by a staff member and turned in to the appropriate administrator.

**Emergency Contact Information**
Emergency (yellow) contact forms should be completed by the parent and submitted by the student to their homeroom teacher. Once the emergency contact form is returned, the student will be assigned a hall locker. If information changes during the school year, the parent/guardian should inform the school of the change.

**Emergency/Crisis Plan Procedures**

**Code Blue Drill**
A Code Blue drill is activated in an MCPS facility when an emergency/crisis requires all students to be under supervision and accounted for.
- All students should be accounted for in an instructional area.
- Teachers should take attendance and wait for further directions and classroom instruction continues.

**Code Red Drill**
A Code Red drill is activated in an MCPS facility when an immediate lockdown of classrooms and other interior doors is warranted.
- All students should move to the nearest location where the door can be secured or locked.
- Students and staff members should remain in the room with the lights out, windows and blinds closed, and the door window covered.
- Students should await further directions and remain calm.
- Teachers should take attendance if possible.

**Financial Obligations**
Students who owe money for lost or damaged texts, materials, library books, etc. will be charged the replacement or damage cost as appropriate. This includes lost locks, replacement agenda books, loaned lunch money, etc. If a student owes a financial obligation to the school s/he will not be permitted to participate in events or activities that charge admission or a fee including dances, field trips, basketball games, etc. until the obligation is paid. (This includes end-of-year activities.) Last quarter report cards will be held until obligations have been cleared for the year. Families with economic hardship should contact the counselor or administrator.

**Fire Drills/Building Evacuations**
Every classroom teacher will review fire drill and emergency procedures. Displayed in each classroom are written directions on how to exit the room and where to assemble outside. The building must be cleared quickly and quietly. Once attendance has been taken and students are cleared to return to their classrooms, they should return quietly into the building.

**Gum**
Gum is permitted but should not be seen or heard. It is reasonable to expect students NOT to chew gum if it is a distraction (such as during an oral presentation,) if specific materials and equipment are being used (such as musical instruments or computer labs) or if it presents a safety concern (such as during dance or physical education.) In the cases listed above, students should dispose of their gum.

**Hallway Expectations**
Loiederman students are expected to walk, not run, while in the hallways. Students should walk on the right side of the hall. Voices should be kept at normal inside tones and volume (e.g. students should not yell ahead to get someone’s attention.) Students are expected to keep their hands away from lockers and walls as not to damage posters, artwork, and paint.
Every staff member at Loiederman is responsible for every student, so in this way every student at Loiederman is expected to respond appropriately to every staff member.

When students are escorted from their class to another area during instruction (i.e. going to the computer lab, attending a performance or assembly) they are expected to walk in a line silently so as not to disrupt other classes in session.

Homerooms
All students are assigned homerooms alphabetically by grade level. Homerooms will be used periodically to distribute information and communicate school-wide information.

Lockers
Lockers will be assigned to students by the main office staff. Students should use their lockers quickly and quietly so as not to be late to class and so they do not disrupt classes.

Every student will be assigned his/her own locker once they submit their emergency contact information form. Students should not share lockers or lock combinations.

Lost and Found
A book and textbook lost and found will be kept in the media center. Found small items such as glasses, jewelry, etc. will be kept in the main office. Clothing/uniforms from PE will be kept in the locker rooms. All other found clothing will be stored in the dining room. Unclaimed items will be donated to charity each quarter.

Passes
Students must carry a pass to be out of the classroom during instruction. Passes may take multiple forms:

- Students will use passes in their agenda books attached to the classroom’s clipboard.
- When students make an appointment to see their counselor they will be given a paper pass from their counselor.
- When students report to the health room or the main office, they should carry the classroom’s clipboard.

Physical Education
Students are encouraged to purchase the Loiederman P.E. uniform. If they do not purchase the uniform, they are expected to wear gray shirts and black shorts or sweat pants. Students must dress to participate in physical education. Aerosol spray cans (deodorant, hair sprays, etc.) are not allowed in the locker rooms or school.

