



### **SMMS Vision Statement:**

Sudbrook Magnet Middle School will be the standard of excellence in providing a highly effective teaching and student-centered learning environment. We promote a culture of high expectations within a safe and orderly environment, as our rigorous, relevant and data-driven instruction will prepare students to compete in a global society.

*"Relentless in our Pursuit of Excellence in Academics, Character, and Leadership."*

# **SMMS' Code of Conduct**

## **2023-2024 School Year**

### **A. GENERAL PRINCIPLES OF SUDBROOK'S CODE OF CONDUCT**

Sudbrook Magnet Middle School's Code of Conduct has two main goals: (1) to ensure the safety of staff and students, and (2) to create an environment conducive to learning. Our School Code of Conduct is aligned with the Baltimore Public Schools Policies and Regulations, specifically "Student Conduct" policy #5500.

Our School Code of Conduct is part of a philosophy of discipline based on the premise of educating students about appropriate behavior, recognizing and rewarding appropriate behavior, having clear and predictable consequences that are applied consistently by staff, and making restitution and restoring relationships when misbehavior has occurred.

### **Code of Conduct Belief Statement**

We at Sudbrook Magnet Middle School, in partnership with home and community, dedicate ourselves to the goal of academic, artistic, and athletic success for all students. The faculty at Sudbrook Magnet Middle School welcomes the challenge of developing the Adolescent Child into a more independent, confident, and productive individual.

### **B. EXPECTATIONS FOR BEHAVIOR**

Our Code of Conduct is based on the three principles of Safety, Responsibility, and Respect. If students act in accordance with these principles, students will be within the rules of the school, and more importantly, students will increase their likelihood of experiencing personal success and satisfaction at Sudbrook. Again, it's all about: Safety, Responsibility, and Respect!

Students are expected to follow these expectations within the Code of Conduct. If students learn and follow the "SUDBROOK Expectations: Safety, Responsibility, and Respect", students will have the secrets on how to be successful at our school and in society. Below we have organized our Sudbrook expectations into four primary school environments with specific expectations for each environment. Each year students will be taught these expectations in the natural environment. These expectations will be reviewed periodically throughout the school year.

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## SUDBROOK MAGNET MIDDLE SCHOOL EXPECTATIONS:

Safety, Responsibility, Respect

### BUS

Code of Conduct	Classroom
<b>Safety</b>	<ul style="list-style-type: none"><li>• Stay seated</li><li>• Keep your hands to yourself</li></ul>
<b>Responsibility</b>	<ul style="list-style-type: none"><li>• Keep the bus clean</li><li>• Follow the bus driver's directions</li></ul>
<b>Respect</b>	<ul style="list-style-type: none"><li>• Keep voices low</li><li>• Show respect for others</li></ul>

### CLASSROOM

Code of Conduct	Classroom
<b>Safety</b>	<ul style="list-style-type: none"><li>• Keep hands and feet to myself</li><li>• Stay in assigned seat</li><li>• Follow safety procedures for entering and exiting the classroom</li></ul>
<b>Responsibility</b>	<ul style="list-style-type: none"><li>• Arrive in your classroom, seated, on time, ready to begin work</li><li>• Arrive in proper uniform</li><li>• Arrive with necessary materials and a charged device</li><li>• Complete daily assignments</li><li>• Accept direction and consequences the first time without arguing</li><li>• Ask questions regarding assignments</li><li>• When leaving the classroom, have a pass and return promptly</li></ul>
<b>Respect</b>	<ul style="list-style-type: none"><li>• Raise hand to speak</li><li>• Use appropriate language and gestures</li><li>• Listen politely to others</li><li>• Put away cell phone, air pods, earbuds, and headphones.</li><li>• Respect school property</li><li>• Save personal hygiene for the restroom</li></ul>



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|  | <ul style="list-style-type: none"><li>• Refrain from eating in the classroom</li></ul> |
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## CAFETERIA

Code of Conduct	Cafeteria
Safety	<ul style="list-style-type: none"><li>• Keep hands and feet to myself</li><li>• Follow directions given by ALL teachers/staff the first time.</li><li>• Stay in seat at assigned tables</li><li>• Walk</li></ul>
Responsibility	<ul style="list-style-type: none"><li>• Upon entering, move directly to the lunch line or assigned tables</li><li>• Accept direction and consequences without arguing</li><li>• Have a pass prior to lunch if attending a lunch bunch or visiting a teacher</li><li>• School device is put away</li></ul>
Respect	<ul style="list-style-type: none"><li>• Use appropriate language and nonverbal gestures</li><li>• Maintain appropriate volume</li><li>• Respect school property</li><li>• Silent at dismissal with all phones and electronic devices away</li></ul>

