

POTOMAC MIDDLE SCHOOL

2019-2020

“Staff, Students, and Parents Working Together as One”

3130 Panther Pride Drive
Dumfries, Virginia 22026
Phone: 703-221-4996
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Office Hours: 7:30 AM – 4:00 PM

Student Handbook

Potomac Pledge:

We are the Potomac Panthers. We are a community whose members know that they are valued and respected. We will choose each day to strive for excellence: in our school, in our friendships, and most importantly, in ourselves.

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Potomac Home Page: <https://potomacms.pwcs.edu/>

NAME _____

TEAM/GRADE _____

HOMEROOM TEACHER _____

BUS No. _____

LOCKER No. _____

This Potomac agenda is school property and should not be folded, bent, torn or mutilated. Students must carry this agenda always.

DAILY SCHEDULE

START	END		COURSE	TEACHER	ROOM#
		<i>Core 1</i>			
		<i>Core 2</i>			
		<i>Core 3</i>			
		<i>Core 4</i>			
		<i>Independent Study</i>			
		<i>Music</i>			
		<i>PE</i>			
		<i>Q1</i>			
		<i>Q2</i>			
		<i>Q3</i>			
		<i>Q4</i>			
		<i>Lunch</i>			
					<i>CAFETERIA</i>

WELCOME

We, the staff and administration of Potomac Middle School, welcome you and look forward to another successful school year. We are dedicated to establishing significant relationships with all students to maintain and improve their academic achievement.

MISSION STATEMENT

“Staff, Students, and Parents Working Together As One”

VISION STATEMENT

Potomac Middle School, as a professional learning community, will push our students to the highest levels of academic achievement, social, and emotional growth through maintaining high expectations for its stakeholders. In a caring, structured, and supportive environment, we will remain a culture that empowers, motivates, and expects excellence for the students and from the parents and staff as role models.

POTOMAC HONOR CODE

As a member of the Potomac Middle School community, I must honor my fellow members by pledging to keep us safe from harm. I am honor bound to tell a staff member any information that I may have concerning any illegal or dangerous activity which could bring harm to anyone.

As a member of the Potomac Middle School community, I must refrain from all forms of academic dishonesty such as cheating, sharing homework, and/or plagiarism. I am responsible for giving due recognition of sources from which material is quoted, summarized, or paraphrased as well as persons from whom assistance has been received.

POTOMAC DRESS CODE

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. **Students who are improperly dressed will have an opportunity to redress.** Students are expected to adhere to the following:

- No hats, bandanas, sunglasses, or headgear inside the school.
- Oversized, “bulky” outer wear may not be worn to classes; students may wish to keep a sweater or sweatshirt with them. **Pants must be worn above hips at all times.**
- No revealing attire which exposes undergarments, midriffs, etc. Any holes in shirts and/or pants cannot be in areas that would normally be covered by school appropriate shorts or a tee shirt.
- No clothing or jewelry with profanity, suggestive symbols or language promoting drugs, alcohol, sex, death, or violence.
- Tops with oversized openings are not permitted.
- Leggings, jeggings, yoga pants may be worn along with the appropriate covering
- No cleavage shall be visible at any time.
- No pajamas/sleepwear or lounge wear
- No slippers, shower shoes, or slides. Shoes must have backs to them

The Principal has the right to include additional items as deemed necessary.

Exceptions to the clothing regulations are granted to conform to the religious beliefs of the students, health needs, or other legitimate concerns.

STUDENT AGENDA HANDBOOK

This Student Agenda Handbook is to be used as a means of communication between the home and school as well as a student’s record of homework. An Agenda is provided to each student. Students are expected to carry this Agenda with them daily and whenever in the hallway outside of normal transition times. If it is lost, students can replace their agenda at a cost of \$10. ***The Student Agenda Handbook is considered school property and therefore, all pages should be kept intact and not removed from the Student Agenda Handbook.***

EMERGENCY CARD

An Emergency Card must be on file for every student. Parents are required to list an emergency contact person(s) with a valid telephone number. This must be available during the school day. As the information changes (such as employer, address and telephone numbers for parents), please take the time to update this information on the HUB and notify our main office. This is important as this information is utilized in cases of illness or injury to a student while at school.

