

# Bell Schedules

## REGULAR SCHEDULE

Beginning at 7:50 students may go to their designated areas:

Sixth Grade	Seventh Grade	Eighth Grade
Cafeteria	Gymnasium	Basketball Courts

8:05 Students released to lockers

Pd. 1 8:15 – 8:59

Pd. 2 9:03 – 9:47

HERD 9:51 – 10:17

Pd. 3 10:21 – 11:14

<b>Lunch 11:18-11:48</b>	Pd. 4 11:18-12:02	Pd. 4 11:18-12:02
Pd. 4 11:52-12:36	<b>Lunch 12:06-12:36</b>	Pd. 5 12:06-12:50
Pd. 5 12:40 -1:24	Pd. 5 12:40-1:24	<b>Lunch 12:54-1:24</b>

Pd. 6 1:28 – 2:12

Pd. 7 2:16 – 3:00

## EARLY DISMISSAL

Pd. 1 8:15 – 8:44

Pd. 2 8:48 – 9:15

Pd. 3 9:19 – 9:46

Pd. 6 9:50 – 10:17

Pd. 7 10:21 – 10:48

Sixth Grade	Seventh Grade	Eighth Grade
Pd. 4 10:58-11:26	Pd. 4 10:58-11:26	<b>Lunch 10:58-11:26</b>
Pd. 5 11:30-11:58	<b>Lunch 11:30-11:58</b>	Pd. 4 11:30-11:58
<b>Lunch 12:02-12:30</b>	Pd. 5 12:02-12:30	Pd. 5 12:02-12:30

## 2 HOUR DELAY SCHEDULE

Pd. 1 10:15 – 10:50

Pd. 2 10:54 – 11:27

Sixth Grade	Seventh Grade	Eighth Grade
<b>Lunch 11:31-12:01</b>	Pd. 5 11:31-12:01	Pd. 5 11:31-12:01
Pd. 5 12:05-12:35	<b>Lunch 12:05-12:35</b>	Pd. 6 12:05-12:35
Pd. 6 12:39-1:09	Pd. 6 12:39-1:09	<b>Lunch 12:39-1:09</b>

Pd. 4 1:13 – 1:46

Pd. 7 1:50 – 2:23

Pd. 8 2:27 – 3:00

## CORE VALUES

<b>Professionalism/Consistency</b>	upholding an agreed upon set of standards for instruction, achievement, and behavior
<b>High Expectations</b>	expecting all to learn
<b>Collegiality and Teamwork</b>	working toward a common goal and sharing the responsibility
<b>Achievement</b>	meeting rigorous standards
<b>Commitment</b>	pledging to complete a course of action
<b>Professional Excellence</b>	being the best at what we do through continuous professional growth and reflection
<b>Caring</b>	being kind and thoughtful to others
<b>Celebration</b>	appreciation of each other in our diversity, efforts, and successes
<b>Respect</b>	valuing ourselves and others

## MISSION

Earle B. Wood Middle School is a community of adolescent and adult learners elevated by effective instruction, ongoing feedback, data-driven decisions, and collaboration. We recognize the needs of the learner and support each student while maintaining high academic and behavioral expectations, addressing social-emotional needs, and forming meaningful relationships.

## VISION

Earle B. Wood Middle School is a vibrant, welcoming, and diverse community of learners that embraces and models equity, excellence, and collaboration. Innovative, engaging, and committed educators partner with parents, community members, and students to create a safe and nurturing environment to meet the needs of all students as they grow academically, socially, and emotionally. In collaborative classrooms, students experience real life connections, cutting edge technology, and rigorous coursework to prepare and challenge themselves for the demands of high school, college, and work. Wood students are well-rounded, participating in the arts, athletics, and a variety of activities. By focusing on organization and critical thinking, students will have the confidence, knowledge, and creativity needed to respond to the complex issues of today's global society.

## Restorative Justice Information

Restorative Justice is a mindset and philosophy toward school climate and relationship building in a system. It is a social justice platform that allows students to:

- Actively engage and problem solve physical, psychological, social, and disciplinary issues that affect their lives and the community at large; and
- Take responsibility for their actions and work with those affected to restore the community and members who were harmed as a result of those actions.

