

## Policy and Procedures Manual for Positive Student Behavior

### **Principles and Guidelines for Teaching Student Responsibility and Discipline**

The staff of Germantown Elementary School recognizes that student achievement is a function of students' academic and behavioral skills. Moreover, we recognize that both sets of skills are learned, and that it is our responsibility to engage in a partnership with students, parents, and others to facilitate and reinforce this learning. This is in keeping with the vision of Germantown Elementary that:

The Germantown Elementary School community will work as a team to:

- Foster academic excellence, social awareness, and emotional stability
- Provide the means for students to realize their fullest potential
- Embrace collegiality, high standards, high expectations, and realizing that we are accountable
- Recognize that all students have individual needs
- Have heart

### **Universal Expectations for Success**

To help everyone reach their full potential, the staff at Germantown Elementary School will keep students focused on the following:

#### **The GES Behavior Expectations**

- I will show proper listening skills.
- I will keep hands, feet and objects to myself.
- I will be kind with words and actions.
- I will follow directions.
- I will respect school and personal property.

#### **Staff Responsibilities**

Throughout the year, we will emphasize these expectations and encourage all students to "Stop and Think" and "Make Good Choices." Students will be taught social skills which will help them positively interact with adults and peers, solve problems, and resolve conflicts before they make "Bad Choices."

As staff, we also recognize and will practice the following principles to support student discipline and responsibility:

- We will teach students the expectations for responsible behavior.
- We will provide positive feedback to students, as quickly and often as possible, when they are meeting expectations and making good choices.
- We will respond with calm, consistent corrections or consequences, when minor misbehaviors occur.
- We will initiate the problem-solving/intervention process, when chronic or severe issues arise.

#### **Encouraging Good Choices**

The following is a list of successful incentives used by teachers at Germantown Elementary School.

- Praise or compliments
- Caught being...stickers
- Positive phone calls or notes home
- Award Certificates/Badges
- Stickers/stamps to save for center time or other privileges
- Good behavior stamp daily for weekly rewards
- Tickets for drawings/ rewards
- Treats
- Giving the student an additional responsibility
- Letting the student visit the principal for a special treat or reward
- Recognizing the student as "Student of the Week or Month" over the PA or at the monthly Principal's Chat

#### **Discouraging Bad Choices**

It is important that all students follow the G.E.S. Behavior Expectation. The administration of consequences arising from inappropriate behavior will be fair, firm, and consistent. Each situation will be analyzed carefully as consequences for misbehavior are considered. Inappropriate behavior may include any of the following:

- Not respecting self, other students, or staff (verbally or by actions)
- Not respecting school property or others' belongings
- Not staying on task
- Talking out of turn
- Not following directions
- Stealing
- Bullying/Fighting
- Pushing/biting/hitting
- Defiance/rudeness
- Teasing
- Tattling
- Violence
- Inappropriate language
- Lying
- Spitting

Depending on the circumstances of the situation, the maturity and the previous behavior of the student, consequences may follow as described.

In dealing with each incident, the teacher or administrator will keep in mind that the purpose of discipline is to strengthen positive behaviors that will enable the child to act appropriately in a similar situation in the future.

### Disciplinary Violations & Their Consequences Grouped by GES Behavior Expectations

- **I will show proper listening skills:**
  - Improper Conduct During School-Sponsored Activity:
    - Minimum action: warning of loss of privilege
    - Maximum action: five (5) day suspension
  
- **I will keep my hands, feet, and objects to myself:**
  - Fighting/Play-fighting:
    - Minimum action: detention and parent notification
    - Maximum action: five (5) day suspension, recommendation for expulsion
  - Physical Attack on Staff and/or Student:
    - Minimum action: one (1) day suspension
    - Maximum action: five (5) day suspension, recommendation for expulsion
  - Sexual Harrassment (unwelcome touching or inappropriate verbal, written, or physical gestures or comments):
    - Minimum action: parent notification
    - Maximum action: five (5) day suspension, recommendation for expulsion
  - False Fire Alarms and Unauthorized Handling of Fire Fighting Equipment:
    - Minimum action: one (1) day suspension, Fire Marshal referral, and restitution
    - Maximum action: five (5) day suspension, recommendation for expulsion
  
- **I will be kind with words and actions:**
  - Verbal or Written Abuse of Staff:
    - Minimum action: detention and parent notification
    - Maximum action: five (5) day suspension
  - Profanity or Obscenity:
    - Minimum action: parent notification
    - Maximum action: five (5) day suspension

