

MONTGOMERY COUNTY PUBLIC SCHOOLS
Brown Station Elementary School
851 Quince Orchard Boulevard
Gaithersburg, Maryland 20878
301-840-7172 (Voice) or 301-840-7175 (Fax)

August 29, 2011

Dear Parents/Guardians:

Brown Station Elementary School is a Character Counts school. This means we are committed to integrating the core ethical values of respect, responsibility, trustworthiness, fairness, caring, and citizenship into our overall curriculum. Our discipline policy is based on these core values. In order to promote an environment conducive to effective and efficient learning, we have developed a discipline policy which reflects a balance between the rights and responsibilities of students, parents/guardians, teachers, and school administrators. We believe that discipline should be firm, fair, and consistent, with an emphasis on changing and managing inappropriate behavior rather than relying solely on punishment.

This school year, we will continue the "Stop and Think" program. This program instructs students in the use of a common language and expectations that support them in making appropriate decisions. The "Stop and Think" program will be implemented through monthly school-wide lessons. If you have further questions about this program, please contact Mrs. Vicki Thomas, school counselor.

We know that learning can take place only when there is a combination of effort, interest, and motivation. Please read the student and parent handbook and discuss the contents with your child. At the end of the handbook, there is a Parent and Student Contract for you to sign and return to school. All students are expected to return this form. Thank you.

Sincerely,

Carl L. Baskerville, Ed. D.
Principal

John Burley
Assistant Principal

CLB:DMR:rgm
Enclosure

Brown Station Elementary School Student and Parent Handbook

Brown Station Elementary School

Communicates High Expectations

Acknowledges Effort and Success

Respects Diversity

Emphasizes Teaching and Learning

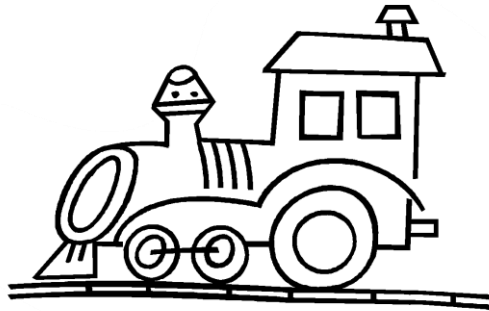
Strives for Excellence

About preparing students for the future.

BSES Website: <http://montgomeryschoolsmd.org/schools/brownstations/>
MCPS Website: <http://www.mcpsmd.org>

Character Counts Pledge

I pledge to be a kid for character.
I will be worthy of trust.
I will be respectful and responsible
Doing what I must.
I will always act with fairness.
I will show that I care.
I will be a good citizen
And always do my share.
Character Counts!



MONTGOMERY COUNTY PUBLIC SCHOOLS
Brown Station Elementary School
851 Quince Orchard Boulevard
Gaithersburg, Maryland 20878
301-840-7172 (Voice) or 301-840-7175 (Fax)

August 29, 2011

Dear Parents/Guardians:

Brown Station Elementary School is a Character Counts school. This means we are committed to integrating the core ethical values of respect, responsibility, trustworthiness, fairness, caring, and citizenship into our overall curriculum. Our discipline policy is based on these core values. In order to promote an environment conducive to effective and efficient learning, we have developed a discipline policy which reflects a balance between the rights and responsibilities of students, parents/guardians, teachers, and school administrators. We believe that discipline should be firm, fair, and consistent, with an emphasis on changing and managing inappropriate behavior rather than relying solely on punishment.

This school year, we will continue the “Stop and Think” program. This program instructs students in the use of a common language and expectations that support them in making appropriate decisions. The “Stop and Think” program will be implemented through monthly school-wide lessons. If you have further questions about this program, please contact Mrs. Vicki Thomas, school counselor.

We know that learning can take place only when there is a combination of effort, interest, and motivation. Please read the student and parent handbook and discuss the contents with your child. At the end of the handbook, there is a Parent and Student Contract for you to sign and return to school. All students are expected to return this form. Thank you.

Sincerely,

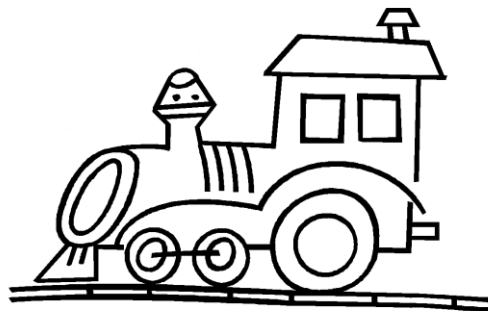
Carl L. Baskerville, Ed. D.
Principal

John Burley
Assistant Principal

CLB:DMR:rgm
Enclosure

Table of Contents

Character Counts Pledge	1
Stop and Think Steps	5
Key Messages.....	5
General Behavior Expectations	6
DEBUG	6
Student Expectations Policy	7-8
Infractions and Consequences	9-10
General School Information.....	11
Parent and Student Contract	12



Stop and Think



- ✓ Stop and Think
- ✓ Good choice or bad choice?
- ✓ What are my choices or steps?
- ✓ Do it!
- ✓ Good Job!

