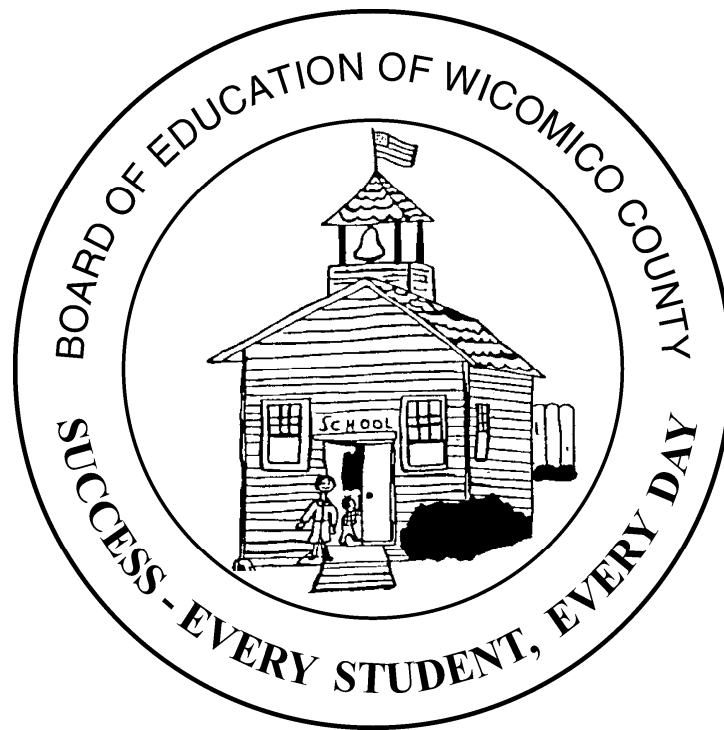


# Wicomico County Public School System Code of Conduct



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## **Board of Education of Wicomico County**

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Approved March 2009

## SUPERINTENDENT'S MESSAGE

Let me begin by extending my heartfelt greetings to each of you. I am delighted to be serving as the superintendent of schools in Wicomico County.

New beginnings are important in our lives. A new beginning can be scary, yet exciting; can be challenging, yet rewarding. Please work with me by using my motto, "Success: Every Student, Every Day," to make this new school year the very best it can be. A useful approach for achieving success is to follow established rules and regulations. It is vitally important for you to become familiar with the *Code of Conduct* for Wicomico County Public Schools.

The *Code of Conduct* spells out rights, responsibilities, and rules for students, parents, guardians, staff, and visitors within our buildings. After becoming familiar with its contents, we hope that you will have a better understanding of our system. The most important responsibility for parents and guardians is to get their children to school every day, ready to learn. When there is a concern about your child's education, immediately contact the school and talk with the teacher or activity supervisor. We want your child (our student) to succeed with flying colors.

"Success: Every Student, Every Day" is my motto for the 2009-10 school year. After carefully reviewing our various test scores in comparison with state and national data, we have decided to use this data to find ways to increase our performance even more for individual students. This means small adjustments for school services are possible to enable major improvements for students.

Basic reviews of our data indicate that our general performance is equal to or slightly above other comparable school systems. Breaking the data down (disaggregating it) shows that some sub-groups may benefit from a slight adjustment in how we do things.

For example:

- A student with very good grades in some subjects and "not quite as good" grades in another might benefit from increased opportunities for integrated projects that bring a highly successful area together with an area needing a little push.
- A student with average grades might have a similar benefit from encouragement to participate in activities outside of class that involve subject area skills and socialization such as math club or mock trial.
- A student who is struggling may benefit from more tactile activities (muscle movement like counting wooden blocks in elementary grades or building a model city in secondary grades).

There are thousands of ways of doing this to get the next 1%, 5%, or 10% of our students to succeed. A few percentage points might not seem like much, but if you are that student who just increased his or her SAT score, or just moved onto the honor roll, or just passed all the classes and tests to get a diploma, it's huge.

Please contact us at 410-677-4596 to join our team. We're looking for good people to help great students do wonderful things!

Thank you,  
John E. Fredericksen, Ph.D.

## **Philosophy**

The Wicomico County Public School System is committed to providing an orderly, safe and stimulating learning environment for all students. The Wicomico County Board of Education believes each student has the right to learn and each teacher has the right to teach in an educational setting that is safe, free from disruption, and conducive to learning. Establishing and maintaining a positive learning atmosphere is dependent upon the sustained and cooperative effort of students, parents, the community, and all persons working for or associated with the Wicomico County Public School System.

## **Importance of Good Behavior**

The Wicomico County Public School System has adopted a uniform code of conduct to assist in providing a safe and orderly school environment conducive to learning for all students. The Code of Conduct for Wicomico County Public Schools applies to all school environments including but not limited to the classroom and related instructional activities, extracurricular activities such as dances, sports events, school clubs, and field trips as well as the school bus or school related transportation of any type. First and foremost, it is the goal of the Code of Conduct to promote positive behavior in the school environment. Good citizenship on the school bus, playground, athletic field, classroom or any other school related activity is expected.

When unacceptable behavior occurs, the Code of Conduct supports the application of progressive discipline to modify unacceptable behaviors in a positive manner in order to improve academic success for all students.

All school activities are governed by the Code of Conduct and are subject to the same expectations, rights, responsibilities, and consequences for inappropriate behavior. Students are encouraged to engage in positive behavior since inappropriate behaviors and their consequences may have a negative impact on future choices including restricting options for future employment and public service.