LOCKERS

All students are assigned their own locker. Students are responsible for the conditions and up keep of their locker. All students are expected to follow the guidelines below or are subject to having their locker privileges suspended or revoked for a period determined by the administration.

1. Locker sharing is prohibited. Combinations should be kept private.
2. Do not put any items in your locker that are prohibited on school grounds.
3. Lockers should be kept clean and organized.
4. No open drink containers or unwrapped food. No glass containers. No flammable liquids to include cologne/perfume.
5. Locker damage due to abuse is the responsibility of the student. Kicking, slamming, etc. will not be tolerated.
6. **Locker issues cannot be used as an excuse to be late to class.** If there is a problem, a student should report to the next period teacher and follow the teacher's instructions.

CELLULAR PHONES

Cell phones must be off and in lockers unless they are being used for educational purposes. "Off" does not mean "silent" or on "vibration."

BOOK BAG AND PURSE POLICY

Students may bring book bags and purses to and from school but may not carry the book bags to and from classes during the day. These must be stored in lockers. When necessary, a student will be given a pass to go to his/her locker to get a purse/book bag before using the restroom. This book bag and purse policy has been established to help students organize themselves for their classes and to promote a safer environment. Drawstring bags and similar types of bags may only be used to carry clothing to and from Physical Education classes. Oversized purses will also not be allowed as determined by administration.

BUS TRANSPORTATION REGULATIONS

Should an incident occur on the bus, notify administration immediately so that the bus video recording from the county's transportation can be secured.

Riding the school bus *is a privilege*. Improper conduct on the bus will result in that privilege being revoked. Parents may transport their children to/from school. Students who wish to ride a bus other than his/her regularly scheduled bus or who need to disembark at a different stop must follow these steps:

- ◆ **Bring a parent signed note requesting a change to the Main Office before homeroom.**
- ◆ **The following information is required on the note: student's name, friend's name and the bus number**
- ◆ **Bus passes should be picked up during lunch in the cafeteria**
- ◆ **Present the Potomac Bus Pass to the driver when boarding the bus.**
- ◆ **Questions regarding bus routes and schedules can be answered by transportation (703-445-1240 option .1).**

Inappropriate behavior at the bus stop WILL result in denied access to riding the school bus.

ATTENDANCE

Attendance is recorded daily and by periods. Attendance is recorded on the interims and report cards. Parents who have concerns or questions about a child's grades, conduct, effort, or absences should contact the individual teacher or team.

ATTENDANCE LINE

To access the attendance line, please call 703.221.4996 anytime day or night. Speak clearly when leaving your message. The following information is needed when calling:

- Student's Name
- Date of absence
- Reason for absence

Please remember to follow up with a written absence note signed by a parent/guardian when the student returns to school.

TARDY POLICY

Students are expected to be in their assigned homeroom by the morning tardy bell. Those who arrive after this time are considered tardy to school and must check in at the Main Office. Excused tardies are defined as illness, medical, or dental appointments, emergency conditions in the home, or extenuating circumstances as judged by the administration. To be considered as a full day, a student must be in attendance from the beginning of the school day to 11:30 AM or 11:30 AM until the end of the day, to participate in extracurricular activities.

1st Tardy:	Verbal Warning
2nd Tardy:	Verbal Warning/Parent Contact
3rd Tardy:	Teacher Detention
4th Tardy and subsequent tardies:	Disciplinary referral

PRE-ARRANGED ABSENCES OF 3 OR MORE DAYS

Students must bring a note to the office prior to the absence for approval by the administration. Students with pre-arranged absences are responsible for obtaining and completing missed work.

EARLY LEAVE POLICY

Students who are leaving early need to bring a note signed by the parent or guardian stating the reason and time of dismissal to the office first thing in the morning for processing. All students must be escorted from the building by a parent, guardian, or other individual designated on the emergency card.

MAKE- UP WORK

Students are responsible for making up missed work due absence from school. Students have the number of days missed plus one to complete all make-up work. Students may gather work through the teacher's class pages on the school website. (<https://potomacms.pwcs.edu/>).