Key Messages



- This is Important!
- You can do it!
- I'm not going to give up on you!
- Effective effort and strategies lead to student achievement!

General Behavior Expectations

Strategies For Success

- Try your best everyday
- Raise hand and wait to be called on
- One speaker at a time
- Share your feelings appropriately
- Listen to and respect the speaker
- Ask permission to use teacher, student, or school property/materials
- Use your inside voice
- Walk in the hallways
- Keep your hands, feet, and objects to yourself
- Respect property
- Return objects that you borrow
- Demonstrate the six pillars of character
- Demonstrate behavior expectations in all school settings



A Conflict Resolution and Anger Management Strategy

When someone is bugging you, use DEBUG.

Decide to Ignore

Exit, Move Away

Be Friendly, Talk Friendly

Use Firm Talk

Get Adult Help or Use Peer Mediation

Brown Station Elementary School Student Expectations Policy

The following are specific expectations that have been shared and discussed with all students:

In school, students are expected to:

- Adhere to the Character Counts Pledge
- Observe classroom expectations
- Use DEBUG as a strategy to resolve conflicts
- Make good choices: use Stop and Think steps
- Sit Brown Station style upon request
- Leave all toys, sports equipment, dolls, or electronic equipment at home
- Wear hats only outdoors

During arrival and dismissal, students are expected to:

- Arrive at school between 8:15 and 8:50 am
- Use the sidewalks and crosswalks (students and parents/guardians)
- Follow the Crossing Guard's directions (students and parents/guardians)
- Walk from the bus into school and to the bus when leaving school
- Walk directly to class on the right side of the hall
- Walk quietly
- Walk with a staff member out the assigned door
- Enter and leave through the assigned door
- Listen and follow directions given by staff and patrols

At the bus stop, students are expected to:

- Use appropriate school behavior
- Follow all safety rules
- Listen and follow directions given by patrols and bus drivers

In the hallways, students are expected to:

- Walk quietly on the second tile on the right side, single file
- Keep your hands and feet away from bulletin boards, displays, walls and classmates
- Have a pass from a teacher or staff member whenever not in class
- Use the telephone only with a teacher's permission and a pass

In the cafeteria, students are expected to:

- Stay in a quiet line
- Sit down as soon as lunch is picked up
- Clean up your own trash
- Use table manners
- Raise your hand to ask for help
- Stay seated and talk quietly with table neighbors
- Stop talking and give complete attention when directed by staff
- Follow directions given by staff when leaving the cafeteria
- Have a pass or adult escort to leave the cafeteria

On the playground, students are expected to:

- Stay in the correct areas (blacktop, play equipment and field)
- Stay outside unless given a pass by a staff member
- Follow all the directions given by teachers and playground aides
- Use respectful language with peers and adults at all times
- Play without interrupting other games
- Share equipment
- Use peer mediation to resolve conflicts
- Line up quietly and orderly
- Have a note from home in order to be excused from recess
- Dress appropriately for the weather

In restrooms, students are expected to:

- Have a pass
- Respect the privacy of others in the restroom
- Flush the toilet after use
- Wash your hands after use
- Put paper towels and other trash in the trashcans
- Clean up after yourself
- Use inside voice
- Respect the facilities – no graffiti
- Return to their class as quickly as possible
- Tell an adult about graffiti
- Tell an adult about needed bathroom supplies

At assemblies, students are expected to:

- Enter and exit in a safe and quiet manner
- Sit Brown Station style and adhere to the Character Counts Pledge
- Follow teacher directions
- Use respectful and appropriate manners
- Show appreciation respectfully and appropriately at all times

During fire drills, students are expected to:

- Line up silently
- Walk out of the building silently by the designated route
- Listen for directions at all times
- Stand silently in line until called back into the building

