

**Rachel Carson Elementary School
Discipline Policy**

PHILOSOPHY

The primary emphasis of the program at Rachel Carson Elementary School is on academic excellence. Rachel Carson ES provides an educational program appropriate to student needs and abilities in all subject areas. Our school will seek to build within each child a love of learning, sense of responsibility, self-discipline, a positive self-image, and respect for others.

The goal of the Rachel Carson ES staff is to create an environment conducive to learning. Consequently the staff is committed to assisting the students with developing the self-discipline necessary for providing an appropriate atmosphere for instruction.

To achieve this goal, cooperation between the home and the school is essential. Both the home and the school must share in assuming the responsibilities that are necessary to assure the rights of all students in order to provide an instructional environment of the highest quality.

DEVELOPMENT

This policy has been developed and/or reviewed and revised by the school's School Improvement Committee, which consists of parents, staff and the principal. This plan has also been reviewed by the total school staff.

RIGHTS AND RESPONSIBILITIES

A. The rights and responsibilities for everyone at Rachel Carson ES include:

1. The right to be treated with respect and the responsibility to behave respectfully toward others.
2. The right to an education without interference from others and the responsibility to conduct oneself in a manner, which avoids interference with another's education.
3. The right to be treated with courtesy and the responsibility to be courteous and cooperative.
4. The right to a safe environment and the responsibility to act in a safe manner.

B. Parents are expected to:

1. Instill in their children a respect for the rights and property of other people.

2. Respond to communications from the school.
3. Send their children to school regularly, on time, and prepared to work.
4. Assist their children in understanding and supporting school rules and policies.
5. Cooperate with the staff to help the students solve discipline problems.

C. Teachers are expected to:

1. Invite the students to participate in the formulation of rules.
2. Help the students to understand and follow the rules by consistently enforcing the school policies.
3. Respond to communications from home.
4. Seek conferences with parents and other school personnel in an effort to help those students who have discipline problems to resolve them effectively.

D. Students are expected to:

1. Understand and obey the rules of the school.
2. Attend school regularly, arrive on time, and fulfill their academic and behavioral responsibilities.
3. Participate in the development of school and classroom rules.
4. Adhere to the directions of staff and student patrols.

SCHOOL STANDARDS OF BEHAVIOR

Rachel Carson Elementary School students are expected to:

1. Show respect for **all** members of the school community.
2. Respect all property belonging to the school and to others.
3. Follow all school procedures as established jointly with their teachers and other adults.
4. Behave in a manner that promotes their own safety and the safety of others.
5. Work hard and do their best.

SPECIFIC EXAMPLES RELATED TO SCHOOL STANDARDS OF BEHAVIOR

A. GENERAL

Students are expected to:

1. Use appropriate language at all times.
2. Walk when inside and outside the building unless directed otherwise by adults.
3. Remain on school property in assigned areas while at school.
4. Show respect for school property by helping to care for desks, chairs, and other school equipment. Defacing any school property is unacceptable.
5. Report incidents of hitting, kicking, or other dangerous behavior to the adult on duty rather than retaliate in kind.
6. Show respect for others' property. A student who destroys property belonging to someone else will be asked to replace or pay for it on a basis determined by the teachers and the administration. Parents will be advised of the circumstances and the cost of the article(s).
7. Follow established restroom procedures. In cases of students who frequently request to go to the restroom, teachers are expected to inform the parents to request help in determining whether a medical condition exists.
8. Behave according to these policies at all times, including during school assemblies, on field trips, and during after-school events.
9. Go directly home at the end of the school day unless participating in a supervised activity. Linger in the halls or on the playground is not permitted. Students may use the playground after school but only after reporting home.
10. Refrain from chewing gum. Gum is not permitted in school.
11. Wear hats only when outside during recess on inclement weather days. Hats may not be worn inside the building, except on SGA Hat Day.
12. **DO NOT** borrow money from peers, give money away, or sell items to peers.
13. Gambling or games of chance are not permitted in school.

B. HALLWAYS

In using the hallways at Rachel Carson ES, the students are expected to:

1. Walk at all times.
2. Move quietly - when talking is necessary, keep voices low.
3. Walk on the right.
4. **Have a pass in the halls during class, lunch, and/or recess.**
5. Always keep hands to self, unless instructed to do otherwise.

C. LUNCHROOM

To ensure a safe and enjoyable dining experience for our students, the following lunchroom expectations and procedures will be used:

1. Walk at all times.
2. Respect others.
3. Act responsibly when standing in line while waiting to enter the cafeteria to purchase food.
4. Talk in conversational tones.
5. Display good table manners.
6. Raise a hand when assistance is needed.
7. Refrain from trading, sharing, or selling food due to fairness and safety issues.
8. Take responsibility for cleaning up after oneself.
9. Sit facing the table with feet in front.

A meeting will be held on the first day of school prior to each lunch period to review expectations with students. Beginning the first day, students should sit at their assigned tables.

D. PLAYGROUND

Teachers or instructional assistants will accompany the students to the playground. The students are expected to follow the hall procedures stated above whether they are moving inside or outside the building. Students need a pass to return to the classroom. Once they reach their destination students are expected to:

1. Remain there unless given permission to visit the restroom.
2. Stop, listen, and respond to staff when spoken to or when the whistle is blown.