Restorative practices are skills often utilized in a formal restorative justice process that may also be used in classrooms to build relationships, create connections, and prevent harm and violence before they occur.

Principles of Restorative Justice:

- Focus on the harms of wrongdoing more than on the rule or law that has been broken.
- Empower victims and show equal concern for their needs in the justice process.
- Support students who have harmed others, while encouraging them to take personal responsibility for their actions and understand, accept, and carry out their obligations.
- Provide opportunities for dialogue between students who have harmed others and those most affected by the wrongdoing. Participation is voluntary.
- Involve and empower the affected community through the process of justice.
- Encourage collaboration and reintegration rather than punishment and isolation.
- Show respect to all parties involved in the wrongdoing and involve all equally.

## NOTE TO STUDENTS AND PARENTS

- We believe that students can be successful academically and behaviorally. We recognize that it is very important to have clear and consistent behavioral expectations, to teach desired behaviors actively, to address poor behaviors with next steps, and to provide positive reinforcement when students exhibit appropriate behavior.
- We believe that by building a community where all members are respectful, responsible, and ready to learn we will promote success for every student. Earle B. Wood Middle School is a community of learners. We develop the knowledge, skills, and attitudes that enable us to learn, grow, and succeed. We have established three school-wide behavior expectations:
  1. **We are respectful.**
  2. **We are responsible.**
  3. **We are ready to learn.**

Staff are engaging their students in discussions about what these rules look and sound like. These discussions personalize the rules for each environment in our school. Our goal is always to teach students appropriate behavior and to support them when they show positive and appropriate behavior.

## SHOW IT!

- Parents, please talk with your child about how he/she demonstrates respect, responsibility, and readiness to learn. Discussing specific examples of appropriate behavior helps children understand the expectations and make the appropriate behaviors a habit.
- We appreciate your support as we work together to promote success for **every** student!

## IMPORTANT INFORMATION

### APPOINTMENTS WITH ADMINISTRATORS

The administration is available to meet with all students to discuss personal, social, and academic issues. However, non-emergency visits need to be scheduled using an Appointment with Administration Request form. These are located on the counter in the main office. Forms may be picked up between classes and before and after school. Students will not be permitted to leave class to obtain a form. Please submit completed forms to the main office secretary.

## APPOINTMENTS WITH COUNSELORS

The counselors are available to meet with all students to discuss personal, social and academic issues. However, non-emergency visits need to be scheduled using an Appointment with Counselor Request form. They are located on the counseling secretary's desk in the counseling office. Forms may be picked up between classes and before and after school. Students will not be permitted to leave class to obtain a form. Please submit completed forms to the counseling secretary.

## ATTENDANCE

Regular school attendance is essential to academic success and achievement. Both school attendance and class attendance are mandatory. Classes begin at 8:15 AM and end at 3:00 PM. Students should arrive at 8:05 in time for the first bell.

## ABSENCES

If a student is going to be absent, the parent/guardian is asked to call the school office at 301-460-2150 on the morning of the absence. Please send a note to the Main Office when your child returns to school. Notes should contain the following information:

1. date
2. full name of student & student ID#
3. date(s) of absence
4. reason for absence
5. signature of parent/guardian

*Maryland State Law* is specific in outlining what absences and tardies the principal may excuse.

**Excused Absences** - The following may be considered excused if the proper procedure is followed and if documentation is presented:

- illness
- death in the immediate family
- court summons
- religious observance
- authorized work or activity accepted by school authorities (i.e. educational experience)
- medical appointments

Family travel is not normally an excused absence. In cases of unusual family circumstances, however, a family travel absence may be approved after a parent contacts the appropriate grade administrator. Such requests should be submitted in writing at least five (5) days in advance of the anticipated absence.

**Unexcused Absences** - All absences not listed above are considered to be unexcused (alarm not going off, missed bus, etc.). If a student will be absent over a long period of time, the school administration must be notified. If a student is absent more than 3 days, parents may arrange to pick up any missed class work by contacting the counseling office.