PIN numbers—Dining Room
All students will receive PIN numbers to access lunch. Students use these numbers whether they pay full price, pay a reduced rate or get their meals free. Students should not share their PIN numbers with anyone.

Student Drop Off
Students who ride to school with their parents should be dropped off near the eighth grade entrance. This means that parents enter the Loiederman parking lot via the entrance on Weller Road, drive down past the building and stop at the stop sign. Next, they should turn left and exit the parking lot onto Goodhill Road.

The right side lane along the school is for drop offs. The left side lane is for through traffic.

Student Service Learning
Service learning experience is a graduation requirement. These 75 required hours may be accumulated through curriculum, co-curricular programs, community organizations or special student service learning activities. Approval must be granted prior to beginning the activity. Verification forms are available in the counseling office and on the website. Forms should be submitted no later than the end of the semester in which the hours were completed. If an activity is for two semesters, the hours earned each semester must be submitted at the end of the semester. Hours earned during the summer must be submitted no later than September 30.

Tardies
A student is tardy when s/he arrives to class after the teacher has entered the room to begin class. All teachers will be in the hallways during class exchanges.

Students who are late to 1st period should sign in to the main office. Students who are late to all other classes will be signed in during hall sweeps and assigned detentions for multiple tardies.

Textbooks
Students will be issued textbooks in many of their classes that they will keep in their possession. As soon as they receive the texts, students should write their names in ink in the space provided. Students must return the exact book they were issued by the teacher in good condition at the end of the course. Students who lose or damage textbooks will be charged to replace or repair them.

Walking to School
Students who walk to school are encouraged to walk with a group of friends or with a parent/guardian. Students should practice appropriate pedestrian safety by crossing only at crosswalks. The only safe crossing of Connecticut Avenue will be at the intersection of Weller Road and Connecticut
The Loiederman Middle School discipline policy has been developed to help create and maintain an environment in which optimal learning can take place. Discipline does not imply punishment; it does imply the development of attitudes in a person which lead him/her to respect the people and property with which he/she interacts.

Every student at Loiederman Middle School has three basic rights:
- The right to be physically and emotionally safe
- The right to feel physically and emotionally safe
- The right to learn

To ensure that all students enjoy these rights, each student must expect the best of himself/herself, challenge his/her mind, accept responsibility for his/her actions, and respect staff members, peers and the school environment.

**General Disciplinary Infractions**

1. **Physical Hurt** - Behavior which physically hurts someone, including oneself, is not permitted. Examples of this type of behavior include fighting, pushing, shoving, throwing objects, carrying dangerous objects, inappropriately using materials or equipment, running in the school halls, and running along the waiting area in front of the school.

2. **Emotional Hurt** - Behavior which hurts someone’s feelings is not permitted. Examples include name-calling, put-downs, intimidation, bullying, group isolation, sexual harassment, or other behaviors which are designed to devalue or hurt another person.

3. **Property Damage or Destruction** - Behavior which damages, destroys or causes the loss of personal or school property is not permitted. Examples include theft, vandalism, irresponsible use of materials or manipulating locks/lockers that are not one’s own.

4. **Disruption** - Behavior which interrupts the on-going educational program for self or the group is not permitted. Examples include clowning, excessive attention-getting, off-task behaviors, flagrant tardiness, profanity, cursing, play fighting or inciting these behaviors in others.

