

**Bannockburn Elementary School**  
6520 Dalroy Lane  
Bethesda, Maryland 20817  
301-320-6555



September 9, 2011

Dear Parents/Guardians:

Attached please find a copy of the 2011-2012 Bannockburn Elementary School Behavior Policy. This policy is reviewed and revised each year by the Bannockburn Climate Committee consisting of staff members and parent representatives. Classroom teachers have discussed the behavior policy with the students. In addition, classroom teachers will discuss this policy during Back-To-School Night on September 14<sup>th</sup>. Each class has established classroom rules that support and follow our school-wide expectations for behavior. The staff at Bannockburn Elementary are focused on working with students and their families to promote positive behavior in all school settings. We have three school rules which are reinforced daily:

**SHINE WITH RESPECT**

**SHINE WITH RESPONSIBILITY**

**SHINE WITH COOPERATION**

Please review this policy with your child/children and then sign and return the response form to your child's teacher by no later than **Friday, September 23, 2011**. Discuss the policy with your child by asking your child to tell you about the school rules and ask your child to discuss examples of ways that he or she can use these rules to learn and participate at school in a positive way.

If you have any questions or concerns, please do not hesitate to contact your child's teacher or Mrs. Whiting, our school counselor at school. As always, by working together, we can ensure a safe and positive learning environment for all.

Sincerely,

Daniel Walder  
Principal

## **STANDARDS FOR APPROPRIATE BEHAVIOR**

Our vision at Bannockburn Elementary School is for every student to learn. Therefore, our school must be a safe and encouraging place for teaching and learning. Our goal is to create an environment conducive to effective learning by promoting mutual respect and cooperation among students, staff, and parents.

These are the behaviors that are expected at all times, in all places. These behaviors show that responsible students care about and respect all the people in our school community. We want school to be a safe and happy experience for all of our students.

1. We promote, celebrate and value diversity in backgrounds, talents, experiences, contributions, culture and opinions of all students.
2. We treat each other the way we would like to be treated.
3. We are present and on time for school each day.
4. We do not hurt others by fighting, pushing, or touching them in any inappropriate way. We keep our hands and feet to ourselves at all times.
5. We follow directions the first time we are asked by the person in charge.
6. We respect our own property, school property, and the property of others.
7. We use school appropriate language and tone of voice at all times. We say positive things to one another.

### **SHINE WITH RESPECT SHINE WITH RESPONSIBILITY SHINE WITH COOPERATION**

We are respectful, responsible and cooperative in all school settings. To demonstrate this we:

- Follow the rules posted for various settings in the school building.
- Listen to the staff member speaking.
- Follow directions.
- Keep our school building and school bus clean.
- Stay in assigned area.
- Respond or clap when appropriate.
- Actively participate in activities.
- Put equipment and materials away.
- Keep our hands and feet to ourselves.
- Use an inside voice when talking to our friends.
- Honor others' space
- Be a positive role model.
- Use kind words.
- Help others.
- Come prepared for school and for lunch with necessary materials.
- Walk in the hallways quietly and on the right side of the hallway.
- Clean up after ourselves.
- Complete assignments.
- Accept consequences.
- Accept and share ideas.
- Treat school property and materials appropriately.
- Follow routines.
- Receive written permission from parents to ride a different bus/walk with a friend.
- Take turns.
- Work as a group.
- Be fair.
- Respect others' privacy.
- Value each other's contributions.

**Detailed charts of the expected behaviors in various locations of the school building are available for reviewing on our school website.**

## **RECOGNITION OF POSITIVE BEHAVIOR**

When students are meeting and exceeding school expectations, there are many systems in place to reward and recognize positive behavior. The purpose of our reward systems is that we want to help students tune in to, practice and model GOOD BEHAVIORS.

### **Shining Stars**

When students are displaying exemplary behavior as individuals or the class as a whole, they will be given a star. Students can earn a *Shining Star* from any adult in the building at any time. The star is added to a class collection of stars. Each class has identified various class incentives that can be earned based on the total accumulation of stars.

### **Class Award**

Classes will hold a class-wide celebration for every 50 shining stars collected.

### **Stars of the Week**

Teachers will draw two shining stars at the end of each week at the class meeting to honor two individual students.

### **“I spy a shining star...”**

When another student notices a peer displaying exemplary behavior, he/she will write a note that will be turned into a special box.

### **Monthly Student Recognition**

Each month, each class will recognize three to five students in each class. These students will receive a gold pencil and certificate from the principal.

### **Class Meetings**

Once a week, teachers will hold class meetings with their students in order to share the compliments in the “I spy” box and discuss any class issues.

### **Character Education Assembly**

Awards will be presented at a school-wide celebration displaying good character traits.

## **INAPPROPRIATE BEHAVIORS AND CONSEQUENCES**

Please review the Montgomery County Public Schools “A Student’s Guide to Rights and Responsibilities.” The student guide is available on the Montgomery County Public School website at <http://www.montgomeryschoolsmd.org/students/rights/index.shtm>. This guide provides detailed explanations of behavioral expectations and consequences delineated by Montgomery County Public Schools. The expectations are included to help students clearly understand what is expected of them and the disciplinary steps that might be taken for inappropriate behavior. The goal of any disciplinary consequence is to help students understand why such behaviors are inappropriate and to learn more positive ways of handling a situation.

Students may face disciplinary consequences if any behavior disrupts teaching and learning, causes disorder, invades the rights of others, or is unsafe or violates a school rule. The consequences will coincide with the seriousness and frequency of the infraction.

### **Classroom Managed Consequences**

Each classroom will be using a new color chart system, which is different from the card system used in the past few years. This system will be discussed further at Back-To-School Night.

- Students first receive a verbal warning
- Green – Ready to Learn
- Yellow – Warning
- Blue – Time-Out Reflection
- Purple – Phone Call to Parent/Guardian
- Red – Office Referral

### **Office Managed Consequences**

- Conference with student
- Time out in the office
- Parent conference
- Loss of privileges
- Recess/lunch detention
- Referred to Educational Management Team (school team meeting with parent)
- Alternative structure
- Student contract
- Referred to counselor
- Before/after school detention
- Suspension

All incidents are appropriately investigated and given careful consideration to assure that the school’s response is appropriate. Students or their parents may appeal a disciplinary action by stating concerns in writing to the principal. The principal or designee will meet with the student and other relevant people within 24 hours to resolve the matter. **\*Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school.**

# **BANNOCKBURN ELEMENTARY SCHOOL**

## **School-Wide Behavior Plan**

### **2011-2012**

Please read and discuss the attached Bannockburn Elementary School Behavior Plan with your child. After you have reviewed this document, please sign as indicated below and **return to your child's teacher by September 23, 2011.**

We have read and discussed the contents of the Bannockburn Elementary School Behavior Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date