## Rights and Responsibilities

### Students

#### Rights

- A) To expect that standards of conduct will be applied consistently to all students.
- B) To expect protection of personal and property rights.
- C) To work in an atmosphere conducive to learning.
- D) To experience an environment that builds positive self-esteem.

#### Responsibilities

- A) To respect authority and obey school rules in order to be a responsible citizen.
- B) To show respect and consideration for the personal and property rights of others.
- C) To demonstrate effective work/study habits by putting forth their best efforts, both academically and behaviorally.
- D) Provide praise to others who earn it and acknowledge one's own positive characteristics and successes.

### Parents/Guardians

#### Rights

- A) To receive regular and timely communication from the school related to student academics and behavior.
- B) To expect their student to learn in a safe, orderly environment.
- C) To expect equal and fair treatment of their student by the school staff.

#### Responsibilities

- A) To respond positively to communication from school and to initiate such communication if needed.
- B) To prepare the student to assume a positive attitude in the school environment, attend school daily, be on time and ready to learn, respect the rights of others, recognize the authority of teachers, administrators, and other school personnel.
- C) To understand and support the Code of Conduct for Wicomico County Public Schools.

### Teachers

#### Rights

- A) To receive cooperation and support from parents/guardians.
- B) To expect the best behavior and academic performance from all students.
- C) To work in an environment that is safe and orderly.
- D) To receive cooperation and support from school based administration and central office staff.

#### Responsibilities

- A) To inform parents/guardians adequately in matters related to student conduct.
- B) To enforce uniform standards for all students while providing a challenging curriculum.
- C) To assume responsibility for discipline using various progressive discipline techniques which may include student conferences, contact with the parent, and other behavior interventions prior to referring the student for administrative actions. **Note: Certain serious behaviors may require an immediate referral for administrative action.**
- D) To understand and support the Code of Conduct for Wicomico County Public Schools.

## **Principals' Rights and Responsibilities**

Principals have the discretion to use a variety of consequences to address unacceptable behavior. Minimum and maximum consequences of unacceptable behaviors are listed within the Code of Conduct. Some students may have an individual behavior intervention plan, and principals will consider those plans when determining consequences. A principal may suspend a student for up to five days. If in the principal's judgment, the severity of the offense exceeds the maximum consequence in the Code of Conduct, the principal may request up to an additional five days of suspension at the discretion of the superintendent of schools. Middle and high school students whose behavior continues to be unacceptable may be recommended for placement in CHOICES, the Wicomico County Alternative Learning Program.

The severity of any misbehavior and/or patterns of repetitive misbehaviors causing a serious negative impact on the ability of students to access the educational program of the school, or creating an unsafe educational environment may result in a recommendation by the principal to the superintendent of schools for extended suspension or expulsion in compliance with Maryland School Law.

## **Superintendent's Rights and Responsibilities**

The superintendent of schools may determine that an extended suspension or expulsion is appropriate in certain situations based on the severity of the behavior. The superintendent or their designee may place a student on a behavior contract that may result in placing the student in a different school.

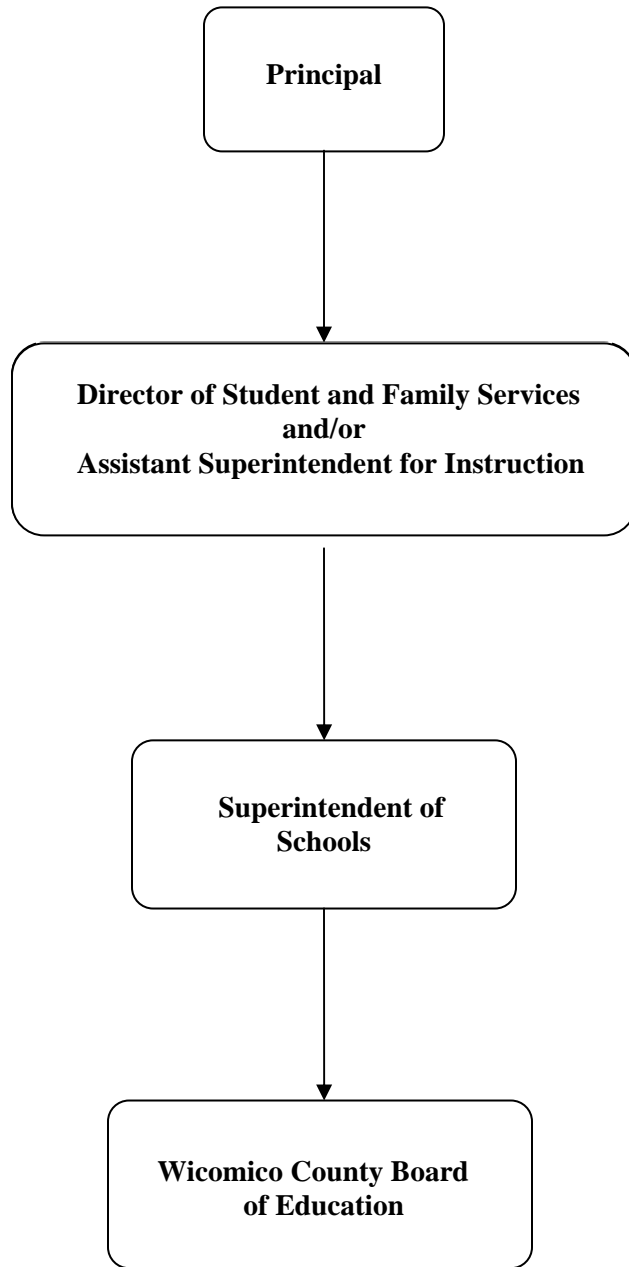
The superintendent oversees appeals from parents or guardians made in conjunction with disciplinary actions administered by the principal or the principal's designee.