- Racially Offensive Comment or Actions:
  - Minimum action: meet with Guidance Counselor, parent notification
  - Maximum action: five (5) day suspension, recommendation for expulsion
- Intimidation (Threatening) or Harrassment of Students or Staff:
  - Minimum action: detention and parent notification
  - Maximum action: five (5) day suspension, recommendation for expulsion
- Extortion:
  - Minimum action: detention and parent notification
  - Maximum action: five (5) day suspension, recommendation for expulsion
- Sexual Harrassment (unwelcome touching or inappropriate verbal, written, or physical gestures or comments):
  - Minimum action: meet with Guidance Counselor, parent notification
  - Maximum action: five (5) day suspension, recommendation for expulsion
- **I will follow directions:**
  - Insubordination/Failure to Obey Reasonable Request/Talking Back to an Adult:
    - Minimum action: warning of loss of privilege
    - Maximum action: five (5) day suspension
  - Improper Conduct During School-Sponsored Activity:
    - Minimum action: warning of loss of privilege
    - Maximum action: five (5) day suspension
  - Class Cutting or Excessive Tardiness:
    - Minimum action: parent notification
    - Maximum action: one (1) day suspension
  - Leaving School Grounds Without Permission:
    - Minimum action: one (1) day suspension
    - Maximum action: five (5) day suspension
  - Storing, Possession or Carrying a Weapon (including pellet guns or play guns that might be mistaken for a weapon):
    - MCPS Policy: police and/or parent notification, five (5) day suspension, extended suspension, recommendation for expulsion
  - Possession, Sale, or Use of Drugs, Alcoholic Beverages, or any Drug Paraphernalia (including beepers):
    - MCPS Policy: policy and parent notification, five (5) day suspension, extended suspension, recommendation for expulsion
  - Possession or Use of Fireworks or Incendiary Devices (lighters, matches):
    - Minimum action: detention and parent notification
    - Maximum action: five (5) day suspension, extended suspension, recommendation for expulsion
  - Smoking:
    - Minimum action: detention and parent notification
    - Maximum action: three (3) day suspension
  - Truancy or Cutting School:
    - Minimum action: parent notification
    - Maximum action: Truancy Review Board referral
- **I will respect school and personal property:**
  - Theft or Tampering with Student, Staff or School Property:
    - Minimum action: parent notification
    - Maximum action: five (5) day suspension
  - False Fire Alarms and Unauthorized Handling of Fire Fighting Equipment:
    - Minimum action: one (1) day suspension, Fire Marshal referral, and restitution
    - Maximum action: five (5) day suspension, extended suspension, recommendation for expulsion
  - Vandalism (Including destruction or defacing of property, use of smoke or stink bombs):
    - Minimum action: detention and parent notification
    - Maximum action: five (5) day suspension, police referral, and restitution

### Examples of Behavior Consequences

- Verbal warning
- Moving seats
- Time out
- Verbal or written apology
- Loss of privilege
- Written student reflection with parent signature
  - Teacher/student conference
  - Antiseptic bounce
  - Team/student conference
  - Loss of recess
  - Parent phone call
- Parent/teacher/student conference
  - Temporary removal from class
  - School service
- Detention (during or after school)
  - Office referral
  - Principal/student conference
  - Principal/parent/student conference
- Principal/teacher/parent/student conference
  - Suspension (in or out of school)
    - Restitution
  - Loss of bus riding privileges

### Definitions of Discipline Actions

1. **Conference:**
  - ✓ The teacher or administrator may contact parents by phone. In addition, a meeting at school or another appropriate place may be required with the teacher, counselor, pupil personnel worker, parent, student, administrator, police, or other appropriate individual attending.
2. **Antiseptic bounce:**
  - ✓ Staff member will send student on a short errand to defuse potentially negative behavior.
3. **Time out:**
  - ✓ Staff member will move student to a quiet area to reflect on his/her inappropriate behavior.
4. **Written reflection:**
  - ✓ Student will reflect (in writing/drawing) on his/her inappropriate actions. Reflection must be returned the next day with parent signature.
5. **Immediate office referral:**
  - ✓ For sexual harassment, racial or ethnic slurs, possession of weapon or real-looking weapon, or full-blown physical fight.
6. **Loss of bus riding privileges:**
  - ✓ Student will temporarily lose the privilege to ride the school bus to/from school. A parent or designee must arrange for another form of transportation to/from school.
7. **Detention:**
  - ✓ Staff Detention: A staff member may retain a student during the school day or after school when a student and parent have been given notification.
  - ✓ School Service Detention: When a student is assigned school service detention, a phone call will be made to notify a parent. If a parent is not reached, the student will be given a letter to take home to the parent. Detention will cover a number of options (cleaning cafeteria, school property, and grounds, etc.) from which the administration will choose the most appropriate. Student will perform some sort of service to the school at lunch and recess and/or after school.

