

September 10, 2008

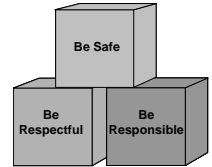
Dear Parents/Guardians,

Attached, please find a copy of the 2008 – 2009 Brooke Grove Elementary School Discipline Policy. This policy is reviewed and revised each year by the Discipline Committee. We always welcome your input.

Classroom teachers have discussed the discipline policy with the students. Each class has established classroom rules that support and follow our school wide discipline policy. Please review this policy with your child/children, and then complete the **Family Response Form** below. Please return the bottom form below from this cover letter to your child’s teacher no later than Friday, September 19, 2008. Keep the *Brooke Grove Discipline Policy* pages 1-7 at home to review throughout the school year.

Thank you for your cooperation in helping us create and maintain a positive and safe learning environment for all the children at Brooke Grove Elementary School. Please contact us with any questions.

Be Safe – Be Respectful – Be Responsible



Family Response Form

We have read and discussed the Brooke Grove Elementary School Discipline Policy with our child.

Student: _____

Teacher: _____

Student’s Signature

Date

Parent’s/Guardian’s Signature

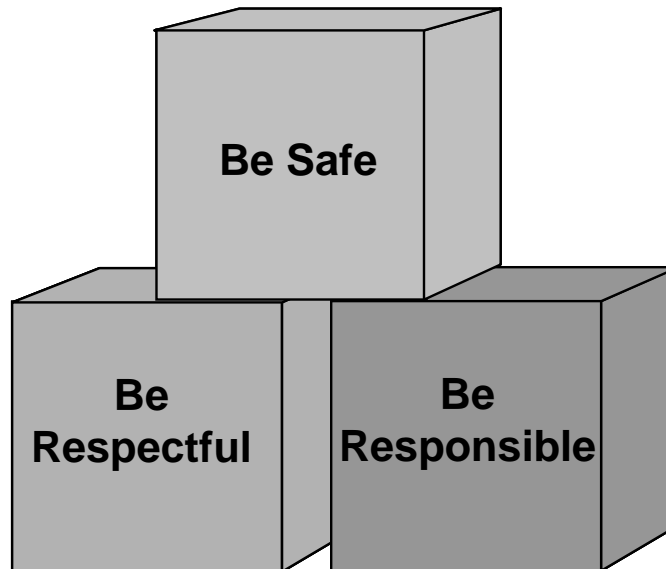
Date

Brooke Grove Discipline Policy

2008 - 2009

Philosophy – "The Basic 3" School Rules

Brooke Grove Elementary School's Discipline Policy seeks to create a learning community where we work together to create a respectful, responsible, safe and caring environment.



✓ **Be Safe**

Students will:

- Play in a safe way and use good judgment.
- Consider the health or safety of oneself and others.
- Follow school rules on the playground, in the classroom, and in all parts of the school.
- Use equipment appropriately.

✓ **Be Respectful**

Students will:

- Respect everyone's right to learn.
- Speak and act in a kind and courteous way to other children and adults.
- Peacefully resolve conflicts by talking and listening to the other person.
- Follow the instructions of supervising adults.

✓ **Be Responsible**

Students will:

- Be prepared to learn by coming to school on time with all of the appropriate materials.
- Respect and take care of school and private property.
- Manage their time at school in a way that facilitates learning.
- Follow established guidelines and routines.

Rights and Responsibilities

- **Student**
 - The student has the right to a public school education in an environment conducive to learning.
 - The student is expected to do the following:
 - Attend school every day, arriving on time, and completing all class work.
 - Understand and observe the rules of the school.
 - Participate in the development of school rules.
 - Show respect to all adults, school staff and to their fellow students.

- **Parent**
 - The parent has the right to expect that the school will address the learning needs of their child in an equitable way, respecting the individual differences of children. The parent has the right to be informed of their child's progress and of areas where closer home-school cooperation is needed.
 - The parent is expected to do the following:
 - Send their child to school every day, on time, and prepared to work.
 - Respond to communications from the school pertaining to their child.
 - Cooperate with the school staff in solving behavioral problems.
 - Develop in their children respect for the rights and property of other people.
 - Understand and support the fair and consistent implementation of the Brooke Grove Elementary School discipline policy.
 - Show respect to students, school staff, and to other parents.

- **Teacher**
 - The teacher has the right to teach in an atmosphere that fosters satisfaction in their work with the support and guidance of the administration in maintaining high professional standards.
 - The teacher is expected to do the following:
 - Work with students so they understand what they are expected to learn.
 - Help the students realize that as an individual they are important and that they should act in a responsible way.
 - Encourage and help the student understand and support school rules.
 - Know and enforce the rules and policies of the school consistently.
 - Use procedures appropriate for age, background, and level of maturity in dealing with inappropriate behavior from students.
 - Seek conferences with parents and other school personnel in an effort to help students who present behavior problems.
 - Show respect students, parents, and to other school staff.