SCHOOL SAFETY

A SAFE SCHOOL ENVIRONMENT

- No drugs, alcohol, or tobacco products.
- No weapons or anything that can be used as a weapon. Some jewelry (chains and spike-like) can be confiscated.
- No fireworks.
- No unauthorized cell phones/entertainment devices, personal computers, photography or recording devices during the day.
- No odor causing agents such as stink bombs, air freshener, etc.
- All medicine must be kept and taken to the Nurse's office with the appropriate documentation.

FIRE DRILLS

State law requires the quick and orderly evacuation of the building during an alarm. When the alarm sounds, follow adult instructions leave your classroom and WALK SILENTLY in a single file, through the exit to the designated waiting area. Your teacher will call roll to make sure everyone is accounted for when your class is safely outside. An administrator will give a signal to teachers indicating "all clear" to return to the building.

CLASS CHANGES AND HALLWAY SAFETY

To keep hallway noise and confusion to a minimum, students are always asked to walk to the right. Students should take care of bathroom and water needs before arriving to the next class.

SCHOOL VISITORS

ALL VISITORS MUST CHECK IN AT THE MAIN OFFICE. Parents wishing to visit their child's classes must submit a request at least 24 hours in advance to the Principal's secretary. Visitors are welcome, but only with a pre-arranged appointment. This is to minimize disruption to instruction and to provide a secure environment. Visitors must always wear a visitor's pass. Student visitors are not permitted during school hours or at social events.

STUDENT SERVICES

SCHOOL LIBRARY

The school library is open from 7:50 a.m. to 2:50 p.m. each school day and approved after school times. The library is available to all Potomac students for class work, reference research, and leisure reading. The following rules apply:

- During class time, to use the library, a student must have a valid written pass. Books may be borrowed for up to two weeks.
- A book may be renewed once, if no one else has reserved it.
- No student may check out more than two books at any one time.
- Students must pay for lost or damaged books before being allowed to check out new ones.

TEXTBOOKS

Textbooks are issued to each student for academic classes. Students are responsible for covering and maintaining them in good condition. Students are responsible for the cost of lost or damaged textbooks. A replacement textbook will not be issued until restitution is made.

GUIDANCE

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, information on occupations and careers; middle and high school transition, developing plans to improve academic achievement, after-school tutorial services, peer mediation and personal counseling. Students are assigned to a counselor. The guidance secretary will assist you in making an appointment with your counselor. **Students must have a pass from their teacher to go to the guidance office.**

TELEPHONES

Students who need to use a phone during school hours should report to the Main Office. The Main Office staff will decide if the call needs to be made at the time of the request. Arrangements for after-school transportation must be made before arrival at school. Student's cell phones must be off and stored in their lockers during school hours.

MEDICATION

If a student needs to take medication, it must be kept in the school clinic and a Medication Authorization Form (available on our school site and in the Main Office) must be on file. All medication including cough drops, must be administered through the clinic. **Parents must deliver the medication to school.**

SPECIAL MEDICAL CONDITIONS

To be better accommodate, students who have special medical conditions that will require additional access to the bathroom, possess water, etc. in the classroom, please provide the school nurse with written documentation from a medical doctor.

SCHOOL STORE

The School Store will open each morning from 7:50 a.m. - 8:05 a.m. Most school supplies can be purchased in the School Store.

COMPUTER LAB

Students are to be monitored by a staff member while in the computer lab. **Students are not allowed in the lab without adult supervision.** Computers should only be used for valid educational purposes and only with the approval of a school staff member. Students should follow the posted rules in the lab.

LOST AND FOUND

- Please LABEL or MARK ALL PERSONAL ITEMS - including coats, jackets, shoes, and book bags. **Use of permanent ink is recommended. Items are discarded quarterly.**
- Lost valuables will be kept in the designated lost and found area.
- All textbooks should have the student's name in ink inside. They will be returned to the teacher.
- Securing the locker, checking for all possessions before leaving class, and good organization help to prevent loss. Labeling helps with the return of lost belongings.
- See your P.E. instructor for lost gym uniforms or other items lost during P.E.

STUDENT ACHIEVEMENT

REPORT CARDS AND INTERIMS

Report cards are issued four times during the school year.