## **Parental Right to Appeal Discipline Decisions**

Students are entitled to due process prior to any disciplinary action being taken by the principal or their designee. Due process entitles a student to oral or written notice of the charges, an explanation of the evidence, and an opportunity to be heard. When parents have concerns regarding disciplinary actions at the school level, they should make an appointment with the principal to discuss their concerns. If after meeting with the principal the parent still has concerns, the parent may contact the Director of Student and Family Services and/or the Assistant Superintendent for Instruction.

When parents have concerns regarding the disciplinary actions taken by the Superintendent of Schools, they should make an appointment with the superintendent or the superintendent's designee to discuss their concerns.

# DISCIPLINARY APPEALS PROCESS



## **Addressing Unacceptable Behavior**

Administrators have the authority and responsibility to apply the Code of Conduct while considering the severity of the infraction, any prior disciplinary record, and the age of the student. Discipline for students with disabilities must be in compliance with the Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA).

Unacceptable behaviors have consequences that may include but are not limited to: verbal warning, time out when age appropriate, formal written apologies, loss of privilege, detention, parent/guardian conferences, behavior intervention plans, in-school suspension, suspension alternative program, smoking clinic and out of school suspension. An individual behavior intervention plan may be developed to assist in improving student behavior. Students who are suspended may not participate in extracurricular activities for the duration of the suspension and/or as specified by Board of Education policy.

Criminal violation(s) of the law including but not limited to: possession of a firearm or weapon, arson, false alarms or bomb threats, physical attacks, distributing, using or being under the influence of drugs, alcohol, inhalants or tobacco will be referred to the School Resource Officer (SRO) or other appropriate law enforcement agency. Actions taken by law enforcement will be considered to be separate and apart from any disciplinary actions taken by the school.

## **School Resource Officers (SRO)**

The School Resource Officer (SRO) Program is a joint effort between the Wicomico County Sheriff's Office and the Wicomico County Board of Education assigning 9 uniformed Law Enforcement Officers to Wicomico County Public Schools. The officers work in full cooperation with the school's administrators, students, staff, parents and community members to:

- Maintain a safe and secure environment that is conducive to learning.
- Deter misbehavior in school and in the school's community by being highly visible throughout the school day and at after school activities.
- Promote positive attitudes regarding the role of police officers in society and inform students of their rights and responsibilities as lawful citizens.
- Establish a liaison with school personnel in a cooperative effort to prevent disruptive or violent behaviors.
- Promote close working relationships between law enforcement officers, students, parents, and faculty, improve communications, and promote mutual respect for all parties.

## Disciplinary Offenses

The following pages provide a listing of unacceptable behaviors and the recommended range of actions a principal, a principal's designee or the superintendent may enforce. Unless otherwise specified all days listed in the Code of Conduct under the minimum (Min) or maximum (Max) represent out-of-school suspension. The table below lists a variety of actions found in the Code of Conduct. Actions are listed from least to most severe. While the consequences below are listed in order of severity, the principal or their designee may at their discretion and depending on the severity of the behavior, assign any of the actions regardless of previous actions taken. If in his/her judgment a different consequence is more appropriate, a principal has the authority to use other appropriate consequences for unacceptable behaviors.

|   |  |
|---|--|
| <b>VW=Verbal Warning</b>                  | <b>PC=Parent/Guardian Conference</b>     |
| <b>CS=Conference with Student</b>         | <b>SC=Smoking Clinic</b>                 |
| <b>TO=Time Out (Less than 30 minutes)</b> | <b>ISS=In-School Suspension</b>          |
| <b>LP=Loss of Privilege</b>               | <b>SS=Suspension Alternative Program</b> |
| <b>OD=Office Detention</b>                | <b>OSS=Out of School Suspension</b>      |
| <b>CI=Confiscated Item(s)</b>             | <b>EXP=Expulsion</b>                     |

**Verbal Warning (VW):** A formal or informal warning to a student concerning a behavior that needs to stop immediately. Examples might include but not be limited to: running in the halls, cutting in line, being excessively loud in the hallways, etc.

**Conference with Student (CS):** This is more serious than a verbal warning and would involve an administrator and/or teacher talking with a student regarding a behavior, the reasons for the behavior, possible consequences of the behavior and a plan for changing the behavior.

**Time Out (TO):** When a student is removed from their regular educational setting for disciplinary reasons for less than 30 minutes. The student may spend that time in a supervised setting other than their regular classroom within the school. It is expected that a teacher or administrator will explain completely to the student why he/she is being placed in time out.

**Loss of Privilege (LP):** A privilege such as recess, attending a school activity or the right to park on school property may be removed for a period of time as a consequence for poor behavior. The time of restriction will be determined by the principal or principal's designee.

**Office Detention (OD):** Students may be assigned office detention to be served before or after school at the discretion of the principal. Parents will be notified of the date and time of the detention and will agree to provide transportation for the student immediately at the end of the detention.

