

Bells Mill Elementary School

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Office of the Principal

August 2009

Dear Parents:

Each Montgomery County Public School is required to have a written local discipline code that is reviewed annually.

The county and local school policies require parents to share responsibility for their children's behavior at school. This means letting children know what you expect of them at school, coming to school for conferences, and helping children understand that rules must be made and enforced for the good of all children.

The school staff must understand children's needs and meet them insofar as possible. We must be fair, firm and consistent in applying the local discipline code. By working together, Bells Mill will continue to be a safe, happy, productive school for your children.

Attached is a copy of Bells Mill's discipline policy that has been discussed in each classroom. Please discuss it with your child at home and return the tear-off form to your child's teacher.

Sincerely,

Jerri B. Oglesby
Principal

La Tricia Thomas
Assistant Principal

Attachments

Please sign and return this tear-off to your child's teacher.

I have discussed the school discipline code with my child.

Child: _____

Parent: _____

Date: _____

**Bells Mill Elementary School
Discipline Policy 2009-2010**

PHILOSOPHY

We believe that the most important function of our school is learning. Our goal is to provide a stimulating, pleasant, and educational atmosphere at Bells Mill Elementary School. The purpose of discipline is to strengthen behaviors that will enable the child to grow and appropriately cope with similar experiences in the future.

Bells Mill's discipline policy is geared toward this goal of learning. The policy is designed to reflect a balance between the responsibilities and rights of the individual and the group and to inform students, staff, and parents/guardians of the expectations for behavior at school.

In order to have effective management in the educational organization at Bells Mill, there are four criteria that need to be followed to bring about the consistency and fairness we are seeking in dealing with children's behavior. They are:

RESPECT AND RESPONSIBILITY FOR ONESELF

All children will try to avoid situations that could bring about physical or mental harm to themselves.

RESPECT AND CARING FOR THE RIGHTS OF OTHERS

Each child will avoid situations that could bring about physical harm to others.
Each child will show respect towards others in words and actions.

RESPECTFUL AND RESPONSIBLE GROUP BEHAVIOR

The children will enable other students in the group to pursue their educational experiences without interferences.

RESPECTFUL AND TRUSTWORTHY ATTITUDES TOWARD PROPERTY

Children will use materials and property in a manner in which they were intended to be used.

Hopefully, through this discipline policy, we can help children mature into happy, self-disciplined, and self-reliant children capable of behaving in an appropriate manner.

Together Everyone Achieves More

RIGHTS AND RESPONSIBILITIES

Students: *Students have the right to a public school education in an environment conducive to learning. They are expected to do the following:*

1. Attend school and classes regularly, to arrive on time, and to fulfill to the best of their abilities the Montgomery County Public Schools (MCPS) objectives.
2. Understand and observe the rules of the school.

Parents: *Parents have the right to expect that the school will address the learning needs of their children. Parents are expected to do the following:*

1. Send their children to school regularly, on time, and prepared to work.
2. Respond to communications from the school pertaining to their children.
3. Understand and support the fair, consistent administration of school rules and policies.

Teachers: *Teachers have the right to work in an atmosphere of respect with the support and guidance of the administration in maintaining high professional standards. Teachers are expected to do the following:*

1. Work with students so they understand the objectives and what they are expected to learn. Encourage and help the students understand and support the rules of the school.
2. Know and enforce consistently and fairly the rules and policies of the school.
3. Maintain communication between home and school.

Principal: *The principal, with the cooperation of staff, students and parents, will work to achieve the objectives of MCPS and Bells Mill Elementary. The principal is expected to do the following:*

1. Make known and interpret to students, parents and staff the MCPS discipline policies and the local school discipline policy.
2. Implement specific plans for effective student, parent and staff participation in the formulation and review of the local school discipline policy.
3. Guide and support all building personnel in maintaining appropriate and effective discipline.
4. Confer with staff, students and parents on discipline matters.

STATEMENT OF DISCIPLINARY ACTION

All disciplinary actions begin with a staff-student conference. The next step might include a conference with administrator-student, administrator-parent, or any combination necessary and appropriate.

The intermediate steps might include detention (during or after school, where parents will be notified 24 hours in advance and will be required to provide transportation), work details relating to infractions, or elimination of student privileges. For serious infractions, initial steps may be by-passed. The most severe infraction of the discipline policy could lead to suspension or expulsion.