## EARLY DISMISSAL

Any student who needs to leave before the close of the normal day must present a note from the parent/guardian stating the date, time, and reason for departure. These notes must be brought to the main office Period 1 on the day the student is to be dismissed early. Before departing, the student is to sign out on the sign-out sheet in the main office.

## ATTENDING AFTER-SCHOOL ACTIVITIES

Students must be in school during the day to be eligible to attend afternoon and evening activities (games, dances, etc.). In-school suspension / exclusion and suspension can result in exclusion from these activities.

Students attending after school activities and riding the activity bus remain on school property and be part of a sanctioned after school activity to be eligible to ride the MCPS provided activity bus.

## MAKE UP WORK

Students have the responsibility to make up all assignments regardless of the reason for the absence.

## TARDINESS

**To School** -- The student must report to the main office and sign in when arriving after the 8:15 A.M. late bell. A note from the parent/guardian must be presented if the tardy is excused. The attendance secretary will code the tardy as excused or unexcused.

**To Class** -- Unexcused tardies are not acceptable. Students may be excused from a tardy when they enter class with an appropriate pass.

**Excessive Unexcused Tardies or Absences** will be handled administratively with parent/guardian involvement. Students are expected to be in class on time. Teachers will handle tardies on a case-by-case basis.

### **AFTER SCHOOL ACTIVITIES PARTICIPATION:**

After school activities run from 3:00 p.m. until the activity buses arrive (approximately 4:30 p.m.). Students may remain after school only if they are involved in an activity that has a teacher sponsor. If a student is considered ineligible (see Extracurricular Eligibility) to participate in extracurricular activities, then the student may remain after school only for homework help, additional tutoring, or detention. **All school rules are in effect for all activities.** Listen to announcements for information about these activities and meeting times.

**Transportation:** In addition to regular bus service, two to three activity buses are provided on Tuesdays, Wednesdays, and Thursdays. Students must have parental approval and notify the administration of any change in their regular transportation. If you are not participating in an activity, you may NOT ride the activity bus.

### **APPROPRIATE DRESS**

Dress and Grooming Students have a responsibility to be dressed and groomed for school, in accordance with the community standards for dress and grooming addressed by the local school discipline policy.

Students may not be disciplined for their style of dress or grooming unless it—

- is likely to cause disruption to school activities;
- causes a disruption to the educational environment;
- endangers health or safety;
- fails to meet a reasonable requirement of a course or activity;
- is associated with gangs;
- is lewd, vulgar, obscene, revealing, or of a sexual nature; or
- promotes the use of tobacco (this includes illegal drugs and/ or tobacco in all forms, such as Juuls, Vapes, e-cigarettes, and edibles), alcohol, or drugs.

Earle B. Wood's student dress code supports equitable educational access and is written in an attempt that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Earle B. Wood Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event.

#### **Basic Principle:**

- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that private body parts are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

#### **Students Must Wear\*,**

- A Shirt/top (with fabric in the front, back, and on the sides under the arms), AND
- Pants/shorts or the equivalent (for example, a skirt, jeans, sweatpants, leggings, a dress or shorts), AND
- Shoes/sandals

**Examples students may wear,** as long as these items do not violate Section 1 above:

- Hats that allow the face to be visible to staff, and do not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps, halter tops, jerseys (sides under arms are covered)
- Athletic attire (covers the sides under the arms)

### Examples of things students cannot wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Bandeau tops, bra-like tops, sports bra tops
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or as personal protective equipment).

## APPROPRIATE LANGUAGE AND ACTIONS

Students will use appropriate language and demonstrate appropriate actions. Use of any language or gestures considered abusive, aggressive, inciteful, and/or obscene is not acceptable behavior for any student attending Earle B. Wood Middle School.

### ATHLETICS - 7TH & 8TH GRADES

Fall Season: Boys and Girls 7/8 Softball (slow pitch), Co-Ed Cross Country; Winter Season: Boys and Girls 7/8 Basketball; Spring Season: Boys and Girls 7/8 Soccer.