An incomplete grade is given only in those cases where a student has been unable to complete assignments due to illness, emergency, or pre-arrangement. An incomplete grade on a report card becomes an "F" if work is not completed within three weeks of beginning of the next marking period. Makeup work is the responsibility of the student. **During each grading, period a student who has a passing grade but does not complete 65% of the assigned, evaluated work will be subject to a failing grade of 64%. Students are expected to complete ALL assignments.**

ACHIEVEMENT GRADES

6th and 7th – Four-point letter grading scale is used. Assignments earn letter grades which have values between zero and four.

8th- The high school 100% scale is used. Assignments earn numeric scores which are converted to letter grades.

GRADING SCALE

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D+	67-69
D	60-66
F	0-59

CONDUCT GRADING SCALE

0 = Outstanding

- Shows leadership in social situations
- Encourages others to demonstrate appropriate behavior
- Seeks self-improvement

S = Satisfactory

- Follows rules
- Acts appropriately to situations
- Demonstrates self-control

U = Unsatisfactory

- Conflicts with rules
- Physically harmful to others
- Extreme emotional outbursts
- Embarrasses or discomforts others
- Excessive absences and/or tardies

Parents who have concerns or questions about a child's grades, conduct, effort, or absences should contact the teacher for a team conference. Team conferences are the mechanism used to be sure that all parties have a clear understanding of how to address student needs. Conferences will be facilitated by team leaders or guidance counselors and administration if needed or as directed by the Principal.

Incentives for students will be awarded based on attendance, conduct, and academic achievement. Criteria for incentives will be determined by the administration and staff at Potomac Middle School.

HOMEWORK POLICY PWCS Regulation 663-1

The purpose of homework is to provide:

- Pre-learning opportunity to organize new information or build interest in an upcoming topic, or build interest in an upcoming unit of study;
- Practice for applying new knowledge and skill;
- Revisit knowledge and concept for review; and
- Prepare for an upcoming assessment.

For students in grades 6th-8th, homework should be assigned Monday - Thursday for approximately 60 to 80 minutes.

Homework may consist of out-of-class activities or projects which enrich, enhance, and extend a school experience.

EXAMS

Exams are given only to those students taking high school courses for a Carnegie unit of credit (Algebra I, Geometry, French I or Spanish I). The high school numerical grading scale will be used for middle school students taking these Carnegie unit classes.

PRINCIPAL'S HONOR ROLL:

A student must earn an "A" in achievement in each class in which he/she is enrolled.

HONOR ROLL:

The student must have a "B" average with no more than one "C" in achievement. There must be at least one "A" to bring the "C" to a "B" average. An honor roll list will be published at the end of each nine-week grading period.

PANTHERS OF THE MONTH

The Panthers of the Month are a group of students who are chosen by their team of teachers to participate in an activity with the principal. These students are students who complete assignments, have exemplary conduct, and strive to be good citizens. A group is chosen each month by each team.

ACADEMIC PROBATION

A student is placed on academic probation for four and a half weeks if he/she receives an "F" achievement grade in two or more subject areas. A student on academic probation is prohibited from participation in all extra-curricular activities, clubs or organizations, dances, and attendance at after school events. Academic probation lasts from the time report cards/interims are distributed until the next report cards/interims are issued. (See page 11, Academic Eligibility for Sports)

CONDUCT PROBATION

A student is placed on conduct (social) probation for four and a half weeks if he/she receives a "U" in conduct in two or more subject areas. A student on conduct probation is prohibited from participation in all extra-curricular activities, clubs or organizations, dances and attendance at after school events. Conduct probation lasts from the time report cards/interims are issued until the next report cards/interims are issued. A student may be placed on conduct probation by an administrator for a referral or number of referrals.

CAFETERIA EXPECTATIONS

Food and drink are not to be carried outside the cafeteria. Any student who misbehaves in the cafeteria by being out of bounds, running, cutting in line, throwing food, deliberately making and/or refusing to clean up a mess, refusing to return tray, etc. will be subject to disciplinary action, which may include cafeteria clean up duty, detention or suspension. This procedure ensures that the cafeteria is orderly and properly monitored.

CLUBS/ACTIVITIES/SPORTS (subject to change)

Club activities will be announced as sponsors become available. Please check the school newsletter or website for this information.