8. **Temporary Removal From Class:**
  - ✓ Staff member may send a student to another classroom to complete work for a specified period of time.
  - ✓ A student may be temporarily removed from class by an administrator at a staff member's request. Parents will be notified.
9. **Removal from School Sponsored Activity:**
  - ✓ A student who demonstrates inappropriate behavior may lose his privilege to attend a school sponsored activity (i.e.- field trip, after-school club, etc.).
10. **Suspension:**
  - ✓ In accordance with the rules and regulations of the School Board, the principal may suspend a student for cause for not more than five (5) school days. Suspension may include out-of-school suspension. It will be used for repeat violators, for most serious violations, and for students who have been uncooperative during in-school suspensions. In-school suspension will be used for all others. At in-school suspension, the student will be suspended from attending classes and any activities for the day but will spend the entire day in the in-school suspension area completing class work and homework.
    - The student will be given notice of the reasons for possible suspension, an explanation of the evidence, and an opportunity to present his or side of the story.
    - Students who are suspended from school may not participate in any school sponsored activities and are not permitted on school grounds during the period of suspension.
    - The student and/or parent has the right to submit an immediate appeal to the principal. To appeal suspension, the student and/or parent must submit a request in writing to the principal. After consideration by the principal, the suspension may be further appealed if necessary to the Superintendent and the Board of Education (see Students' Rights and Responsibilities, Due Process.)
11. **Police Referral:**
  - ✓ A student who violates the law shall be reported to Montgomery County Police or the Fire Marshal.
12. **Expulsion:**
  - ✓ In accordance with MCPS Regulation JGA-RB, a student may be expelled from all Montgomery County Public Schools by action of the Superintendent.
13. **Restitution:**
  - ✓ A student may be required to reimburse individuals or Montgomery County Public Schools for damages or destruction of property.
14. **Restoration of Property:**
  - ✓ Student may be required, as part of a detention, to restore an area to a clean and/or safe condition.
15. **Search and Seizure:**
  - ✓ A principal or designee may conduct a search of a student on the school premises if he/she has reasonable cause to believe that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of the State of Maryland. The search must be made in the presence of a third party who is of majority age.
  - ✓ A principal or designee may conduct a search of any part of the physical plant of the school.
  - ✓ Any confiscated property belonging to a student must be returned to the student or his/her parent within a reasonable time except as required by law or by consideration of safety for students and staff.

### **Student Roles and Responsibilities**

Students at Germantown Elementary School will take pride in their efforts to learn and practice responsible behavior. Students will demonstrate responsible behavior and understanding of the five (5) GES Behavior Expectations in all areas of the school by doing the following:

### Behavior Expectations for Morning Line-Up in the Gym

- **Show Proper Listening Skills:**
  - Follow/listen for directions from an adult.
- **Keep Hands, Feet, and Objects to Self:**
  - Do not kick, shove, hit, fight, play fight, throw objects, or spit while in line or leaving the gym area.
- **Be Kind With Words and Actions:**
  - Respectfully talk (only) to the students sitting next to you.
- **Will Follow Directions:**
  - Quietly sit in your class line.
  - Leave the gym in a single file line when instructed.
- **Respect School/Personal Property:**
  - Do not touch/use other students' belongings.

### Behavior Expectations on the Bus

- **Show Proper Listening Skills:**
  - The bus driver is in charge. Follow his/her directions at all times.
  - The patrols are the bus drivers' helpers. They encourage safe bus riding behavior.
- **Keep Hands, Feet, and Objects to Self:**
  - Stay seated, face forward, keep aisles clear, and keep head and arms inside the bus.
- **Be Kind With Words and Actions:**
  - Respectfully talk (only) to the student who is sitting next to you.
  - Do not tease or name call.
- **Follow Directions:**
  - No eating or drinking.
  - Wait until the bus has come to a complete stop and the door has opened before getting up from your seat.
- **Respect School/Personal Property:**
  - Do not touch or use other students' belongings.

### Behavior Expectations in the Hallways

- **Keep Hands, Feet, and Objects to Self:**
  - Keep hands at your sides and feet on the ground.
- **Follow Directions:**
  - Stop and wait at all intersections until your teacher gives further directions.
  - Carry a hall pass or note at all times.
  - Walk quietly with hands at your sides.
  - Only enter a classroom with an adult present, otherwise, student will wait quietly in the hall if no adult is present.
  - Walk at all times.
- **Respect School/Personal Property:**
  - Respect all bulletin boards and displays by not touching them.