**Levels of Disciplinary Action**

When a problem first arises, it will be resolved at the lowest level of disciplinary action. At all levels, consequences for violations of the school policy will be fair, appropriate and consistent with the local school and MCPS disciplinary standards. These are potential responses:

- Administrative referral
- Staff-student conference
- Parent/guardian notification by staff member
- Detention at staff discretion
- Referral to team for strategies
- Counselor intervention
- Parent/guardian conference
- Community Service (with agreement from the parent)
- Suspension- The principal may suspend a student's right to attend school for a specified number of days. Out-of-school suspensions may only be given when it is determined that a "behavior is both disruptive and detrimental to the operation of the school." As appropriate, a referral may be made to the police or fire marshal.
- Recommendation for expulsion from Montgomery County Public Schools

Typically, a student's first behavioral problem in the classroom results in a teacher-student conference. (Severe or continual behavioral issues would likely require greater intervention.) A second minor incident may result in a teacher-student conference followed by another consequence such as a lunch detention or an after-school detention. Parents/guardians will be notified whenever students will be asked to remain after school. Teachers will involve other teachers on a student's team and grade level as problems arise so the team can problem solve together.

Serious or repeated behavioral problems will be referred to an administrator. Written documentation and/or a student referral form will accompany students who are sent to the office. The administrator will determine consequences for the student and communicate said consequences to the referring teacher, the teaching team, the counselor and/or the parent/guardian. When in-school alternatives have been exhausted or are not being effective, a conference

**Water Bottles**

Students are permitted to carry clear water bottles (with water) to class and to sip water during class. Water should not be sipped inside computer labs or the media center. In addition, there may be specific classroom activities that make it necessary to prohibit water consumption (like a lab.) This privilege may be revoked if there are concerns regarding spilling or spitting water, soda or other liquids besides water being consumed or students arriving late because of refilling bottles.
Specific infractions and the assigned consequences for each infraction follow. The MCPS Student Rights and Responsibilities Handbook includes many of these infractions as well.

**Appealing Disciplinary Actions**

Students have a right to fair treatment and can appeal a decision if they feel it was made in error or if they feel it was unfair. If the student cannot solve the problem informally, an appeal must be filed within five days of the incident.

**Procedure**

1. If a teacher’s decision is appealed and the problem is not resolved, the student should request a meeting with the grade level administrator. If the decision of the administrator is being appealed, the student may request a meeting with the principal. This request must occur within 10 days of the incident.

2. The grade level administrator will meet with the student and staff member within five days of the request. The student may invite any other adult (parent, counselor, teacher, etc.) that s/he wishes to attend the meeting.

3. The administrator must provide a decision within three days after the meeting.

4. If the student or parent still is not satisfied, s/he may appeal beyond the school level. The procedure for appeal can be found in the Student’s Rights and Responsibilities Handbook available in the main office. In all appeals, students are encouraged to consult their counselor for assistance.
<table>
<thead>
<tr>
<th></th>
<th>In the classroom and all settings, a Loiederman LION...</th>
<th>In the cafeteria, a Loiederman LION...</th>
<th>In the hallway, a Loiederman LION...</th>
<th>In the bathroom, a Loiederman LION...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respectful</strong></td>
<td>• Speaks and listens appropriately to peers and adults.</td>
<td>• Responds politely to adults.</td>
<td>• Uses school-appropriate language.</td>
<td>• Respects others’ privacy.</td>
</tr>
<tr>
<td></td>
<td>• Values ideas and property of others.</td>
<td>• Gets quiet when signaled by an adult.</td>
<td>• Provides his/her full name when asked.</td>
<td>• Keeps the walls and stalls graffiti-free.</td>
</tr>
<tr>
<td></td>
<td>• Raises pencil if it needs sharpening and waits for the teacher to nod permission.</td>
<td>• Makes eye contact with the speaker.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Organized</strong></td>
<td>• Writes and keeps track of all assignments in his/her agenda book.</td>
<td>• Lines up and remain in a single-file line once the table number is called.</td>
<td>• Picks up and disposes of trash.</td>
<td>• Picks up and disposes of trash.</td>
</tr>
<tr>
<td></td>
<td>• Completes all assignments.</td>
<td></td>
<td>• Recycles.</td>
<td>• Recycles.</td>
</tr>
<tr>
<td></td>
<td>• Puts correct heading on all papers (right-hand corner of paper, labeled with first and last name, date, subject/period, teacher).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Always Safe</strong></td>
<td>• Use passes appropriately.</td>
<td>• Remains seated with hands to him/herself.</td>
<td>• Keeps hands to him/herself.</td>
<td>• Reports any problems to adults.</td>
</tr>
<tr>
<td></td>
<td>• Keep hands to him/herself.</td>
<td></td>
<td>• WALKs on the right side of the hall.</td>
<td></td>
</tr>
<tr>
<td><strong>Responsible</strong></td>
<td>• Brings required materials to each class: complete agenda book, writing instrument, paper, book or papers needed for class.</td>
<td>• Always clean up trash and recycles.</td>
<td>• Follows any directions given by an adult.</td>
<td>• Throws paper towels in the trashcan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Knows and keeps pin number private.</td>
<td>• Gets to class on time.</td>
<td></td>
</tr>
</tbody>
</table>
Observe Problem Behavior