- In order to try out for any sport, a student must submit a medical evaluation form from a physician certifying that he/she is physically fit to participate.
- A medical evaluation is good for two calendar years for middle school.
- All athletes must have a valid medical evaluation on file throughout the entire season to maintain eligibility.

## BIRTHDAYS AND OTHER CELEBRATIONS

Birthday treats, and treats for other celebrations (including cupcakes, cakes, cookies, etc.) may not be brought to school.

## BUS TRANSPORTATION

All school rules apply on school buses. The bus driver is considered a member of the Earle B. Wood staff and his/her directions must be followed.

## DISCIPLINARY ACTIONS

The school is responsible for maintaining a safe, healthful learning environment and for ensuring equitable treatment of students. The purpose of a discipline code is to serve those ends and to provide notice to parents, students, and staff of their respective responsibilities and rights.

1. **Warning / Conference:** The teacher or administrator will confer with the student and provide a warning. The teacher or administrator may contact parents by phone. In addition, a meeting may be required with a teacher, student, counselor, pupil services worker, parent administrator, police, or other appropriate person.
2. **Detention:** Teachers or administrators may require that a student remain in school outside the regular school day. The student will be given a 24-hour notice which the student or parent may waive. Transportation home is the responsibility of the student and parent. It is the responsibility of the student to notify his/her parent of the assigned detention. Student involvement in extracurricular or work activity shall not postpone detentions. Should a conflict arise with work or any school sponsored activity, the assigned detention shall take precedence. Most detentions will be held on Tuesday, Wednesday, or Thursday so that students have access to the activity bus for departure.
  - a. Teacher Detention - can be administered during lunch or after school.
  - b. Team Detention - can be administered during lunch or after school on a team-by-team basis.
  - c. Administrative Detention - will be administered by an administrator or a designee and may include extended time after school from 3:00 to 4:30 p.m.
  - d. Extended After School Detention - will be administered and supervised by an administrator after school from 3:00 to 6:00p.m.

3. **Temporary Removal from Class:** A student, for cause, may be removed temporarily from a given class for a period. Removal can look like the following:
  - a. In-Team Bounce - student is assigned to another classroom location within team classes for a period of time.
  - b. Removal by Security- a student may be removed from the classroom environment due to serious classroom concerns (i.e. fighting, profanity towards others, insubordination, and other serious offenses) by security and referred to an administrator.
  - c. In-School Intervention- the principal may remove a student from classes. This is undertaken with parent contact. The student will be provided work from missed classes.
4. **Suspension:** In accordance with the rules and regulations of MCPS, the principal may suspend a student for cause for a given incident. The student may not participate in any school-sponsored activities and is not permitted on MCPS school grounds during the period of suspension. The student and/or parent has the right to appeal the suspension. The principal may request an extension of a ten day suspension from the associate superintendent.
5. **Expulsion:** In accordance with MCPS regulation JGA-RB, a student may be excluded from attending any Montgomery County Public Schools for a time period as determined by the Superintendent and Board of Education.

These terms represent the continuum of consequences that will be imposed. In some situations, the principal may request that a suspension may be extended to ten days. The principal or his/her designee may select the consequence days depending on the circumstances of the infraction. Students will be allowed to share their view of the incident during a conference with an administrator or staff member. Referral to a counselor for conflict resolution, mediation, etc., will be used to prevent any future recurrence. Consequences may be more severe if a student is found to be not telling the truth regarding disciplinary incidents. School staff will discuss/review this policy with students during the first week of school. In addition to this policy statement, staff will continue to develop with students additional standards/procedures as needed to maintain a safe, orderly, productive and appropriate climate at Earle B. Wood Middle School.

## **DUE PROCESS**

### **School-Level Decision**

If a student has a concern or complaint, including complaints of discrimination, the student may meet with the principal to seek an informal resolution or request, in writing, that the principal formally review the complaint. If the student chooses the informal process and is not satisfied with the proposed resolution (or if no resolution is reached within 15 school days of its presentation) the student may file a written request for formal review of the complaint by the principal. When the principal formally reviews a student's complaint, the student shall be provided with the opportunity to present witnesses and evidence in support of the complaint. The principal shall render a decision in writing with a copy to the complainant within ten school days of the receipt of the written complaint from the student.