## HALLWAY / STAIRWELL

Code of Conduct	Hallway
Safety	<ul style="list-style-type: none"><li>• Keep hands and feet to myself</li><li>• Follow directions given by ALL teachers/staff the first time.</li><li>• Walk</li><li>• Put away distractions such as cell phone, devices, air pods, earbuds, and headphones.</li></ul>
Responsibility	<ul style="list-style-type: none"><li>• Move directly to class within the time</li></ul>

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	given <ul style="list-style-type: none"> <li>• Accept direction and consequences without arguing</li> <li>• Visit locker during designated times</li> <li>• When leaving the classroom, have a pass and return promptly</li> </ul>
Respect	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Use appropriate nonverbal gestures</li> <li>• Maintain appropriate volume</li> <li>• Respect school property</li> </ul>

### C. CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

If students violate the rules of Sudbrook Magnet Middle School, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. The selection of the appropriate consequence is solely at the discretion of the grade level administrator or principal. Students' parents will always be informed of the disciplinary consequence their child will receive.

#### 1. Detention

Students may be assigned a detention either during lunch or after school. The sole activity permitted during detention is silent study, student reflection, or activities to teach the corrective behavior. Failure to complete a detention may result in an additional teacher/administrative detention and possible Loss of Privileges/or Saturday School.

#### 2. Saturday School

You may be assigned a Saturday School. This program is an alternative consequence to an In-School Suspension and allows students the opportunity to fulfill disciplinary consequences without missing valuable class time. Saturday School is held from 8:30 a.m. – 11:30 a.m. every Saturday. The sole activity allowed in Saturday School is silent study. Failure to report to Saturday School or failure to follow the Saturday School Coordinator's directives will result in Loss of Privileges, and/or In-School Suspension. If a student misses an assigned Saturday School, they will be assigned one day of In-School Suspension. Saturday School may be rescheduled, at the discretion of the grade level administrator.

#### 3. Loss of Privileges (LOP)

As students advance through Sudbrook Magnet Middle School students may receive certain privileges, such as choice seating in the cafeteria, team/school celebrations, and participation in fun events and activities. However, students will forfeit these privileges if students do not comply with school rules. Along with other privileges, students who violate the Sudbrook Magnet Middle School Code of Conduct may lose the privilege of participating in extracurricular activities, such as but not limited to PBIS/SOAR events, field Days, grade-level field trips, grade-level social events, promotion ceremony, etc.

NOTE: Students must maintain satisfactory discipline, attendance, and academic record in order to retain privileges.

#### 4. In-School Suspension/In-School Support (ISS)



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The length of an In-School Suspension may vary from one period to 5 school days. If students are given a full-day In-School Suspension, students must report to the In-School Suspension room no later than 8:30 a.m. and remain there until 3:15 p.m. or until students are dismissed by the In-School Suspension Coordinator. This includes assemblies, field trips, etc. The sole activity permitted in this room is silent study. All of the provisions listed under "expectations for classroom behavior" apply to the In-School Suspension room. In addition:

1. Students will be allowed to leave the room only during specified restroom breaks
2. Students will have access to the lunch menu
3. Students will have access to SEL and MTSS support and activities
4. Students must complete all assigned coursework.

Failure to comply with any of these provisions will result in a parent conference and an extension of the In-School Suspension, Loss of Privileges, and/or suspension.

NOTE: Students are not allowed to participate in any athletic practice session or games, any co-curricular practice, rehearsal or performance, or after-school activity on the day of an In-School Suspension.

### **5. Out of School Suspension (OSS)**

According to Baltimore Public School Policies and Regulations, a student may be suspended for up to ten days for "conduct on school grounds or at a school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board". (See the section entitled "Student Conduct" for information on your rights regarding suspension). If you are suspended from school, you may not be on school grounds or attend any school function for any reason unless you have made prior arrangements with your grade-level administrator. You and your parents must have a conference with your grade level administrator prior to your return to class after suspension.