Warning/Conference with Student

Is behavior office managed?

- Use classroom consequence
- Complete Minor Incident Report (MIR)
- Contact parent/guardian and bring MIR documentation to team

If student has 3 MIR slips during a single marking period...submit documentation to the grade level administrator.

Classroom Managed
- Inappropriate language
- Physical contact
- Insubordination/defiance
- Disrespect
- Disruption
- Property Misuse
- Other

Electronic devices should be confiscated and secured by a staff member until the item can be given to an administrator.

Dress code issues should be brought to an administrator as soon as they are observed.

Office Managed
- Abusive/inappropriate language
- Fighting/physical aggression
- Insubordination/defiance
- Disrespect
- Disruption
- Harassment/teasing/taunting
- Skipping class/truancy
- Forgery
- Theft
- Lying/cheating
- Vandalism
- Tobacco/alcohol/other drugs
- Bomb Threat
- Arson
- Weapon

Write discipline referral to office

Administrator determines consequence

Administrator follows through on consequence

Administrator provides teacher feedback

SIDE BAR ON MINOR INCIDENT REPORTS (MIRs)

Document when student does not respond to pre-correction, re-direction, or verbal warning.

Take concrete action to correct behavior (change seat, assign reflective writing, schedule detention, etc.)
## Disciplinary Infractions and Consequences

*(Please consult MCPS Student’s Rights and Responsibilities Handbook for further information)*