**Confiscated Items:** When items are confiscated as a result of a violation of the Code of Conduct, parents/guardians shall make arrangements with the school administration to pick up the confiscated item(s) from the school. Items confiscated may be held as evidence in an investigation. The Wicomico County Board of Education bears no financial responsibility for items that are lost, stolen or damaged.

**Parent/Guardian Conference (PC):** The school system recognizes the importance of working closely with parents/guardians to provide a safe and orderly learning environment for all students. It is hoped that a parent/guardian conference will remediate many behaviors prior to more severe consequences such as out of school suspension being necessary. Parent/guardian conferences should be held at the school. In extreme situations, at the discretion of the principal, the conference may be held at a location other than the school or by teleconference.



**Smoking Clinic:** Students who violate the tobacco policy will be subject to the penalties imposed in the Code of Conduct and be referred to the Smoking Clinic Program run by the Wicomico County Health Department. The student will be referred to the School Resource Officer (SRO) or other appropriate law enforcement agency for underage possession/use of a tobacco product.

**In-School Suspension (ISS):** In-school suspension is designed to be a structured behavioral intervention that addresses both the academic and behavioral needs of the students it serves. ISS is an alternative to out of school suspension and is an important tool in the progressive discipline model. In-school suspension is defined as the removal of a student from the student's regular education program for 30 minutes or more for disciplinary reasons by the principal or principal's designee.

**Suspension Alternative Program (SS):** This is an alternative to in-school suspension and/or out of school suspension in an effort to keep the student in class during the regular school day. This alternative is a school based disciplinary program and may occur after school or on a Saturday. Failure to comply with this option may result in an out of school suspension.

**Out of School Suspension:** Some infractions require that a student be suspended or excluded from school temporarily for a limited number of days. During suspension the student is not allowed to be on school property for any reason without the prior approval of the building principal. The principal may suspend a student for up to 5 days and request an additional 5 days of OSS from the superintendent of schools. The superintendent of schools has the authority to extend the number of days of suspension beyond 10 days if the behavior warrants an extended suspension.

**Restrictions on Extracurricular Activities Incurred Through Suspension:** Any student on assigned suspension shall be ineligible to attend or participate in any school-related extracurricular activities during the assigned time of suspension. Co-curricular activities that require graded participation in a program may be exempted. Extracurricular activities are defined as follows: all activities that occur beyond the normal school day that are sponsored and/or sanctioned by an individual school and/or the Wicomico County Board of Education. Such activities would include but not be limited to athletics, club and social gatherings, dances, banquets, proms and other activities occurring beyond the regular schedule of classes during the normal school day. Participation in commencement programs is specifically exempted.

Students who have received a suspension of one to four days shall be ineligible to participate in extracurricular activities for a period of ten (10) school days including the days of suspension.

Students who have accumulated suspensions of five or more days from one or more suspensions shall be ineligible to participate in extracurricular activities for a period of forty-five (45) school days including the days of suspension.

**Restitution:** In any offense involving a financial loss on the part of the Wicomico County Board of Education or any individual person, the person or persons causing the loss will be required to make total restitution for such loss.

**Expulsion:** “Expulsion” means, at a minimum, the removal of the student from the student’s regular school program and may be further defined by a local board of education. Expulsion is the exclusion of a student from school on a permanent basis or for a period of time determined by the Superintendent of Schools of Wicomico County. Expulsion denies the student attendance in any and all programs of the Wicomico County School System and will result in failure for the current school year.

The principal shall recommend expulsion from school for the following offenses unless he/she files a report with the superintendent of schools explaining the incident and outlining the reasons for not recommending expulsion:

- Physical assault on any employee of the Board of Education
- Assault or battery with a weapon against any person under the jurisdiction of the Board of Education of Wicomico County or upon any person on or off school premises if the conduct is detrimental to the interest of the school system.
- Violation of the *Dangerous Weapons/Instruments in the Schools* policy of the Board of Education at any time.

A principal may recommend expulsion for other serious offenses and shall recommend expulsion for a student who accumulates 11 days of suspension during any school year.

The severity of any misbehavior and/or patterns of repetitive misbehaviors causing a serious negative impact on the ability of students to access the educational program of the school, or creating an unsafe educational environment may result in a recommendation by the principal to the superintendent of schools for extended suspension or expulsion in compliance with Maryland School Law.

## A. Caring, Respect, Responsibility

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems.

These resources include: guidance counselors, school support teachers, and administrators. These supportive and peaceful methods may not always provide an immediate solution to conflicts but they frequently provide a more permanent resolution and teach valuable skills useful throughout one's lifetime. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur:

### Assaults and Threats:

| Disciplinary Offense   | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |      | High<br>Grades 9-12 |      |
|--|------------------------|--------|----------------------------|--------|----------------------|------|---------------------|------|
|  | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max. | Min.                | Max. |
| <b><u>Physical Attack-Teacher/Staff or other Adults</u></b><br>Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity. | PC                     | 3 days | PC                         | EXP    | 3 days               | EXP  | 5 days              | EXP  |
| <b><u>Physical Attack on a Student</u></b><br>Willfully and physically pushing, hitting or otherwise attacking another student.  | PC                     | 3 days | PC                         | EXP    | 3 days               | EXP  | 5 days              | EXP  |
| <b><u>Verbal or Physical Threat to Teacher, Staff, or Others Adults</u></b> - Threatening or aggressive language or gestures directed toward a staff member or anyone other than a student.  | PC                     | 3 days | PC                         | 3 days | 1 day                | EXP  | 3days               | EXP  |
| <b><u>Verbal or Physical Threat to Student</u></b><br>Threatening or aggressive language or gestures directed toward another student.  | PC                     | 3 days | PC                         | 3 days | 1 day                | EXP  | 3 days              | EXP  |
| <b><u>Fighting</u></b> - A physical confrontation involving two or more students.  | PC                     | 3 days | PC                         | 5 days | 2days                | EXP  | 2 days              | EXP  |