### **Appeal of the Decision of the Principal**

If the student is not satisfied with the decision rendered, the student may appeal the decision in writing to the superintendent or designee within 10 days of the principal's written decision. The appeal statement should include a request for a review of the complaint, the decision of the principal, all pertinent factual information, and the remedy requested. Within 10 school days of receipt of the appeal, the superintendent or designee renders a decision and notifies the student and principal in writing.

## **SYNERGY: StudentVUE & ParentVUE**

Synergy (StudentVUE and ParentVUE) is Wood's online grade reporting system. It allows students and parents to access current grades, assignments, as well as other information. For further assistance with your MyMCPS account, please contact your child's counselor.

## **EXTRACURRICULAR ELIGIBILITY**

The county policy establishing eligibility standards for participation in extracurricular activities is very clear (Policy IQD Regulation IQR-RB for Middle School Students). The policy will not apply to the 1st quarter to 6th or 9th grade students or any student entering an MCPS school for the first time. It also does not apply to students engaged in activities that are extensions of a graded course. Students in grades 6-12 must maintain a 2.0 (C) average with no more than one "E" (failure) in the previous marking period to be eligible to participate in the listed activities. A student's report card will state whether they are eligible or ineligible for extracurricular activities. If a student becomes ineligible, the student will be encouraged to

attend an academic support program. The student may not participate in extracurricular activities until he/she meets eligibility standards for the next marking period.

A student must meet eligibility standards in order to participate in MCPS sponsored extracurricular activities that include the following:

- \* School athletic teams
- \* After school intramural activities
- \* Extra-curricular clubs

## FIELD TRIPS

Field trips are designed to enhance the instructional program. A student may be excluded from a field trip because of poor academic performance, inappropriate behavior, outstanding financial or other obligations, and/or the number of referrals to the office.

## FIGHTING

**All fighting, real or play, is strictly prohibited.** All students are to maintain a respectful distance from others. The spreading of rumors, gossip, threats, etc. with the intent of inciting a fight is forbidden.

## LOCKERS

All students are assigned lockers. Lockers are to only be used before school, before lunch, after lunch, and at the end of the day. Hallways and physical education locker rooms have lockers with built-in combination locks. The combinations are changed each year. Lockers should be kept locked at all times. They are not to be opened or used by any students other than those to whom the lockers are assigned. The school is not responsible for lost or stolen property. No items of value (excessive amounts of money, jewelry, collection cards, etc.) are to be brought to school. Coats and backpacks must be kept in lockers. Drinks, food, other than lunches should be stored in lockers.

## PERSONAL PROPERTY

Large sums of money and articles of real or sentimental value should not be brought to school. Audio players, video games, or other electronic devices are not to be used during the school day. The above items will be confiscated and returned to the student's parents/guardians. **The school will not be responsible for any personal items lost or stolen.**

## PERMISSION TO RIDE ANOTHER SCHOOL BUS

If a student would like to go home after school on a friend's bus that is not his/her bus, that student is required to bring a signed note from parent/guardian requesting permission to ride that bus. The note must be presented to and signed by an administrator prior to the end of the school day. The bus driver has the right to deny student bus access due to safety and crowding issues.

## PORTABLE COMMUNICATION DIGITAL DEVICE AGREEMENTS

The purpose of these agreements is to establish expectations for the use of portable communication digital devices, such as cell phones, in order to promote a safe and effective learning environment. Cellphones and other home provided portable digital devices are not a necessary tool for learning at Earle B. Wood Middle School. When parents and guardians need to communicate with their child during the school day, we encourage them to call the front office or counseling instead of calling or texting their child on their cell phone. If parents/guardians choose to permit their child to bring a digital device to school, they agree to the following:

1. The school will assume no responsibility or liability for loss, theft, or damage to a digital device.
2. Digital device and headphone use are prohibited in classrooms and the cafeteria unless when specifically authorized by a staff member.
3. In common areas, such as hallways, bathrooms, and locker rooms, digital device use is strictly prohibited for safety and privacy reasons.
4. Inappropriate digital communication is **never** permitted in school. This includes communication that:
  - Violates the privacy of others
  - Jeopardizes the health or safety of students
  - Is obscene or libelous
  - Causes disruption of school activities