- **Support Staff**
 - The Support Staff has the right to perform their daily tasks/responsibilities in an atmosphere that fosters satisfaction in their work with the support and guidance of the administration in maintaining high professional standards.
 - Each support staff member is expected to do the following:
 - Encourage and help the students understand and support school rules.
 - Know and enforce the rules and policies of the school consistently.
 - Seek guidance from teachers and administration in an effort to help students learn, achieve and be successful in the school environment.
 - Use procedures appropriate for age, background and level of maturity in dealing with inappropriate behavior from students.
 - Help the students realize that as an individual they are important and they should act in a responsible and respectful way.
 - Show respect to students, parents, and to other school staff.

- **Administration**
 - The administration has the right to expect the cooperation of staff, students, and parents and seeks to facilitate the school's function as a learning institution.
 - The administration is expected to do the following:
 - Make the school community aware of the MCPS and Brooke Grove Elementary School discipline policies.
 - Review these discipline policies annually.
 - Support all school personnel in maintaining appropriate and effective discipline.
 - Be available for conferences on discipline matters.
 - Provide staff assistance with serious problem situations.
 - Inform teachers of administrative disciplinary action.
 - Identify a line of authority in Brooke Grove Elementary School, during absence of administration, for disciplinary matters.
 - Show respect to students, parents, and to all school staff.

Standards of Behavior

- **General**
 - Students are expected to:
 - Follow directions given by staff members and/or parent volunteers.
 - Show respect toward school property and the property of others.
 - Use computers and other technology resources in a responsible and ethical manner for educational purposes.
 - Interact with peers and adults in a respectful way.
 - Remove hats and other head coverings when in the building, except for religious mandated head coverings.
 - Keep hands, feet, and objects to one self.
 - Follow Fire Drill procedures quietly.
 - Follow school safety procedures and crisis plan.
- **Hallway**
 - Students moving through the halls are expected to:
 - Walk quietly and on the right side of the hallway.
 - Be considerate of others.
 - Respect the work of other students displayed in the hallway.
 - Have a pass (unless the student is with their class).
- **Restroom**
 - Students are expected to:
 - Carry nothing but the bathroom pass into the bathroom.
 - Respect the rights of other students who are in the restroom.
 - Respect the property in the bathroom and help keep it clean.
 - Keep walls and doors free from any drawings, markings, or writing.
- **Bus**
 - Students are expected to:
 - Wait appropriately while at the bus stop (no running, playing in the street, etc.)
 - Follow the instructions of the bus driver and safety patrols.
 - Board and exit the bus in an orderly manner.
 - Keep aisles clear of all materials.
 - Remain seated while on the bus.
 - Keep hands and body to yourself
 - Talk quietly and respectfully to students seated nearby.

- **Walking To and From School**

- Students are expected to:
 - Walk safely obeying crossing guards, patrols, and traffic signs.
 - Walk on sidewalks and appropriate walkways.
 - Avoid approaching or talking to strangers.
 - Walk directly home at the end of the school day or go to the place the parent has designated (There is no supervision by school staff before or after school. This must be provided by parents/guardians).

- **Assembly**

- Students attending an assembly are expected to:
 - Walk and enter assembly quietly in order to hear instructions.
 - Come prepared to sit through an entire assembly.
 - Listen and pay attention to the presenter.
 - Show appreciation for the assembly by applauding at appropriate times.
 - Follow the directions of the adult in charge.

- **Lunchroom**

- Students are expected to:
 - Speak and act in a respectful manner toward all adults and fellow students.
 - Stop talking and listen when an adult is speaking to them.
 - Use quiet indoor voices.
 - Use proper manners.
 - Ask permission to leave their seat.
 - Throw trash away when table is called.
 - Refrain from sharing food during lunch due to food allergies.
 - Raise their hand if they need assistance.
 - Keep their hands to themselves.
 - Talk quietly to their friends sitting near them.

- **Playground**

- Students are expected to:
 - Speak and act in a respectful manner toward all adults and fellow students.
 - Follow the directions of the playground personnel.
 - Follow the playground rules of safety.
 - Wear closed shoes to play on the climbing equipment.
 - Play cooperatively and respectfully.
 - Keep hands to one self.
 - Line up when the whistle blows or line up is called.
 - Finish all food, drink or candy items in cafeteria before going out to recess.
 - Stand quietly until their teacher arrives.
 - Leave toys and sports supplies at home, including electronic devices and playing cards such as Ug Gi Oh Cards and “Heelies”.