Infractions and Consequences Regarding Brown Station Rules

Infractions	Consequences
<p><u>Insubordination</u> Includes, but not limited to, the following:</p> <ul style="list-style-type: none"> • Repeated refusal to follow adult (building service workers, secretary, bus driver, parent volunteer, playground aide, substitute, teacher, etc.) directions/requests • Wearing hats in school • Bringing inappropriate items to school 	<ul style="list-style-type: none"> • Warning • Time out • Student conference • Loss of recess • Parent conference • Refer to principal • Detention/suspension
<p><u>Disruptive Behavior</u></p> <ul style="list-style-type: none"> • Behavior which interferes with others' learning, including attention seeking behavior, violation of personal space, out of location, destruction of learning materials, impulsive behaviors, and inattention 	<ul style="list-style-type: none"> • Warning • Time out/Phone call home • Detention/Notice to Principal • Student/Staff/Parent/Principal conference • Suspension
<p><u>Disrespectful Behavior</u></p> <ul style="list-style-type: none"> • Language and/or action considered indecent, abusive, profane and/or obscene by the recipient or by staff members • Refusing to obey a lawful request or order by the authority of a staff member 	<ul style="list-style-type: none"> • Phone call home • Detention/Notice to Principal • Student/Staff/Parent/Principal conference • Suspension
<p><u>Leaving Class Without Permission</u></p> <ul style="list-style-type: none"> • Leaving the classroom without prior permission from staff 	<ul style="list-style-type: none"> • Verbal warning • Phone call home • Detention/Notice to Principal • Student/Staff/Parent/Principal conference • Suspension
<p><u>Verbal Aggression/Abuse</u></p> <ul style="list-style-type: none"> • Speaking to others in a threatening, intimidating manner • Making threats of physical attack/assault 	<ul style="list-style-type: none"> • Verbal warning • Phone call home • Detention/Notice to Principal • Student/Staff/Parent/Principal conference • Suspension
<p><u>Fighting/Physical Aggression</u></p> <ul style="list-style-type: none"> • When two or more participants willing engage in a physical confrontation. 	<ul style="list-style-type: none"> • Time out/Phone call home • Detention/Notice to Principal • Student/Staff/Parent/Principal conference • Suspension
<p><u>Leaving School Grounds</u></p> <ul style="list-style-type: none"> • Leaving school grounds without parental permission and administrative approval anytime during the school day 	<ul style="list-style-type: none"> • Parent conference • Police referral
<p><u>Truancy</u></p> <ul style="list-style-type: none"> • Absent from school without permission 	<ul style="list-style-type: none"> • Student/Staff/Parent/Principal conference • Referral to Pupil Personnel Services for intervention and assistance • Suspension • Referral to Protective Service

Montgomery County Public Schools
Consequences For Inappropriate Behavior – Serious Disciplinary Infractions

Nondiscretionary Expendable Offenses	Minimum	Maximum
Bomb/Facsimile Possession	<ul style="list-style-type: none"> • Expulsion • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Police Referral
Distribution of Intoxicants	<ul style="list-style-type: none"> • Expulsion • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Police Referral
Firearms	<ul style="list-style-type: none"> • Expulsion • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Police Referral
Violent Physical Attack on a Staff Member	<ul style="list-style-type: none"> • Expulsion • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Police Referral
Weapons Used to Cause Bodily Harm/Injury	<ul style="list-style-type: none"> • Expulsion • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Police Referral

Offenses With A Range of Consequences	Minimum	Maximum
Computer Abuse	<ul style="list-style-type: none"> • Loss of computer privileges 	<ul style="list-style-type: none"> • Expulsion
Destruction of Public Property (Vandalism)	<ul style="list-style-type: none"> • Suspension • Restitution • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Restitution • Police Referral
Extortion	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion

Infraction	Minimum	Maximum
Other Weapons	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion
Physical Attack on a Student	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion
Physical Attack on a Staff Member	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion
Possession or Use of Intoxicants	<ul style="list-style-type: none"> • Suspension • Police Referral 	<ul style="list-style-type: none"> • Expulsion • Police Referral
Possessing Portable Communication Devices	<ul style="list-style-type: none"> • Confiscation of the device • 10 day suspension • Notification of police after first offense or if first offense is related to criminal activity 	<ul style="list-style-type: none"> • Expulsion
Sexual Harassment	<ul style="list-style-type: none"> • Conference 	<ul style="list-style-type: none"> • Expulsion
Sexual Offenses	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion • Police Referral
Verbal Abuse and/or Threat	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion

Important Information

Principal: Dr. Carl Baskerville

Assistant Principal: Mr. John Burley

School Address

Brown Station Elementary School

851 Quince Orchard Blvd.

Gaithersburg, MD 20878

Office Number: 301-840-7172

Fax Number: 301-840-7175

School Hours

8:35 a.m. - 3:05 p.m.

Breakfast is served from 8:35-8:50 a.m.

Inclement Weather Number: 301-279-3673

2-Hour Delay

During the event of a 2-hour delay, school starts at 10:55 a.m.

Students may arrive at 10:35 a.m. Breakfast will not be served.

PLEASE COMPLETE, SIGN AND RETURN TO CLASSROOM TEACHER BY 10/14/11

Student and Parent Contract

Brown Station Student Promise

I promise to follow all school rules
and try my best every day.

Student's name: _____
(Please print)

Student's signature: _____ Date: _____

We have read and discussed the student and parent handbook. We understand and agree with the school's policies, expectations, and consequences regarding student behavior and academic performance. If we have concerns or questions, we will contact my child's teacher or appropriate staff.

Parent/Guardian's name: _____
(Please print)

Parent/Guardian's signature: _____ Date: _____

Teacher's name: _____

Please sign and return to your child's teacher by October 14, 2011.