- Plagiarizes the work of others
5. Portable speaker use is not permitted in school.
6. Violation of these agreements will result in disciplinary action as outlined previously in the agenda book. Additional levels of action include confiscation of the digital device or headphones until the end of class, until the end of the day, or until a parent/guardian can retrieve it. If repeated violations of these agreements persist, the student may be required to drop off their device in the main office each morning and pick it up at the end of the school day for an agreed upon period of time.

### **SEARCH AND SEIZURE**

Every principal, assistant principal, designee or authorized security officer of a public school may conduct a reasonable search of a student in the school on the school premises if he/she has reason to believe that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of the State of Maryland. The search will be made in the presence of a third party who is of majority age. Every principal, assistant principal, designee or authorized security officer of a public school may conduct a search of the physical plant of the school and, based upon reasonable belief, students' lockers. The right of these school officials to search lockers is hereby announced and published within the school and community. At the time a student is searched, the student should know of his/her right to appeal. Please refer to the Students Rights and Responsibilities Handbook for further information.

### **TRANSCRIPT REQUEST**

All requests for transcripts/school records should be made with the registrar in the counseling office. Please allow five (5) days for preparation. Please follow the application directions for the requesting school and please be aware of the deadlines.

- All transcript requests must include the student's name, ID number, and be signed by a parent.
- There is a preparation fee of \$3.00 per transcript. Acceptable payment forms include: cash, check, or money order payable to "Earle B. Wood Middle School".
- Please submit any teacher recommendations directly to the appropriate teacher.

### **VISITORS**

The school is not equipped or staffed to accommodate student visitors. However, parents and interested adults are welcome. All visitors are asked to check in at the Main Office and will be issued a visitor's tag to facilitate recognition.

### **FOOD / WATER / GUM**

Food and drinks are not allowed to be consumed during the school day other than during lunch, except when given specific teacher permission. Students may carry water in clear plastic containers. Gum chewing is permissible at the discretion of the teacher.

## **Student Service Learning News**

### *What is Student Service Learning (SSL)?*

SSL is a Maryland State Department of Education (MSDE) mandated requirement for graduation. Seventy-five (75) documented hours of service-learning are required to receive a diploma. Montgomery County Public Schools (MCPS) incorporates 30 hours into the middle school curriculum (10 hours each grade level) and the remaining 45 hours are earned either in middle or high school through activities in the school or community or classes chosen by each student.

### **SSL INVOLVES:**

- A **preparation phase** of studying the community to identify a need and develop actions to respond to the need;
- An **action phase** of implementing the direct action, or advocacy service projects; and
- A **reflection phase** of considering the action, how individuals in the community benefited, and what the students learned about themselves and their community.

The service and the learning aspects of the student's involvement are both equally important.

### ***How can students earn their additional 45 hours?***

- Successful completion of specific courses where SSL hours are automatically attached (i.e., Medical Careers, Child Development, Key Club, Rotary Club, etc.)
- Participation in approved activities found in the database maintained by Montgomery County Volunteer Center at: [www.mcpsssl.org](http://www.mcpsssl.org)
- Involvement in extracurricular clubs that participate in service

- Service-learning provided through activities that are NOT found on the Montgomery County Volunteer Center database but have received “Pre-Approval” clearance by the SSL coordinator using MCPS Form 560-50, “Approval for Special Service-Learning Activity.”

### **How do students get the hours recorded?**

When an activity is completed, the student must complete MCPS Form 560-51, “Student Service-Learning Verification Form database. **In the same semester in which the service is completed, the form must be submitted to the SSL coordinator in the school building (Ms. Davis). The coordinator will enter the hours on the MCPS database.** Recorded hours typically appear on the following report card. Students are encouraged to maintain records of the SSL hours they have earned by keeping copies of all forms and a log of their involvement.