DUE PROCESS

All appeals of disciplinary action should begin with the staff member who made the decision. The student has the right to appeal a decision to the principal. The principal shall hear the appeal within three school days and notify the student/parent of his/her decision.

The decision of the principal may be appealed to the Associate Superintendent.

1. All appeals of a decision should begin with the staff member making the decision.
2. Students may appeal a decision to the principal.
3. The principal hears the appeal within three school days and notifies the student/parent of his/her decision.
4. The decision of the principal may be appealed to the associate superintendent (see “Student’s Rights and Responsibilities” for procedure).

INFRACTIONS AND CONSEQUENCES – CHART OF ACTION

TYPE OF BEHAVIOR	MINIMUM CONSEQUENCES	MAXIMUM CONSEQUENCES
Absences – Excessive/Unexcused	Parent contact	Contact Pupil Personnel Worker
Bullying/teasing another student	Time out Referral to the Counselor Parent Contact	Suspension
Bus Behavior	Parent contact Time-out	Loss of bus privilege
Destruction of Public Property (Vandalism)	Suspension, restitution, and/or police referral	Expulsion, restitution, police referral
Disruptive Behavior in Class	Removal from situation Time-out	Suspension
Entering School Building before or after school hours 8:50 a.m. – 3:30 p.m.	Teacher-student conference	Parent contact
Exhibiting Unsafe Behavior	Teacher-student conference Time-out	Principal-student conference
Fighting	Teacher counseling Time-out	Suspension
Inappropriate Language (profanity, ethnic slurs)	Teacher counseling Time-out	Parent contact/conference at school/suspension
Intoxicants on School Property	Confiscation Mandatory suspension	Must be recommended for expulsion by the principal without exception
Laser Pointers/possession of:	Confiscation/Parent contact	Confiscation/Parent contact
Lunch/Recess Behavior	Removal from situation Time-out	Parent contact
Off School Grounds Without Permission	Parent contact	Parent conference at school Suspension
Bringing Inappropriate Items To School (No Toys or electronic devices –CD players, gameboys, etc.)	Confiscation Parent Contact	Confiscation, Parent called, Parent must pick up at school.
Physical Attack on Student or Staff	Suspension	Expulsion
Pornography – Possession of or creating lewd pictures	Parent contact Time-out	Suspension
Violent Physical Attack on a Staff Member	Expulsion Police referral	Expulsion Police referral
Refusal to Obey School Rules	Removal from situation Time-out	Suspension
Running	Teacher-student conference	Principal-student conference
Sexual Harassment	Parent contact/conference	Expulsion
Storing, Possessing, or	Mandatory suspension	Must be recommended for

Carrying Dangerous Weapons		expulsion by the Principal without exception
Tardiness	Parent contact	Contact Pupil Personnel Worker
Theft	Teacher counseling Parent contact	Suspension
Plagiarism	Staff/student conference	Suspension
Bomb/Facsimile Possession or Bomb Threats	Expulsion Police referral	Expulsion Police referral
Distribution of Intoxicants	Expulsion Police referral	Expulsion Police referral
Weapons Used to Cause Bodily Harm/Injury	Expulsion Police referral	Expulsion Police referral
Computer Abuse	Loss of computer privileges	Expulsion
Firearms	Expulsion Police referral	Expulsion Police referral
Serious Offenses	Suspension	Expulsion Police referral
Threatening/Extortion	Student conference	Suspension

What Students May Not Bring to School

In compliance with Montgomery County Public Schools policy, students may not bring any of the following objects to school:

- weapons, intoxicants, flammables, or tobacco products
- any object that looks or sounds like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc.
- footballs, hardballs, softballs, lacrosse sticks or baseball bats. These items may be brought to school in an athletic bag **only** for use during after-school activities.

In addition, students may not bring:

- any games that promote betting or trading
- radios, televisions, walkmen, headphones, I Pods, or shuffles
- skateboards, rollerblades, roller skates, roller shoes (wheelies with the wheel inserted) or scooters for use during the school day. Students may ride bikes with written permission from parents. Bikes will be secured in the bike rack before school.
- Electronic game toys or other electronic instruments or equipment including cell phones/Fireflies.

Students and parents should use appropriate judgment and discretion when selecting items to bring to school. Parents may contact the teacher if they have a question about the suitability of an item.