- **Dress & Grooming**

School personnel may advise students about appropriate dress and grooming for school, in accordance with the community standards for dress and grooming listed in the local school discipline policy. School personnel may not discipline students for their style of dress or grooming unless any of the following occur:

- It is likely to cause disruption to school activities.
- It does cause a disruption to school activities.
- It endangers health or safety.
- It fails to meet a reasonable requirement of a course or activity.
- It is associated with gangs.
- It is lewd, vulgar, obscene, revealing or has a sexual nature.
- It promotes the use of tobacco, alcohol or drugs.



Disciplinary Standards (As discussed in Student Rights & Responsibilities)

<u>Behavior/Infraction</u>	<u>Minimum</u>	<u>Maximum</u>
Academic Dishonesty ¹	Conference	Expulsion
Bullying ²	Teacher Conference Notification of Parent Loss of Privilege Administrator Conference Suspension	Expulsion
Computer Abuse	Loss of computer privileges Restitution	Expulsion Police Referral Restitution
Physical Attack		
- Fighting With a Student	Notification of Principal Notification of Parent Loss of Privilege Removed From Class/School Suspension	Expulsion
- Attack of a Staff Member	Principal Referral Suspension	Expulsion
Plagiarism	Conference	Expulsion
Verbal Abuse/Profanity/ Racial Slurs	Teacher Conference Parent Notification Loss of Privilege Administrator Conference Suspension	Expulsion
Intimidation		
- Threats or Acts Intended to Provoke Fear	Teacher Conference Notification of Parent Administrator Conference Suspension	Expulsion
Extortion		
- Demanding Money or personal property such as snacks, lunch, school store items by Physical Threat	Notification of Parent Suspension	Expulsion

¹ Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking signs, gestures, copying or any other methodology.

² Bullying is a direct or indirect, physical or psychological intimidation, which occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

<u>Behavior/Infraction</u>	<u>Minimum</u>	<u>Maximum</u>
Insubordination - Classroom Disruption - Challenging/Defying Authority	Consequences in classroom Removal from Activity Removal from Class Notification of Parent Notification of Administrator Removal from school	Expulsion
Disruptive Bus Behavior	Patrol Supervisor Conference Privileges In School consequences Notification of Administrator Notification Parent	Suspension of Bus Riding
Disruptive Playground/ Cafeteria Behavior	Verbal Reminder/Time Out Notification of Parent Notification of Administrator In School Consequences	Loss of Playground/ Cafeteria Privileges for a Specific Period
Possession of Weapons	No Minimum	Investigation by Principal Automatic Suspension, Up To Five Days, With Recommendation for Expulsion Police Referral
Smoking	Notification of Parent	Suspension
Drugs, Alcohol	No Minimum	Principal Referral Suspension/Expulsion Police Referral
Tardiness/Truancy	Teacher Counseling Parent Counseling	Referral to Pupil Services
Destruction of Property	Notification of Parent Restitution of Damages	Suspension Police Referral
Theft	Teacher Counseling Notification of Parent Restitution	Suspension
Leaving School Grounds Without Permission	Teacher Counseling Notification of Administration Notification of Parent	Suspension
Misconduct on Field Trip	Teacher Counseling Parent Conferencing	Exclusion from Future Trips
Portable Communication Cell Phones, Pagers, etc.	Administrator Conference Confiscate Device Loss of privileges	Suspension

Sexual Harassment

Principal Referral
Notification of Parent
Conference

Suspension
Request for Expulsion

**Inappropriate Materials
(that foster sexism,
racism, violence).**

Principal Referral
Notification of Parent

Temporary Removal
from class or school

***Please Note:**

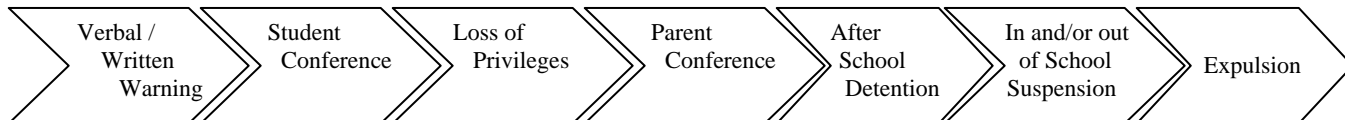
The frequency and severity of the infraction coupled with the age of the child will determine the level of consequence unless no minimum consequence is allowed.

All suspensions will be preceded by parent notification from the principal.

Students have the right and responsibility to have redress of grievances through established MCPS procedures.

Students may face disciplinary actions as a consequence of any behavior that disrupts classes, causes disorder, invades the rights of others, or is unsafe or violates a school rule or disciplinary code. Discipline will be fair and appropriate and not designed to embarrass students.

The diagram below shows the general progression of consequences from minimum to maximum. The entry point will depend on the circumstances of the incident.



Disciplinary actions will begin with a discussion with the student. The discussion will include:

- Oral or written notice of the infraction
- An explanation of the evidence
- A chance for the student to tell their side of the story
- An explanation of the consequence