### **What if I still have questions?**

Check out the MCPS Service Learning Website: [or](#) contact the SSL Guidance Counselor at Wood MS, by phone at 301-460-2160.

## **EARLE B. WOOD MIDDLE SCHOOL DISCIPLINE PLAN**

In Montgomery County Public Schools, maintaining student discipline is a shared responsibility that involves students, teachers, administrators, security staff, and all other adult employees. A successful educational program depends on maintaining an educational environment in which students and staff can engage in the process of teaching and learning without disruption. Through Restorative Justice practices, Earle B. Wood Middle School provides an environment where conflict can be used as an opportunity to teach and learn with the ultimate goal of empowering students to use appropriate and positive strategies in situations of conflict. This philosophy fosters the development of positive, self-disciplined, self-reliant individuals capable of behaving appropriately as the situation demands.

The Wood MS Discipline Plan focuses both on consequences and on changing or managing inappropriate behavior. The following table lists examples of inappropriate behaviors that can lead to disciplinary actions or next steps. Consequences may be implemented to help students develop the social maturity necessary for success in our complex society.

**Students who have knowledge** of a weapon, portable communications device, or illegal substances on school grounds are **obligated** to report this information to the administration or staff member immediately.

<b>Infraction</b>	<b>Definition</b>
Academic Dishonesty/ Cheating	Providing answers, copying another student's work or test answers, use of a cheat sheet, and/or selling answers
Arson/fire setting	Setting or helping to set a fire on school grounds
Backpacks	No backpacks worn in the building during the school day (8:15 a.m. – 3:00 p.m.). Backpacks include the thin-strapped sports bags & purses. Students may carry purses.
Bomb/Facsimile Possession or Bomb Threat	Making false reports of bombs/explosives or incendiaries, or possessing bombs/explosives or incendiaries
Bullying	Direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse
Bus Misbehavior	Throwing objects out of the window or inside the bus; body parts out of the window; screaming; out of seat; pulling fire alarm; other disruptive behaviors
Cafeteria Misbehavior	Running, yelling, chanting, constantly out of seat, or other disruptive behaviors

Candy, Drink, and Food	Not allowed to consume during the school day other than lunch except under teacher supervision
Cell Phones	See school portable communication digital device agreements
Computer Abuse	<ol style="list-style-type: none"> <li>1. Using without permission</li> <li>2. Accessing internet without permission</li> <li>3. Using the computer for purposes other than educational</li> </ol>
Disruptive behavior during class	Any actions that disrupt the learning environment
Distribution of Intoxicants	Sale or use of a drug in any form and drinking or possessing alcoholic beverages or drugs on school property.
Electronic Devices	See school portable communication digital device agreement
Explosive or any incendiary devices	Use or possession of fireworks, poppers, caps, smoke bombs, stink bombs, or other incendiary devices
Extortion	Any act or attempt to secure money, food, or property through threat of physical or emotional harm
Failure to report information	Students who have knowledge of a weapon, portable communication device, or illegal substances on school grounds are obligated to report this information to the administration or a staff member immediately.
Failure to report to an administrative detention	Failure to serve an administrative detention
Failure to report to teacher's first assigned detention	Failure to serve the first teacher detention assigned
Failure to report to teacher's doubled detention	Failure to serve teacher's double detention for skipping the teacher's first detention
False Fire Alarm	Vandalism/activation of fire alarm
Fighting - REAL or PLAY	Two or more participants engaging in a physical confrontation
Firearms	Possession of any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
Forgery	False report, absence note, hall pass, grade sheet, interim, etc.
Gambling	Betting on any activity