| Disciplinary Offense   | Primary<br>Grades PK-2 |      | Intermediate<br>Grades 3-5 |      | Middle<br>Grades 6-8 |      | High<br>Grades 9-12 |      |
|--|------------------------|------|----------------------------|------|----------------------|------|---------------------|------|
|  | Min.                   | Max. | Min.                       | Max. | Min.                 | Max. | Min.                | Max. |
| <b><u>Serious bodily Injury</u></b><br>Serious bodily injury to another person that involves the risk of death, extreme physical pain, long-term and obvious disfigurement or the long-term loss or impairment of a bodily member, organ or mental ability. Reference UDEA at 20 U.S.C. 1415 (k)(7)(D) from 18 U.S.C. 1365 (h)(3). | 5 days                 | EXP  | 5 days                     | EXP  | 5 days               | EXP  | 5 days              | EXP  |
| <b><u>Sexual Assault</u></b> - Physical sexual attack on another person during school hours or during any school-supported activity.   | 5 days                 | EXP  | 5 days                     | EXP  | 5 days               | EXP  | 5 days              | EXP  |

**Bullying and Harassment:** It is the policy of the Wicomico County Public Schools to prohibit bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by the use of electronic technology of a public school. Students, parents and staff are encouraged to report bullying on the ***Bullying, Harassment, or Intimidation Reporting Form*** available in all schools, at the offices of the Wicomico County Board of Education and on the Wicomico County Board of Education website, [www.wcboe.org](http://www.wcboe.org).

|  |    |        |    |        |        |     |        |     |
|--|----|--------|----|--------|--------|-----|--------|-----|
| <b><u>Bullying</u></b> - Intentional negative actions on the part of one or more students, repeatedly and over time, on or off school property, that interfere with a student's ability to participate in or benefit from instruction or any school supported program.   | PC | 3 days | PC | 5 days | 1 day  | EXP | 1 day  | EXP |
| <b><u>Cyber Bullying</u></b> – Bullying which occurs on or off school property through the use of telecommunications or other electronic means that interferes with a student's ability to participate in or benefit from instruction or any school supported program, including but not limited to: text messages, blogs, websites, cell phones, pagers, and/or digital cameras.                    | PC | 3 days | PC | 5 days | 3 days | EXP | 3 days | EXP |
| <b><u>Sexual Harassment-</u></b> Unwelcomed sexual advances, requests for sexual favors and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others.  | PC | 3 days | PC | 3 days | PC     | EXP | PC     | EXP |
| <b><u>Harassment</u></b> - Intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student's ability to participate in or benefit from instruction or any school supported program. | PC | 3 day  | PC | 3 day  | PC     | EXP | PC     | EXP |

|   | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|---|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
|   | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max.   | Min.                | Max.   |
| <b>Disciplinary</b>   |                        |        |                            |        |                      |        |                     |        |
| <b><u>Gang Related Activities</u></b><br>Any group of three (3) or more persons who share an ongoing relationship and whose purpose is to commit illegal acts or to create an unsafe and/or hostile learning environment. The Wicomico County Public Schools prohibit all gang related activities including but not limited to: gang dress, use of gang symbols or signs, gang name graffiti to advertise gang affiliation, soliciting membership for a gang, threats, or acts of violence against any one individual or group. | PC                     | 3 days | PC                         | 5 days | 2 days               | EXP    | 3 days              | EXP    |
| <b>Disrespect and Intimidation:</b>   |                        |        |                            |        |                      |        |                     |        |
| <b><u>Disrespect/Verbal Abuse</u></b> - Inappropriate comments or physical gestures to teachers, staff members, students or others.   | PC                     | 2 days | PC                         | 3 days | PC                   | 5 days | PC                  | 5 days |
| <b><u>Insubordination</u></b> – Willful refusal to follow a direction given by an adult authorized to act in a school sponsored capacity/activity.  | PC                     | 2 days | PC                         | 3 days | PC                   | 5 days | PC                  | 5 days |
| <b><u>Disruptive Behavior</u></b> - Actions which interfere with the effective operations of the school, including but not limited to classrooms, hallways, cafeteria, school supported events, and transportation.   | PC                     | 2 days | PC                         | 3 days | PC                   | 5 days | PC                  | 5 days |
| <b><u>Inciting Violence</u></b> – Verbally or otherwise encouraging someone else to participate in a violent act.   | PC                     | 3 days | PC                         | 5 days | 2 days               | EXP    | 3 days              | EXP    |
| <b><u>Inciting/Participating in Disturbance</u></b><br>Preventing orderly conduct, or otherwise causing a disruption to the atmosphere of order and discipline in the school necessary for effective learning, other than classroom disruption.   | PC                     | 3 days | PC                         | 5 days | PC                   | EXP    | PC                  | EXP    |