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Description</th>
<th>Minimum</th>
<th>Maximum*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>Willfully giving or receiving of 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.</td>
<td>-Conference</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Aerosol Sprays</td>
<td>Possessing or using aerosol sprays on school property.</td>
<td>-Confiscate item</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Arson</td>
<td>Setting or helping to set a fire on school property. (MAXIMUM APPLIES)</td>
<td>(MAXIMUM APPLIES)</td>
<td>-Suspension, recommend</td>
</tr>
<tr>
<td>Assault</td>
<td>Hitting, punching, slapping, striking, kicking, etc.</td>
<td>-Conference and detention</td>
<td>-Suspension, recommend</td>
</tr>
<tr>
<td>Backpacks/Book bags/Daypacks</td>
<td>Carrying a backpack or book bag to classes or the cafeteria.</td>
<td>-Send student to locker to</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Bomb/ Facsimile Possession or Bomb Threats</td>
<td>Providing false information about explosives or possessing explosives, destructive substances or look-alike materials (MAXIMUM APPLIES)</td>
<td>(MAXIMUM APPLIES)</td>
<td>-Suspension 10 days,</td>
</tr>
<tr>
<td>Bullying</td>
<td>Intentionally acting in a negative way repeatedly and over time such that a student is unable to participate in or benefit from the school’s educational program.</td>
<td>-Conference</td>
<td>recommend expulsion</td>
</tr>
<tr>
<td>Bus Misbehavior</td>
<td>Acting inappropriately at bus stop, while riding or loading/unloading</td>
<td>-Conference</td>
<td>-Loss of bus privilege</td>
</tr>
<tr>
<td>Cafeteria Misbehavior</td>
<td>Acting inappropriately in the cafeteria or lunch line (running, throwing food, butting in line, etc.)</td>
<td>-Conference</td>
<td>-Suspension, recommend</td>
</tr>
<tr>
<td>Cell/Mobile Phones</td>
<td>Use of cell phone during the instructional day</td>
<td>-Confiscation</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Cheating</td>
<td>Fraudulent, dishonest behavior in an academic endeavor (i.e. improper access to answers, any verbal or non-verbal communication.) Falsifying or altering records. Submitting another student’s work as one’s own work.</td>
<td>-Grade of 0 on task</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Class Cutting</td>
<td>Failing to report to class or assigned area</td>
<td>-Conference</td>
<td>-In-school suspension</td>
</tr>
<tr>
<td>Computer Abuse</td>
<td>Inappropriately using computer facilities or associated technology peripherals.</td>
<td>-Loss of computer privileges</td>
<td>-Suspension, recommend</td>
</tr>
<tr>
<td>Detention, Failure to report to</td>
<td>Failing to serve assigned detention</td>
<td>-Detention is doubled</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Infraction</td>
<td>Description</td>
<td>Minimum</td>
<td>Maximum*</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Disruptive behavior</td>
<td>Play fighting, hitting, spitting, pencil fighting, running, kicking, shouting, throwing items or engaging in behavior which interferes with the education of others.</td>
<td>-Staff member intervention</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Dress, Inappropriate</td>
<td>Wearing clothing or accessories that: -causes a disruption -endangers health and safety -fails to meet a course or activity requirement -relates to gangs or violence -is lewd, vulgar, obscene, revealing, of a sexual nature, offensive or derogatory -promotes tobacco, alcohol or other drugs -violates the school dress code</td>
<td>-Change of clothing</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Extortion</td>
<td>Attempting to secure money, property or other gain through threat or physical harm.</td>
<td>-Conference</td>
<td>-Suspension, recommend expulsion</td>
</tr>
<tr>
<td>False Alarm</td>
<td>Pulling a fire station when there is no emergency.</td>
<td>-Parent notification</td>
<td>-Suspension, recommend expulsion and fire marshal referral</td>
</tr>
<tr>
<td>False Emergency Service Call</td>
<td>Dialing 911 when there is no emergency.</td>
<td>-Parent notification</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Fighting</td>
<td>Engaging in a physical disagreement in which both parties participate by provocation or physical action</td>
<td>-Conference and mediation</td>
<td>-Suspension, recommend expulsion and police referral</td>
</tr>
<tr>
<td>Firearms</td>
<td>Possessing a gun, rifle or firearm (MAXIMUM APPLIES)</td>
<td>-Suspension 10 days, recommend expulsion and police referral</td>
<td></td>
</tr>
<tr>
<td>Fire setting (Arson)</td>
<td>Attempting to or succeeding in setting fire to MCPS or another person’s property</td>
<td>-Suspension</td>
<td>-Suspension, recommend expulsion</td>
</tr>
<tr>
<td>Forgery</td>
<td>Falsifying an official school document (written or verbal) Signing parent, guardian, staff member or other name to a document</td>
<td>-Parent notification</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Graffiti</td>
<td>Drawing or writing on property that the person does not own</td>