NOTE: A short-term suspension is the disciplinary removal of a student from school by the principal for up to but not more than three (3) school days. A long-term suspension is the disciplinary removal of a student from school by the principal for a period of four (4) through ten (10) school day.

### **6. Referral to the Principal**

If students should continue their inappropriate behavior despite efforts to correct it, or if students should commit a serious act that disrupts the school or endangers others, students may be referred to the principal. The principal will initiate a thorough review of your behavior and may determine the advisability of your remaining in school under your current program. In addition, the principal may assign an out-of-school suspension or suspension to the Student Conduct Hearing Officer with the recommendation for extended suspension, with a possible recommendation for an alternative placement or expulsion from Sudbrook Magnet Middle School.

### **7. Expulsion**

The Board of Education has the right to exclude any student where the Board of Education has cause to believe that the student engaged in "conduct on school grounds or at a school-sponsored activity that endangers persons or

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property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board". The principal may recommend to the Board of Education that expulsion proceedings be initiated. The Board has the authority to exclude a student from the student's regular school program for 45 school days or longer.

**NOTE:** Responses for Violations of the Code of Conduct Board of Education Policy 5550, Student Behavior Code, establishes standards for student behavior and disciplinary consequences for violations of those standards. School administrators have the authority to review and assess each individual situation to determine the type and number of interventions and supports to use if any, prior to imposing any disciplinary consequence. Students will be afforded due process when discipline is administered. The student shall: receive oral or written notification of the suspension charge(s); receive an explanation of the evidence supporting the charges; have the opportunity to respond to the charges and provide a version of the incident before discipline is imposed. In accordance with state regulation, a student whose presence in school poses a continuing danger to persons or property may be removed immediately from the school using the disciplinary process or in accordance with Policy 5561, School Use of Reportable Offenses.

## **D. SPECIFIC RULES AND CONSEQUENCES**

The following listing of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time their behavior is disruptive or inconsiderate of others. The list below is a guide; specific consequences will be assigned by the student's grade level administrator. Please recognize that these rules apply at all times while students are on or off school grounds and/or in proximity to the school, on school-sponsored field trips, on school buses, at bus stops, and while students are traveling to and from school. Students are responsible for following all rules and regulations contained in the Baltimore County Public School's Policies & Regulations and this Code of Conduct.

\*Note: It is expected that teachers establish and maintain appropriate standards of behavior and create a positive learning environment that shows a deep commitment to students and their success. As a way to independently address behavior issues, teachers will contact parents, assign detentions as necessary, and conference with students in order to restore relationships when misbehavior occurs.

## **CATEGORY I OFFENCES**

### **1. CLASSROOM CONDUCT**

#### **a. Disruptive Behavior**

Behavior that interferes with instruction is considered a serious violation of the Sudbrook Magnet Code of Conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of this disruption.

### **2. TARDINESS**

In order to maximize instructional time, students are expected to be in your classroom before the second bell (tardy bell) rings.

### **3. PERIOD/CLASS ABSENCES (Class Cutting)**

Students must attend all classes unless their absence is authorized. Not only is daily attendance required, but it is also essential for the successful completion of your coursework. Since we sincerely want students to succeed at SUDBROOK, we will respond to every unauthorized absence from a class.



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#### **4. DETENTIONS ASSIGNED BY TEACHERS**

A teacher may assign a detention for tardiness or inappropriate behavior in the classroom.

#### **5. POSSESSION OF ELECTRONIC DEVICES**

Students are extended the privilege of possessing cell phones, portable music devices, air pods/earbuds, and other electronic devices on school grounds; however, the school is NOT responsible for stolen or lost electronic devices. It is strongly recommended that students do NOT bring such devices to school. Whenever school is in session (8:15 a.m. – 3:15 p.m.), cell phones and other electronic devices may not be used except during lunch. These devices must be in the off position, not visible, and not audible. Failure to follow the cell phone/PED policy will result in the following consequences.

\*Note: Teachers who confiscate electronic devices will provide them to the child's grade-level administrator. Parents are required to come to school to collect the electronic device.

#### **6. CHEATING, PLAGIARISM\***

\*Plagiarism= copying from another student, using someone else's words (classmate or published author) without using quotation marks, and cutting and pasting from the internet.