3. Play approved sports and games. Contact sports or games are not permitted, and football is expressly forbidden at elementary recess by MCPS policies. (Teachers will review recess and game rules with their classes.)
4. Remain on school property in assigned areas.
5. Respect the rights of those in class by staying away from the classroom windows, doors and walls.
6. Dress for the weather. When outdoor recess is scheduled, all students are expected to participate unless they have a note from home indicating medical reasons for staying in or have been specifically requested by an adult to participate in another activity.
7. Use the sports equipment provided at school, since MCPS rules allow only the use of approved equipment from approved vendors. ****Sports equipment or other toys and games may not be brought from home.**
8. Follow the procedures for indoor recess as posted in all classrooms.
9. Refrain from "play fighting" or other activities that involve contact.
10. Walk, not run, to the play areas.

E. BATHROOMS

1. Follow classroom, lunchroom, and recess procedures to be excused.
2. Flush the toilets and urinals after use.
3. Wash hands after bathroom use.
4. Throw paper products into trashcans only.

We all want a neat, tidy bathroom and will all help to keep our school bathrooms clean!

SCHOOL BUS STANDARDS

1. The safety of the children at bus stops is a primary concern. **Parents** are responsible for their children's supervision at, and to and from, the bus stop. Parents and school personnel must take responsibility for good discipline at bus stops. Patrols will assist with safety.
2. Bus transportation to and from school is a privilege. This privilege may be temporarily suspended or permanently revoked if misconduct jeopardizes the safe operation of the bus or the safety of passengers.

3. If the bus driver determines that a serious safety factor is violated, a discipline report will be submitted and an immediate student-administrator conference will be held. A second report by the driver could result in suspension from riding the bus.
4. Concerns regarding inappropriate bus behavior (lack of courtesy, cooperation, etc.) should be reported to the patrol sponsor or to the principal in a timely manner.

STUDENT PASS POLICY

An unaccompanied child may leave the classroom with teacher permission to:

1. Use the bathroom following each individual teacher's classroom system.
2. Visit the Media Center using the media pass.
3. Visit any other area using the general pass with or without a note.

CLASSROOM STANDARDS

1. Teachers are to make classroom policies clear to all children. These standards are to be read and discussed with all children.
2. Desks are considered private property. Students sitting at someone else's desk should stay out of it.
3. Teachers will set up restroom procedures, including placing limits on children leaving classrooms.

INFRACTIONS - Chart of Actions

(Italicized items indicate major infractions as identified in the Students Rights and Responsibilities Handbook)

<u>Type of Behavior</u>	<u>Minimum</u>	<u>Maximum</u>
Fighting, Bullying, Intimidation, Harassment, Initiating a fight	Teacher/Staff conference Sent from situation for a period of time deemed necessary	Parent Notification Up to ten-day suspension
Name-calling leading to fight	Teacher/Staff conference	Parent Notification Up to ten-day Suspension
Fighting without evidence of initiating the fight	Teacher/Support Staff conference	Principal conference
Theft	Teacher/Support Staff conference	Up to ten-day suspension
Off school grounds without permission	Teacher/Support Staff Conference	Principal/Parent Conference Suspension Police Notification
Skipping class, Truancy	Principal Conference	Principal/Parent Conference
Unexcused tardiness to school or class	Teacher/Support Staff Conference	Principal/Parent Conference Detention
Being insubordinate and defiant (purposefully challenging authority, not just repeated infraction of rules)	Sent from situation for a period of time deemed necessary	Up to ten-day suspension

Refusal to identify oneself	Principal Intervention	Up to three-day suspension
Disregard of general school rules (gum chewing, gambling, etc.)	Teacher Intervention	Detention, parent contact, suspension
<u>Type of Behavior</u>	<u>Minimum</u>	<u>Maximum</u>
Disruptive classroom behavior (shouting, excess noise, throwing objects, etc.)	Teacher Conference	Up to five-day suspension
Obscenity-profanity or use of other improper language	Teacher Conference	Parent/Principal Conference Detention or up to Five-day suspension
Bus behavior reported by driver or patrol to Principal	Conference	Suspended from riding bus (up to five days)
Lunchroom misbehavior (shouting, throwing food, leaving before excused)	Lunchroom aide conference Referral to teacher	Detention Parent Notification
<i>Destruction of public property (vandalism)</i>	<i>Suspension, restitution, police referral</i>	<i>Expulsion, police referral, restitution</i>
<i>Verbal abuse or threat</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Weapons to cause bodily injury</i>	<i>Expulsion, police referral</i>	
<i>Other Weapons</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Use of Tobacco</i>	<i>Parent Notification, Student conference</i>	<i>Three-Day suspension</i>
<i>Possession or use of intoxicants</i>	<i>Suspension, police referral</i>	<i>Expulsion</i>
<i>Distribution of intoxicants</i>	<i>Expulsion, police referral</i>	

<i>Sexual Harassment</i>	<i>Conference with principal</i>	<i>Expulsion and police notification</i>
<i>Sexual Offenses</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Plagiarism</i>	<i>Conference with staff member</i>	<i>Suspension</i>
<u>Type of Behavior</u>	<u>Minimum</u>	<u>Maximum</u>
<i>Bomb Threat</i>	<i>Police Referral</i>	<i>Expulsion</i>
<i>Computer Abuse</i>	<i>Loss of computer privileges</i>	<i>Expulsion</i>
<i>Physical Attack on a Staff Member</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Physical Attack on a student</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Violent Physical Attack on a Staff Member</i>	<i>Expulsion, police referral</i>	
<i>Extortion</i>	<i>Suspension</i>	<i>Expulsion</i>