**Weapons:**

|   | Primary<br>Grades PK-2 |             | Intermediate<br>Grades 3-5 |             | Middle<br>Grades 6-8 |             | High<br>Grades 9-12 |             |
|---|------------------------|-------------|----------------------------|-------------|----------------------|-------------|---------------------|-------------|
|   | Min.<br>EXP            | Max.<br>EXP | Min.<br>EXP                | Max.<br>EXP | Min.<br>EXP          | Max.<br>EXP | Min.<br>EXP         | Max.<br>EXP |
| <b>Disciplinary Offense</b>   |                        |             |                            |             |                      |             |                     |             |
| <b>Firearms</b> - Possession of a firearm as defined in 18 U.S.C. 921. Examples include but are not limited to handguns, rifles, shotguns and bombs.  |                        |             |                            |             |                      |             |                     |             |
| <b>Other Guns</b> - Possession of any type of gun, other than a firearm, loaded or unloaded, operable or inoperable. This includes any object that is a look alike of a gun or firearm, e.g. B-B guns, pellet guns, paint ball guns, water guns, or any object made to look like or resemble a gun. Water guns that are obviously toys and would not be confused with or misidentified as a look-a-like gun, should be dealt with as a 807 violation, (failure to obey school rules). | 3 days                 | EXP         | 5 days                     | EXP         | 5 days               | EXP         | 5 days              | EXP         |
| <b>Other Weapons</b> - Possession of or participation in the concealment of any implement that could cause or is intended to cause bodily harm, other than a firearm or other gun. This includes the use of any object/device to cut, puncture and/or inflict bodily harm such as pins, needles, compass points, pencils/pens, etc.   | 3days                  | EXP         | 5days                      | EXP         | 5 days               | EXP         | 5 days              | EXP         |

**B. Fairness, Citizenship, Trustworthiness**

All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and the Wicomico County Public Schools. Should a student choose not to respect others’ rights or property, the following consequences will occur:

**Violations Against Property:**

|   | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|---|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
|   | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max.   | Min.                | Max.   |
| <b>Disciplinary Offense</b>   |                        |        |                            |        |                      |        |                     |        |
| <b><u>Extortion</u></b> - Obtaining property from another, with or without that person's consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages or losses caused by the student.                                    | PC                     | 2 days | PC                         | 2 days | PC                   | EXP    | PC                  | EXP    |
| <b><u>Theft</u></b> – Unlawfully taking property.   | PC                     | 2 days | PC                         | 3 days | PC                   | EXP    | PC                  | EXP    |
| <b><u>Willful Damage to Property Belonging to Others</u></b> – Willfully cutting, defacing, or otherwise damaging or destroying in any way any property, belonging to the school or others. The parent or guardian shall be liable for all damages caused by the student. | PC                     | 2 days | PC                         | 3 days | PC                   | 5 days | PC                  | 5 days |

### C. Integrity, Positive Attitude and Respect

The nature of the school experience demands the highest standard of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, other students, the school staff and the school community. Positive values and attitudes are imperative for student success in the school as well as in life. Students who choose not to behave in this manner face the following consequences:

#### Violations Against Public Decency:

|   | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|---|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
|   | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max.   | Min.                | Max.   |
| <p style="text-align: center;"><b>Disciplinary Offense</b></p> <p><b><u>Sexual Activity</u></b> - Inappropriate behavior of a sexual nature including indecent exposure, consensual sexual activity and sexual activity not identified as sexual assault or harassment.</p> | PC                     | 2 days | PC                         | 3 days | PC                   | EXP    | PC                  | EXP    |
| <p><b><u>Obscene, Profane or Inappropriate Language</u></b> – Verbal or written language that is vulgar or language showing disrespect including printing on articles of clothing.</p>  | PC                     | 1 day  | PC                         | 2 days | PC                   | 5 days | PC                  | 5 days |
| <p><b><u>Gambling</u></b> – The playing of a game of chance for personal gain.</p>  | PC                     | 1 day  | PC                         | 2 days | PC                   | 5 days | PC                  | 5 days |



**D. Citizenship, Responsibility, Healthy Choices, and Safety**

The school community considers the health and safety of our students extremely important. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

Any student who is involved with drugs or alcohol must schedule a substance abuse assessment with an appropriate provider or agency before returning to school. A list of community services and service providers is provided to parents with each suspension.

**Violations Against Public Health and Safety:**

| Disciplinary Offense  | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|---|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
|   | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max.   | Min.                | Max.   |
| <b><u>Alcohol</u></b> - Possession, use, or showing evidence of use, including but not limited to odors on the breath, sale, or distribution of any alcoholic substances. This offense requires 5 hours of mandatory counseling.  | PC                     | 3 days | PC                         | 5 days | 5 days               | EXP    | 5 days              | EXP    |
| <b><u>Inhalants</u></b> - Possession, use, or showing evidence of use, sale, or distribution of any inhalants or other intoxicants. This offense carries a strong recommendation for counseling.  | PC                     | 3 days | PC                         | 5 days | 3 days               | EXP    | 3 days              | EXP    |
| <b><u>Drugs</u></b> - Possession, use, or showing evidence of use, sale, or distribution of controlled dangerous substances including but not limited to prescription drugs, over-the-counter medicines, look alike drugs, and substances represented as controlled substances or drug paraphernalia, unless documentation is on file that the student may self-carry. This offense requires 5 hours of mandatory counseling. | PC                     | 3 days | PC                         | 5 days | 5 days               | EXP    | 5 days              | EXP    |
| <b><u>Tobacco</u></b> - Possession, use, sale, or distribution of tobacco or tobacco products. Students under the age of 18 are subject to citation by law enforcement for tobacco violations. Students will be referred to the Smoking Clinic Program run by the Wicomico County Health Department.  | PC                     | 1 day  | PC                         | 2 days | PC                   | 5 days | PC                  | 5 days |