<td>-Conference</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Hazardous materials</td>
<td>Possessing or releasing fireworks, smoke bombs, stink bombs, etc.</td>
<td>-Suspension</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Inappropriate items</td>
<td>Possessing items such as laser pointers, cameras, radios, electronic games, toys (including Tech Decks), trading cards, dice, playing cards, MP3 players, etc. which are not necessary for the school program</td>
<td>-Confiscation of item</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Insubordinate or disrespectful behavior</td>
<td>Refusing to carry out a reasonable request by a staff member or guest teacher. Refusing to give one’s name when asked.</td>
<td>-Conference</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Intimidation or threat</td>
<td>Causing another person to be fearful</td>
<td>-Conference</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Intoxicants, Distribution of</td>
<td>Passing or selling illegal drugs, alcohol or other unauthorized medication (MAXIMUM APPLIES)</td>
<td>-Suspension 10 days, recommend expulsion and police referral</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Infraction</td>
<td>Description</td>
<td>Minimum</td>
<td>Maximum*</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Intoxicants, Under the Influence of</td>
<td>Being intoxicated or otherwise under the influence of alcohol or other drugs.</td>
<td>-Health room referral -Parent notification -Police notification</td>
<td>-Suspension and police referral</td>
</tr>
<tr>
<td>Intoxicants, Possession or Use</td>
<td>Possessing or storing on school grounds illegal drugs, alcohol or unauthorized medication.</td>
<td>-Parent notification -Police referral</td>
<td>-Suspension and police referral</td>
</tr>
<tr>
<td>Leaving school grounds</td>
<td>Leaving school grounds without permission.</td>
<td>-Conference -Parent notification</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Over the counter medication</td>
<td>Using over the counter medication without health room supervision.</td>
<td>-Parent notification -Health room referral</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Physical Attack, Violent</td>
<td>Abusing or assaulting a student or staff member with intent to do serious bodily harm.</td>
<td>(MAXIMUM APPLIES)</td>
<td>-Suspension 10 days, recommend expulsion and police referral</td>
</tr>
<tr>
<td>Profanity, obscenity</td>
<td>Using profane or vulgar language, gestures and/or visual images.</td>
<td>-Staff member intervention</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>Kissing, embracing, hugging or sensual touching.</td>
<td>-Teacher/counselor intervention</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Making unwelcomed sexual advances, requesting sexual favors and/or displaying inappropriate verbal, written or physical conduct of a sexual nature.</td>
<td>-Conference, parent notified</td>
<td>-Suspension -Recommend expulsion</td>
</tr>
<tr>
<td>Snowballs</td>
<td>Throwing snowball or ice on school grounds.</td>
<td>-Conference</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Tardiness</td>
<td>Arriving to school, class or detention after the assigned time.</td>
<td>-Staff member intervention -Administrative intervention</td>
<td>-Detention and/or service</td>
</tr>
<tr>
<td>Theft/Burglary</td>
<td>Taking something that does not belong to the person</td>
<td>-Detention -Property restitution</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Tobacco, Use or Possession</td>
<td>Smoking; possession of or use of any tobacco substance on school grounds.</td>
<td>-Parent notification -Suspension -Police notification</td>
<td>-Parent notification -Suspension -Police notification -Referral to smoking cessation</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Visiting an MCPS building or property at an unauthorized time or in an unauthorized manner.</td>
<td>-Police referral -Parent notification</td>
<td>-Suspension -Recommend expulsion -Police notification</td>
</tr>
<tr>
<td>Truancy</td>
<td>Being illegally absent from school.</td>
<td>-Parent notification -Conference</td>
<td>-Detention and/or service -Referral to truancy board/court -Suspension</td>
</tr>
<tr>
<td>Vandalism (Destruction of public property)</td>
<td>Willfully destroying or defacing school or another person’s property.</td>
<td>-Suspension -Restriction and/or service</td>
<td>-Suspension -Recommend expulsion -Police referral</td>
</tr>
<tr>
<td>Verbal Abuse</td>
<td>Willfully intimidating, insulting or in any other manner verbally abusing a staff member or student. (Slurs based on ethnicity, gender, sexual orientation, and/or religion are included in this policy.)</td>
<td>-Teacher intervention</td>
<td>-Suspension</td>
</tr>
<tr>
<td>Weapons Used to Cause Bodily Harm/Injury</td>
<td>Unauthorized storing, possessing, or carrying of firearms, knives or any other implement used as a weapon, including explosives “to cause bodily harm/injury”</td>
<td>(MAXIMUM APPLIES)</td>
<td>-Suspension 10 days, recommend expulsion and police referral</td>
</tr>
</tbody>
</table>