#### **7. CONDUCT THROUGHOUT THE BUILDING**

During the school year, approximately 1050 people (Students, teachers, and staff) spend a significant portion of each day at Sudbrook Magnet Middle School. In order for our school community to function smoothly, each individual must observe certain standards of conduct around the building.

- a. Academic Hallway without a Pass: In order to ensure that there are no interruptions or distractions during instruction, students may not be in the academic hallways during class time without a pass from a staff member.
- b. Food and Beverages: The cafeteria is the only area of the building/grounds in which students are allowed to eat and drink. In order to ensure a clean and comfortable environment for all, students are asked to leave their table and floor around them clean and free from any trash when they are finished eating and deposit unfinished food and drinks in the garbage. Food and beverages are not allowed to leave the cafeteria unless students have written permission from a teacher or administrator. \*This does not include Grab and Go.
- c. General Hallway Behavior: Please observe the following rules in regard to the building:
  - Walk through the hallways
  - Do not loiter in hallways, bathrooms, gymnasium areas, or stairways
  - Stay to the right
  - Keep noise levels down (no yelling or screaming)

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- d. Littering: Students are asked to help maintain a clean and sanitary environment in the school and on school grounds. Please do not litter.
- e. Lockers: Although students are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. It is important that students keep all valuable possessions at home. Do not write on, kick, or abuse this school property as it will be considered vandalism.

Note: The school is not responsible for personal property stolen from lockers. Do not share lockers or give your combination to others. The school reserves the right to inspect and search lockers, desks, and other school property, without notice or consent.

## **8. Inappropriate Language or Gestures**

Vulgar, lewd, or obscene language and gestures have no place in an educational atmosphere.

## **9. Lying to School Personnel**

\*Note: Refusal to identify yourself, surrender your ID card, or lying about your identity will be dealt with as insubordination and lying, respectively.

## **10. Fighting**

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, “play-fighting”, verbal altercations, etc. will be considered as a category I offense regardless of the intent.

## **11. Dress Policy**

A POSITIVE, SAFE LEARNING ENVIRONMENT IS VERY IMPORTANT AT Sudbrook Magnet Middle School. In order to enhance our school’s instructional atmosphere, promote school pride, and achieve our school goals, a dress code is part of the enrollment standard. Students are expected to be in their Sudbrook uniform upon arrival to school and their departure from school. **All students are expected to follow Sudbrook’s dress code.**

### **OFFICIAL SUDBROOK SHIRTS WITH CORRECT STITCHING/EMBROIDERY.**

- Shirts may have no more than three (3) buttons on the front
- Shirts may **NOT** have cap sleeves
- Shirts may **NOT** have logos (Polo symbol, American Eagle symbol, butterflies, paws, etc.)
- Shirts may **NOT** be form-fitting, made of Lycra
- Pants, shorts, and skirts **SHOULD BE** khaki color and material. **NO** jeans, jeggings, cargo pants, yoga pants, etc.

In addition, the following items **are not allowed** to be worn on any occasion in school:

- **Slide-on Crocs, flip-flops, bedroom slippers, athletic slides, shower shoes, slide-on sneakers/shoes, or stilettos**

### **SMMS FALL AND WINTER ATTIRE:**





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- Official SMMS solid-colored full-zip and 1/4 lightweight fleece jackets, half-zipped pullovers, and full-zip and 1/4 sweatshirts. All items must have official Sudbrook insignia on the aforementioned attire. The only items that will be acceptable for Sudbrook **"Fall and Winter"** are the items that will be available via Sudbrook's online store.
- Official SMMS full-zip and 1/4 lightweight fleece jackets, half-zipped pullovers, and full-zip and 1/4 sweatshirts are not allowed to be worn around the waist.
- They should be the appropriate size for the student, and not overly baggy.
- No other outerwear should be worn in the classroom (coats, scarves, gloves, hats).
- Hood sweatshirts (hoodies), hooded jackets, windbreakers, etc., are prohibited during the school day. Students are allowed to wear these items to school and after school. During the school day, these items must be placed in the student's locker.

### ID BADGES

In accordance with Board Policy 3710:

- All students shall fully comply with all provisions of Board Policy 3710 and this rule.
- School administrators will annually advise students of Board Policy 3710 and this rule through appropriate means, including, but not limited to, as part of the Student Handbook presentation by administrators at the beginning of the school year, on the school system's Web site, and/or through other reasonable means.
- All students are required to wear the identification badge on the front of their person with a lanyard or clip at all times when on school property or when participating in school-sponsored activities.