|  | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|--|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
|  | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max.   | Min.                | Max.   |
| <p align="center"><b>Disciplinary Offense</b></p> <p><b><u>Arson/Fire</u></b> - Attempting to set, aiding in setting, or setting a fire to a building or other property.</p>   | 1 day                  | 3 days | 2 days                     | EXP    | 5 days               | EXP    | 5 days              | EXP    |
| <p><b><u>False Alarm/Bomb Threat</u></b><br/>Initiating the sounding of a fire alarm without cause, or conveying a threat or false information by any means, regarding the placement of explosives or other destructive substances and devices. False threats also include the misuse of 911 and the inappropriate use of or discharging of a fire extinguisher.</p> | 1 day                  | 3 days | 3 days                     | EXP    | 5 days               | EXP    | 5 days              | EXP    |
| <p><b><u>Explosives</u></b> - Possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including but not limited to firecrackers, smoke bombs, snappers, flares or any combustible or explosive substance or combination of substances or articles, other than a firearm. See 18 U.S.C. 921</p>          | PC                     | 2 days | PC                         | EXP    | 3 days               | EXP    | 3 days              | EXP    |
| <p><b><u>Open Flame</u></b> - The igniting or use of matches or a lighter on school property, unless supervised by a staff member.</p>   | PC                     | 1 day  | PC                         | 2 days | 1 day                | 3 days | 1 day               | 3 days |

## **E. Fairness, Citizenship, Responsibility and Honesty:**

In any organization especially in a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth, and success.

The overwhelming majority of students in Wicomico County attend school daily, are respectful and are attentive to those in positions of authority. Most students admit their mistakes, and are honest and contrite about their error; successfully taking the steps necessary to not make the same mistake again.

Students who are disrespectful, dishonest, truant, or insubordinate face the following consequences:

### **Violations Against School Administrative Procedures:**

| <b>Disciplinary Offense</b>   | <b>Primary<br/>Grades PK-2</b> |             | <b>Intermediate<br/>Grades 3-5</b> |             | <b>Middle<br/>Grades 6-8</b> |             | <b>High<br/>Grades 9-12</b> |             |
|---|--------------------------------|-------------|------------------------------------|-------------|------------------------------|-------------|-----------------------------|-------------|
|   | <b>Min.</b>                    | <b>Max.</b> | <b>Min.</b>                        | <b>Max.</b> | <b>Min.</b>                  | <b>Max.</b> | <b>Min.</b>                 | <b>Max.</b> |
| <b><u>Academic Dishonesty</u></b> - Cheating, plagiarism, testing violations, altering records, or assisting another in such actions.                         | PC                             | 2 days      | PC                                 | 3 days      | PC                           | 5 days      | PC                          | 5 days      |
| <b><u>Forgery</u></b> - Falsifying one's signature or information with the intent to defraud or distort the facts for any reason.                             | PC                             | 2 days      | PC                                 | 3 days      | PC                           | 5 days      | PC                          | 5 days      |
| <b><u>Trespassing</u></b> - Unauthorized presence on school property, including while on suspension.  | PC                             | 1 day       | PC                                 | 3 days      | 3 days                       | 5 days      | 3 days                      | 5 days      |
| <b><u>Unauthorized Sale or Distribution for Personal Profit</u></b> - Unapproved sale or distribution of items not otherwise defined in the suspension codes. | PC                             | ISS         | PC                                 | 2 days      | PC                           | 5 days      | PC                          | 5 days      |
| <b><u>Failure to Stay for Detention</u></b>   | OD                             | PC          | OD                                 | 2           | OD                           | 2           | OD                          | 2           |
| <b><u>Failure to Do Assigned Work</u></b>   | PC                             | ISS         | PC                                 | ISS         | PC                           | ISS         | PC                          | ISS         |
| <b><u>Failure to Dress for Phys Ed</u></b>  | N/A                            | N/A         | N/A                                | N/A         | PC                           | ISS         | PC                          | ISS         |
| <b><u>Failure to Attend Smoking Clinic</u></b>  | N/A                            | N/A         | PC                                 | 2           | PC                           | 2           | PC                          | 2           |
| <b><u>Unprepared for Class</u></b>  | CS                             | PC          | CS                                 | PC          | CS                           | ISS         | CS                          | ISS         |
| <b><u>Dress Code Violation</u></b>  | VW                             | PC          | VW                                 | 2 days      | VW                           | 2 days      | VW                          | 3 days      |
| <b><u>Leaving Class without Permission</u></b>  | PC                             | ISS         | PC                                 | ISS         | PC                           | 2           | PC                          | 3           |
| <b><u>Leaving Campus without Permission</u></b>   | PC                             | 2           | PC                                 | 2           | PC                           | 5           | PC                          | 5           |