Student Rights

- I have a right to learn in this school. I have the right to have access to all resource materials and activities provided for my education.
- I have a right to hear and be heard in school in a timely fashion. I will be able to express my feelings and opinions in an appropriate manner and at appropriate times without being interrupted.
- I have a right to be safe in this school. This means that no one will physically hurt me, verbally abuse me, or touch me or my possession's without my permission.
- I have a right to feel comfortable and be treated fairly and compassionately in this school. It is not acceptable for anyone to laugh at me or hurt my feelings.

Student Responsibilities

I will come to school on time, with a positive attitude, and be prepared to learn. I will bring the needed materials and treat materials at school with care.

I will listen and treat others with patience, respect, honesty, and understanding. I will not interrupt others or disrupt the educational program of my peers.

I will not hurt anyone physically or with words. I will not touch anyone or anyone's possession's without permission.

I will follow the Bells Mill School Rules. I will respect everyone, students and adults, at all times.

**Student Rights and Responsibilities apply to ALL areas of the school environment.
Certain areas have additional clarification.**

RULES

ANYWHERE IN THE BUILDING STUDENTS WILL:

1. respect themselves and others
2. treat all property with care
3. follow directions the first time they are given
4. walk quietly and in a line at all times
5. not chew gum
6. remove hats
7. respect authority at all times
8. treat others with fairness and courtesy
9. use appropriate language
10. use the hall telephone only with their teacher's written permission or permission of office staff

IN THE LUNCH ROOM STUDENTS WILL:

1. enter and leave the cafeteria in an orderly manner
2. use an indoor voice
3. follow directions the first time they are given
4. place all trash carefully into appropriate containers when table is dismissed
5. leave the tables and surrounding areas clean
6. walk at all times
7. use lunch baskets to return all personal items to the classroom
8. stay in seats until table is dismissed.

ON THE PLAYGROUND STUDENTS WILL:

1. treat others kindly
2. include everyone in play and to play fairly
3. keep their hands and feet to themselves
4. respect recess monitors and follow their directions
5. come to line-up immediately after the whistle and wait quietly in line for teachers

IN THE RESTROOMS STUDENTS WILL:

1. use the restroom facilities correctly, flush the toilet, wash their hands, and put trash in the trashcans
2. not write or draw on the walls or otherwise damage the facility
3. return quickly to class
4. respect the rights and privacy of others

DURING FIRE DRILLS STUDENT WILL:

1. follow the directions of the adult in charge
2. absolutely no talking
3. stay in line
4. remain in line in designated area outside of school
5. re-enter the building quietly

RIDING AND WAITING FOR THE BUS STUDENT WILL:

1. bus behavior begins when you leave your home or classroom
2. observe same conduct as in the classroom
3. be courteous – use no cursing
4. not eat or drink on the bus
5. keep the bus clean
6. cooperate with the driver
7. listen to the patrols
8. not be destructive
9. stay in your seat
11. keep heads, hands, and feet inside the bus
12. wait in an orderly line (quiet talking is permitted)

AT ASSEMBLY STUDENT WILL:

1. enter and exit the assembly in a safe, quiet manner as directed by their teacher
2. use respectful and appropriate manners during assemblies
3. sit in their assigned areas
4. obey the hand signal for “all quiet”

The attached 6 Star Rules will be posted in each classroom. Please review them with your child.

Bells Mill Six Star Rules



Respect

- ☆Be Polite
- ☆Accept Others
- ☆Respect Others' Rights
- ☆Look for Goodness in Others
- ☆Use Courteous Words



Citizenship

- ☆Follow Rules
- ☆Offer to Help
- ☆Keep Your Area Clean
- ☆Do Your Share
- ☆Care for the Environment



Caring

- ☆Share
- ☆Say something kind
- ☆Treat others well
- ☆Be Helpful
- ☆Think about what you say



Trustworthiness

- ☆Tell the truth
- ☆Be Your Best
- ☆Return What You Borrow
- ☆Be a good friend
- ☆Keep Your Word



Responsibility

- ☆Think About Others
- ☆Do Your Own Work
- ☆Be Reliable
- ☆Keep Trying
- ☆Do the Right Thing



Fairness

- ☆Be Fair to Others
- ☆Listen to Others
- ☆Notice Others' Feelings
- ☆Learn From Others
- ☆Take Only Your Share