## Behavior Expectations in the Classroom

- **Show Proper Listening Skills:**
  - Keep your eyes on the speaker.
  - Keep body and mouths still.
- **Keep Hands, Feet, and Objects to Self:**
  - Do not play with others' hair.
  - Respect everyone's personal space.
  - Keep hands and feet to selves.
  - Do not play fight.
- **Be Kind With Words and Actions:**
  - Use the words – please, thank you, and/or excuse me – when speaking to others.
  - Do not swear or tease other students.
  - Respect others ideas.
  - Be responsible for your own actions.
  - Treat others as you would like to be treated.
- **Follow Directions:**
  - Use listening skills to follow directions the first time they are given (without arguing).
  - Raise your hand if you have a question.
  - Keep hands empty and out of desks.
  - Stay in place unless given permission to move around the room.
- **Respect School and Personal Property:**
  - Leave toys, games, electronics, cards, music, etc., at home.
  - Do not touch other others' belongings without permission.
  - Clean up after yourself.

## Behavior Expectations in the Cafeteria

- **Show Proper Listening Skills:**
  - Use inside voices.
  - Focus on eating first.
  - Stop talking when an adult is talking to you or the group.
- **Keep Hands, Feet, and Objects to Self:**
  - Do not play with or food.
  - Do not share food (except what is in on the share table).
- **Be Kind with Words and Actions:**
  - Use the words – please, thank you, and/or excuse me – when speaking to others.
  - Be responsible for yourself.
  - Treat others the way you want to be treated.
  - Do not "cut or let others cut" while in the lunch line.
- **Follow Directions:**
  - Use listening skills to follow directions the first time (without arguing).
  - Talk quietly to the students seated next to you.
  - Have everything you need for lunch and recess before leaving your classroom.
  - Remain seated at your table until an adult gives you permission to get up.

- **Respect School and Personal Property:**
  - Be responsible for your food and trash.
  - Pick up your trash and put (do not throw) in proper can.
  - Recycle trays appropriately.
  - If you see something on the floor, please help the staff out by picking it up.
  - Classes are responsible for the neatness of the entire table.

### Behavior Expectations for Bathroom Use

- **Keep Hands, Feet, and Objects to Self:**
  - Do not play fight
  - Do not throw paper towels or tissue paper.
- **Follow Directions:**
  - Sign in and out of classroom.
  - Return immediately to class instead of waiting for friends.
  - Wash hands with soap and warm water.
  - Bring only a bathroom/hall pass into the bathroom.
  - Do not play fight or throw paper towels or tissue paper.
- **Will Respect School/Personal Property:**
  - Do not write or draw on the walls.
  - Flush the toilet after each use.
  - Throw used paper towels in the trash can only.
  - Use just enough soap and paper needed for your personal use.
  - Report concerns immediately so we can keep our bathroom clean and functional.

### Behavior Expectations on the Playground

- **Show Proper Listening Skills:**
  - Stop playing as soon as the whistle is blown, return checked out equipment, and walk to your class line.
- **Keep Hands, Feet, and Objects to Self:**
  - Do not kick, shove, hit, fight, play fight, throw objects, or spit while on the playground.
  - Leave all objects such as rocks, wood chips, and sticks on the ground.
- **Be Kind With Words and Actions:**
  - Use appropriate words when talking to each other and to staff members.
  - Do not name call or tease others.
  - Do not curse or swear.
- **Follow Directions:**
  - Follow the directions of the playground aides at all times.
  - Remain in line until your teacher meets your class up on the blacktop.
  - Go only to the restroom or nurse with permission and a pass. When finished, return outside immediately and return the pass to the adult who gave it to you.
  - Do not play in ice, snow, puddles or water.
  - During recess, students may (only) enter a classroom with permission and an adult present.
  - Use inside voices when re-entering the building and/or classrooms.
- **Respect School/Personal Property:**
  - Do not play in the bathrooms during recess.
  - Leave all personal play equipment at home.

## Behavior Expectations for Assemblies

- **Show Proper Listening Skills:**
  - Do not talk while an adult is talking or a performance is in session.
  - Keep eyes on the speaker/performer.
- **Keep Hands, Feet, and Objects to Self:**
  - Sit cross legged on the floor.
  - Keep hands in your lap or at your sides.
- **Be Kind With Words and Actions:**
  - Clap for others at an appropriate time.
  - Do not make negative comments to or about others.
  - Booing is not allowed.
- **Follow Directions:**
  - Enter the assembly in a quiet, single file line.
  - Sit in straight rows.
  - Follow the directions of the main speaker, performer, or the Germantown ES staff who is supervising your class.

### **Parent/Guardian Roles and Responsibilities**

- Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, and notes.
- Parents are asked to help teach their child specific skills such as remembering homework, learning to be more independent or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.
- Parents are asked to help staff teach the student an alternative set of behaviors, if there is a severe or recurring issue. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.