|  | Primary<br>Grades PK-2 |        | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|--|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
|  | Min.                   | Max.   | Min.                       | Max.   | Min.                 | Max.   | Min.                | Max.   |
| <b>Disciplinary Offense</b><br><b><u>Unauthorized Presence in Off-Limits or Restricted Areas</u></b> - Students in these areas without permission before school, during school, or after school dismissal. This offense can also occur during school-sponsored activities. | VW                     | PC     | VW                         | 2 days | VW                   | 4 days | VW                  | 5 days |
| <b><u>Littering</u></b>  | VW                     | PC     | VW                         | ISS    | VW                   | ISS    | VW                  | ISS    |
| <b><u>Failure to Attend Suspension Alternative</u></b>   | NA                     | NA     | NA                         | NA     | 1                    | 2      | 1                   | 2      |
| <b><u>Failure to Return Detention Note</u></b>   | OD                     | ISS    | OD                         | ISS    | OD                   | ISS    | OD                  | ISS    |
| <b><u>Running in Halls</u></b>   | VW                     | ISS    | VW                         | ISS    | VW                   | 3 days | VW                  | 3 days |
| <b><u>False Identification</u></b> - Refusal to give school personnel a correct name and/or proper identification or giving false identification information to school personnel.  | PC                     | 2 days | PC                         | 2 days | PC                   | 5 days | PC                  | 5 days |
| <b><u>Prank</u></b> – Minor actions that are intentional and result in the disruption of the educational environment.  | PC                     | 2 days | PC                         | 2 days | PC                   | 3 days | PC                  | 3 days |
| <b><u>Horseplay</u></b> – Minor actions that are impulsive and result in the disruption of the educational environment.  | PC                     | 2 days | PC                         | 2 days | PC                   | 3 days | PC                  | 3 days |
| <b><u>Loitering</u></b> - One or more individuals lingering in the hallways, intersections, lobbies, or other areas used for student movement.   | VW                     | LP     | VW                         | 2 days | VW                   | 3 days | OD                  | 5 days |

**Attendance Violations:**

|   | Primary<br>Grades PK-2 |      | Intermediate<br>Grades 3-5 |      | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|---|------------------------|------|----------------------------|------|----------------------|--------|---------------------|--------|
|   | Min.                   | Max. | Min.                       | Max. | Min.                 | Max.   | Min.                | Max.   |
| <b>Disciplinary Offense</b><br><b><u>Class Cutting</u></b> - Absence from class or other scheduled school activity during the school day.                     | PC                     | ISS  | PC                         | ISS  | OD                   | ISS    | OD                  | ISS    |
| <b><u>Tardiness</u></b> - Lateness to school or class. A 3 <sup>rd</sup> lateness to school or class will result in a detention requiring a parent signature. | PC                     | ISS  | PC                         | ISS  | PC                   | 2 days | PC                  | 2 days |
| <b><u>Truancy</u></b> - Unlawfully absent from school or classes for a school day or a portion of the student's school day.                                   | PC                     | ISS  | PC                         | ISS  | PC                   | 3 days | PC                  | 5 days |

**Technology/Telecommunications Violations:** Items confiscated as a result of a violation of this section require parent notification. Parents/guardians shall make arrangements to pick up confiscated item(s).

|   | Primary<br>Grades PK-2 |    | Intermediate<br>Grades 3-5 |        | Middle<br>Grades 6-8 |        | High<br>Grades 9-12 |        |
|---|------------------------|----|----------------------------|--------|----------------------|--------|---------------------|--------|
|   | Items                  | PC | Items                      | 2 days | Items                | 5 days | Items               | 5 days |
| <b><u>Unauthorized Use or Display of Electronic Communication Devices</u></b> -<br>Including, but not limited to cell phones, palm pilots, etc.   | Conf.                  |    | Conf.                      |        | Conf.                |        | Conf.               |        |
| <b><u>Network Access</u></b> – Using another person’s password or access privilege to gain network access.  | PC                     | LP | LP                         | 3 days | LP                   | 5 days | LP                  | 5 days |
| <b><u>Degrading or Disrupting Network Performance</u></b> – Creating, transmitting, or introducing computer viruses; or deliberately interfering with system performance.   | PC                     | LP | LP                         | 3 days | LP                   | EXP    | LP                  | EXP    |
| <b><u>Personal Gain/Illegal Activity</u></b> – Using the network for personal use related to business, financial gain, or illegal activities including but not limited to plagiarism, altering records, or assisting another in such actions. | PC                     | LP | LP                         | 5 days | LP                   | EXP    | LP                  | EXP    |
| <b><u>Obscenity/Profanity/Pornography</u></b> -<br>Transmitting, accessing, or receiving such material including but not limited to published material, photography, printed material or material stored or transmitted electronically.       | PC                     | LP | LP                         | 5 days | LP                   | EXP    | LP                  | EXP    |
| <b><u>Unauthorized Possession or Use of Entertainment Devices</u></b> - including, but not limited to, electronic entertainment devices, toys, laser pointers, music/game/video devices, ipods.   | Items<br>Conf.         | PC | Items<br>Conf.             | 1 day  | Items<br>Conf.       | 3 days | Items<br>Conf.      | 3 days |

**Traffic Violations:**

|  | Primary<br>Grades PK-2 |      | Intermediate<br>Grades 3-5 |      | Middle<br>Grades 6-8 |      | High<br>Grades 9-12 |        |
|--|------------------------|------|----------------------------|------|----------------------|------|---------------------|--------|
|  | Min.                   | Max. | Min.                       | Max. | Min.                 | Max. | Min.                | Max.   |
| <b>Disciplinary Offense</b><br><b><u>Parking Violations</u></b>                          | NA                     | NA   | NA                         | NA   | NA                   | NA   | VW                  | LP     |
| <b><u>Reckless Driving</u></b> – Driving in a manner that endangers persons or property. | NA                     | NA   | NA                         | NA   | NA                   | NA   | LP                  | 5 days |