Behavior	Consequences
First Incident	The teacher will remind the student of school rules/expectations.
Second Incident	The teacher will remind the student of school rules/expectations and will contact the parent via phone call or email.
Third Incident	Teacher Consequence
Fourth Incident (Referral to TL/Administrator)	Team Leader/Administrative Detention or Saturday School
Fifth Incident (Referral to TL/Administrator)	1-3 days ISS and/or Loss of Privileges
Sixth Incident and beyond (Referral to TL/Administrator)	1-10 days Out of School Suspension/Suspension to BCPS' Conduct Hearing Officer

\*Please note the examples above are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the behavior. Sudbrook's administrative team reserves the right to consider extenuating circumstances in determining disciplinary action and the sequence of consequences above may be skipped predicated on the infraction.

### Category II Offences

#### 1. Public Displays of Affection

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School is not the place for displays of affection. Hugging, kissing, and other PDAs detract from the seriousness of our academic institution and cause problems with hallway transitions.

## **2. Insubordination/Disrespect**

Students are asked to respond promptly to the directions of all staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of the Sudbrook Magnet Code of Conduct. Insubordination/disrespect that endangers persons and/or property is seriously disruptive to the school the environment will result in at least a three-day suspension up to a ten-day suspension with a possible recommendation for expulsion.

## **3. Vandalism and Theft**

Vandalism, theft, destruction of school property, and possession/sale of stolen materials are unacceptable and inconsistent with the “general principles” of our Code of Conduct. The consequence of those acts will depend upon the extent of the vandalism or theft.

## **4. Fighting**

Disputes between members of the school community should be resolved through proper channels. Fighting in this category is defined as students involved in a physical altercation by punching, kicking, hitting, biting, etc., another student in an attempt to settle a dispute or disagreement.

## **5. Bullying/Harassment/Intimidation**

Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bullying and/or intimidation of others may include but is not limited to any aggressive, or negative gesture(s), or written, (including via the internet), verbal, or physical behavior that places another person in reasonable fear of harm, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school environment. *Students who exhibit a significant pattern of intimidation/ bullying will be recommended for expulsion.*

Behavior	Consequences
First Incident	The teacher will remind the student of school rules/expectations and will contact parent via phone call or email.
Second Incident (Referral to TL/Administrator)	Team Leader/Administrative Detention or Saturday School
Third Incident	Team Leader/Administrative Detention or Saturday School
Fourth Incident (Referral to TL/Administrator)	1-3 days ISS and/or Loss of Privileges
Fifth Incident (Referral to TL/Administrator)	1-10 days Out of School Suspension/Suspension to BCPS' Conduct Hearing Officer

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### Category III Offences

#### 1. Dangerous Conduct

Any action which endangers the safety or well-being of individuals will not be tolerated. As a general principle, such actions will result in at least a three-day suspension up to a ten-day suspension, and Loss of Privileges, with a possible recommendation for expulsion. Students who engage in dangerous conduct may also be referred to law enforcement authorities.

Examples of conduct that is considered dangerous and prohibited include but are not limited to the following: sounding a false fire alarm, assault, possession of a weapon, unauthorized possession, selling or consumption of dangerous drugs, narcotics, or alcoholic beverages, possession of drug paraphernalia, violation of any Federal or State law, and causing serious physical harm to a student or staff member. Furthermore, if students have knowledge or have reason to believe that the safety of a member of the school community may be at risk, students must immediately contact their grade-level administrator.

#### 2. Fighting

Disputes between members of the school community should be resolved through proper channels. Fighting in this category is defined as students involved in a physical altercation by punching, kicking, hitting, biting, etc, another student in an attempt to settle a dispute or disagreement.

- Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional).

#### 3. Bullying/Harassment/Intimidation

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Behavior	Consequences
First Incident (Referral to TL/Administrator)	1-3 days ISS, 1-10 days Out of School Suspension, or Suspension to BCPS' Conduct Hearing Officer
Second Incident (Referral to TL/Administrator)	1-3 days ISS, 1-10 days Out of School Suspension, or Suspension to BCPS' Conduct Hearing Officer
Third Incident (Referral to TL/Administrator)	1-3 days ISS, 1-10 days Out of School Suspension, or Suspension to BCPS' Conduct Hearing Officer

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