*Serious incidents and/or repeated infractions give the principal the right to initiate proceedings to exceed the maximum penalties listed in these guidelines.*
A. Mario Loiederman Middle School  
Discipline Statement/Póliza de Disciplina

<table>
<thead>
<tr>
<th>Loiederman Middle School and Montgomery County Public Schools have determined that each of the following actions will result in a RECOMMENDATION FOR EXPULSION and a POLICE REFERRAL.</th>
<th>La escuela intermedia de Loiederman y las escuelas del Condado de Montgomery han determinado que las siguientes acciones resultarán en una RECOMENDACION PARA EXPULSIÓN y NOTIFICACIÓN A LA POLICÍA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Possessing a bomb, possessing a look-alike bomb or making a bomb threat is not allowed.</td>
<td>1. Poseer una bomba, algo semejante a una bomba, o hacer una amenaza de bomba está estrictamente prohibido.</td>
</tr>
<tr>
<td>2. Distributing intoxicants (alcohol, drugs, look-alike drugs and/or controlled substances) is not allowed on school property at any time.</td>
<td>2. La distribución de intoxicantes (alcohol, drogas, algo semejante a drogas y/u otras sustancias controladas) está estrictamente prohibido en la propiedad de la escuela.</td>
</tr>
<tr>
<td>3. Bringing a firearm including starter guns on school property is not allowed.</td>
<td>3. Traer un arma de fuego incluyendo armas de inicio en la propiedad de la escuela está prohibido.</td>
</tr>
<tr>
<td>4. Making a violent physical attack on a staff member or student is not allowed.</td>
<td>4. Ataques violentos, físicos contra cualquier personal de la escuela o estudiante están estrictamente prohibidos.</td>
</tr>
<tr>
<td>5. Any weapon used to cause bodily harm/injury (term includes but is not limited to knives, metal knuckles, nunchakus, guns, rifles, firearms, BB guns, paintball guns, pellet guns, and any object used as a weapon) are not permitted on MCPS property.</td>
<td>5. Poseer, guardar, o utilizar armas que cause daño/perjuicio físico (el término incluye pero no está limitado a cuchillos, manoplas, armas de fuego, pistolas, rifles, pistolas BB, pistolas de pintar, explosivos y cualquier objeto que se pueda usar como arma) está estrictamente prohibido en las propiedades de MCPS</td>
</tr>
</tbody>
</table>

Please sign below to indicate that this information has been reviewed with you.  
Por favor firme abajo como indicación que usted a recibido y repasado esta información.
If you are faced with a potential bullying situation, discuss the situation with a friend or trusted adult to determine if it meets the criteria of bullying.

a. There is an **imbalance of power**. (This could mean different sizes of kids, different social positions, different numbers of friends, etc.)

b. The actions or words are **repeated often**.

c. One student is **humiliated** by the behavior.

d. One student **enjoys the humiliation**.

If yes, it is bullying:

- Report it to your administrator or counselor in person or in writing as soon as you can.
- Make a report on an MCPS bullying/harassment/intimidation form.
- Consider participating in a restorative justice session—how can the bully make amends for the damage s/he caused?

If it is not bullying, but it feels like something worse...

- Report it to your administrator or counselor in person or in writing as soon as you can.

If it is not bullying, but it feels like a conflict:

- Report it to your counselor so s/he can help you mediate the conflict with the other person. Maybe it is a rocky friendship, mean teasing, rudeness, a misunderstanding, etc.

How to stop a bully

- Have confidence in yourself—be assertive.
- Make eye contact.
- Tell the person to stop bothering you or to stop bothering someone else.
- Make good friends and stick together—avoid being alone with the person.
- Don’t be a silent victim; let your administrator or counselor know about your problem by telling them or dropping them a note
- Report instances of bullying. You can sign your name or provide information anonymously.