SPORTS

SEASON I - September & October

Football Girls' Track
Boys' Soccer Girls' Volleyball

SEASON II - November & December

Girls' Basketball

SEASON III – January, February, March

Boys' Basketball Wrestling

SEASON IV – April & May

Baseball Softball
Boys' Track Girls' Soccer

ACADEMIC ELIGIBILITY RULES FOR SPORTS

All Potomac students are eligible to try out for Potomac Sports Teams. All eligible students who have a current and completed PWC Physical Form on file, must then attend the PWC mandated Concussion Training with his/her parent/guardian. If a student fails more than one subject for the nine-week reporting period and/or has more than one "U" in conduct/work habits, the student shall be declared ineligible for sports participation during the next grading period. This rule applies to practice as well as game participation and is effective the day after report card distribution. Interim reports will allow ineligible students meeting eligibility criteria to try out for the next sports' season. The student may practice but may not participate in scheduled games until the academic standard is met at the end of the reporting period (the day after grades are due). Ineligible students who become eligible after team selection may not join a team.

If a student, on an Athletic Team, does not dress out or participate in PE the day of a game/meet/match or practice, he/she is not permitted to attend the after-school activity. He/she is deemed ineligible for the event on that date.

DISCIPLINE PLAN

To make sure that the school environment is conducive to learning, a **FIRM** but **FAIR** progressive discipline plan will be put in place. The primary aim of this plan is to clearly define policies, procedures, and consequences for infractions to create a safe and secure learning environment.

GLOSSARY OF POTOMAC DISCIPLINARY ACTIONS

Detention	Facilitated by teacher; may be assigned before school, during lunch, or after school Parent is responsible for transportation
In-School Reflection (ISR)/ Restorative Practices	In-School Reflection/ Restorative Practices gives students the opportunity to reflect on their behavior. Students will receive reflection activities to complete before being allowed to return to class. The goal is to have the student to modify the behavior and get back into the business of learning. Before officially suspending a student, at Potomac Middle School, we choose to take a reflective and positive approach to modifying a student's behavior.
In-School Suspension (ISS)	Held during school hours only Students receive content work that has been provided by the teacher. However, this may or may not be current classwork. It is the responsibility of the student to get the current work from the classroom teacher. Student may ride school bus Students assigned to ISS will not be allowed to attend /participate in after school activities on the day (s) assigned. Students who do not cooperate in ISS will be assigned OSS or other disciplinary action determined by administrator. Students who are absent on the date(s) assigned to ISS will be re-assigned when they return to school. If school is not in session on the day(s) of an assigned ISS, students will be reassigned. PLEASE NOTE: ISS is an official school suspension and will go into the student's permanent discipline file.
Out-of-School Suspension (OSS)	Student is not permitted on school property and considered an unexcused absence. If school is not in session on the day(s) of an assigned OSS, students assigned OSS will automatically be reassigned OSS for the next day(s) that school is in session. Five days of OSS within a nine-week period <u>could</u> result in failure for the marking period if satisfactory work is not produced and turned in within the time allocated by the classroom teacher.

Remember, at PTMS, we want to keep our students in school! We can't teach you if you're not present and available to learn. Always choose to stay and learn.

The Rules and Consequences Chart is merely a guide. Administration reserves the right to assign an appropriate consequence for the behavior.

If a student stays after school for an activity or event and is not picked up in a timely fashion, it is possible that the student will not be allowed to attend that event in the future.

Any form of self-mutilation will not be tolerated. Incidents such as this will be handled on a case by case basis with appropriate discipline.