Hallway Misbehavior	Running, loitering, disruptive behavior, public display of affection, screaming, chanting, etc.
Inappropriate Clothing	See Appropriate Dress above.
Inappropriate Items	Possession of items that are not used for the instructional program (laser pointers, toys, trading cards, yo-yos, dice, stuffed animals, etc.)
Inappropriate Language or Actions	Using language and/or actions (pushing, hitting, gestures, etc.) considered abusive, inciting, aggressive, and/or obscene
Insubordination	Refusal to follow a reasonable request (report to an assigned area, identify self when asked, etc.) by any staff member (including bus driver)
Intimidation/*Threat	Use of verbal or physical threat to any staff member (including bus driver) or any other student
Intoxicants - Real or Fake	Use or possession of alcohol or controlled dangerous substances
Littering	Leaving any materials such as food, articles, cans, etc. anywhere on the school grounds, hallways, classrooms, or cafeteria
Loitering	Hanging around the building or campus without a school related purpose, including being in hall without a pass
Leaving School Grounds	Leaving school grounds without permission before school (after bus drop off) or during the school day
Other Weapons - Real or Fake	Use or possession of any real weapons or look-alike toys where intent is to frighten
Physical Assault on an MCPS employee	Any physical on a MCPS staff member when on school grounds, bus, or in conjunction with a school activity
Physical Attack on a Student	Physical assault on a student on school grounds, bus, or in conjunction with a school activity
Plagiarism	Submitting any work by a student that does not represent his/her own effort
Possession of Portable Communication Digital Devices	See school portable communication digital device agreements
School Sponsored Activity Misbehavior	Failure to follow conduct rules during activities, field trips, or assemblies
Selling of Merchandise	Selling items (including candy, gum, toys, school supplies, etc.) on school grounds

Sexual Harassment	Inappropriate and unwelcome verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
Skiping Class	Leaving class without adult permission or not showing up to class
Skateboarding/ Skating	Skateboarding or skating on school grounds at any time
Snowball Throwing	Throwing or tossing snow or ice
Tampering with Property	Unnecessary touching, altering, or destroying lockers, student possessions, or school equipment
Theft	Stealing/holding property that belongs to the school, staff, or a student
Throwing Food/Trash	Throwing or tossing of food or trash on school grounds
Tobacco	Distribution, possession, or use of tobacco, tobacco products, or smoking devices on school property at any time
Trespassing	Being in the building or on any MCPS property if the student is not currently registered or has no business to pursue on the property or has been suspended or expelled from any MCPS school
Truancy	Staying away from school without permission
Vandalism (Destruction of Public Property)	Willful destruction of school, buses, or any MCPS property (includes graffiti, tagging, etc.)
Verbal Abuse	Use of profane, obscene, insulting, intimidating language; racial, ethnic, gender or religious slurs; or in any manner verbally abusing a staff member or student
Violent Physical Attack on a Staff Member	Physical aggression of any kind towards a staff member
Weapons Used to Threaten or Cause Bodily Harm/Injury	Implements that can cause bodily harm, and the 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

See also "Students Rights and Responsibilities"

## **SHELTER IN PLACE PROCEDURES**

A public safety response in the community or an incident in the building that requires an elevated level of safety and security. **Student will:**

- Enter a classroom quickly
- Follow the teachers' directions immediately

- Hallway movement will be limited

## **LOCKDOWN WITH OPTIONS PROCEDURES**

Three key actions for students and staff to take when in danger:

- **Avoid:** Move quickly away from a dangerous area. (Exit the building)
- **Deny:** Secure and/or barricade a room to deny access to someone. (Lockdown)
- **Defend:** As a last resort, act by yourself or with others to subdue or reduce a threat.

## **Fire Drill PROCEDURES**

An emergency or dangerous situation in which fire or smoke has been detected within the building.

- ALL STUDENTS AND STAFF should QUICKLY and QUIETLY evacuate the building and assemble at the designated security zones
- Students should remain silent during the fire drill

## **Severe Weather PROCEDURES**

A situation in which the school has received information of severe weather, such as thunderstorms, tornados, or high winds being in close proximity to the school.

- Sit on the floor in a strategic area
- Stay quiet & calm
- Follow the teacher's directions quickly and quietly

## **Earthquake PROCEDURES**

If indoors:

- **Drop** to the ground
- **Cover** your head and neck and get under a sturdy desk or table
- **Hold** on to the desk table or leg so that it stays over you

If in the gym or somewhere with no desks or tables:

- **Move to the wall** and stand against it

If outdoors:

- **Stay** outdoors.
- **Move away** from building, streetlights, and utility wires.