Potomac Rules and Consequences

Infraction	1st Offense	2nd Offense	3rd Offense
Academic Violation (ex. Cheating)	Zero for work; Parent contact teacher; referral	Zero for work; Parent contact administration; detention	Zero for work; ISS 1-3 Days
Altercation, Minor Physical (ex. Slamming locker, pushing/shoving, play fighting, Horse playing)	Referral; Administrative Conference; Detention	1-3 days ISS or 1-2 days of OSS depending on severity	OSS 1-3 Days
Assault against Staff (No weapon)	OSS 5 Days; Principal's Hearing Legal Action		
Assault against Staff (With weapon)	OSS 5 Days; Principal's Hearing Legal Action		
Assault Against Student (No weapon)	OSS 5 Days; Principal's Hearing Legal Action		
Assault Against Student (With weapon)	OSS 5 Days; Principal's Hearing Legal Action		
Assignment Incomplete (ex. Not prepared for class)	Warning/ Parent – Teacher Contact	ISR/ Parent-Administration Contact	3 rd Offense: Parent/Administrative Conference; Detention
Bullying, Physical or Verbal (ex. Closing Lockers, kicking books, hiding belongings, cyberbullying, spreading rumors, derogatory remarks)	Counseling and Administrative Conference; Detention	ISS 3 Days or 1-2 days Depending on severity	5 Days OSS; Principal's Hearing
Bus Violation (ex. Out of seat, loud on bus, not seated properly)	Warning and/or assigned seat	3-5 Days off bus	6-10 Days off bus (further referrals loss of riding bus privilege for the year); Administrative Conference
Cafeteria Violation (ex. Throwing food, cutting line, running in cafeteria)	Lunch Detention	Detention and assigned seat	ISS
Cellular Phone Electronic Devices	Parent Contact, Confiscation –return to the student at the end of the day	Confiscation-return to the parent; Detention	Confiscation-return to the parent, Detention Student loses cellphone privilege in school
Defiance of Authority/Insubordination	ISR or 1 Day OSS depending on the severity	OSS 3-5 Days	OSS 5 Days (Principal's Hearing)
Disrespect (ex. Walking Away, talking back etc.)	ISS 1-3 Days	OSS 1-3 Days	OSS 5 Days (Principal's Hearing)
Disruption, Classroom	Detention	ISS 1-3 Days	OSS 1 Day
Dress Code Violation	Parent Contact, Change outfit	Parent Contact, Change outfit and Detention	
Drugs	5 days OSS a Principal's Hearing		
Fighting, No or Minor Injuries	OSS 3-5 Days; Principal's Conference	5 Days OSS; Principal's Hearing	

Fire Alarm, Setting off false	5 Days OSS; Principal's Hearing; Legal Action		
Fire Damage by fire crackers, cherry/stink bombs etc.	5 Days OSS; Principal's Hearing; Legal Action		
Horseplay/Inappropriate Behavior (Disruption during non-instructional/ instructional time to include extracurricular activities)	ISR or Detention depending on severity	Detention	ISS 1-5 Days
Inappropriate Personal Property	Confiscate- Return to parent	Confiscate- Return to parent	Confiscate- Return to parent
Lighter Possession, Tobacco Use, Tobacco Possession, Tobacco Distribution	Confiscation; OSS 2-5 Days; Referral to Focus on Tobacco	Confiscation; OSS 5 Days; Principal's Hearing	
Misrepresentation (ex. Forgery, false information)	Parent Contact, ISR	Parent Contact	
Obscene/Inappropriate Language/Gestures	ISR and/or Detention	Parent Conference and Detention	OSS
Obscene/ Disruptive Literature., Possession	Confiscate; return to parent, ISR	Confiscate; return to parent; Detention	Confiscate; return to parent; Detention
Other Code of Behavior Violation (ex.-Name left by substitute for disciplinary reasons)	Detention	Detention	Detention
Out of Bounds	Warning and Parent Contact	ISR	Detention
Pantsing	OSS 3-5 Days	OSS 5 Days; Principal's Hearing	
Pulling a chair from under a person	OSS 1-2 Days	OSS3-5 Days	OSS 5 Days; Principal's Hearing
Running In the hallways	Warning	Detention	Detention
Skipping Class	ISR 1; Administrative Conference	Detention; Administrative Conference	ISS 2-5 Days
Skipping Detention	ISS 1 Day	OSS 1 Day; no longer Assigned Detention	OSS 2-5 Days
Skipping School	Parent Contact	Parent Contact and; Administrative Conference	
Technology Misuse	Parent Contact and /or Detention	Parent Contact and ISS	OSS and student lose privilege of Technology usage
Theft, School, Staff, Student Property	Parent Contact, Restitution, and Detention	Restitution; 3 Days Detention	Restitution/ OSS 5 Days; Principal's Hearing
Trespassing	Parent Contact and Warning	Legal Action	
Vandalism	Restitution and Community Service	Restitution, Detention and Community Service	Restitution, OSS, and Community Service
Weapons Found	OSS 5 Days; Principal's Hearing; Legal Action		