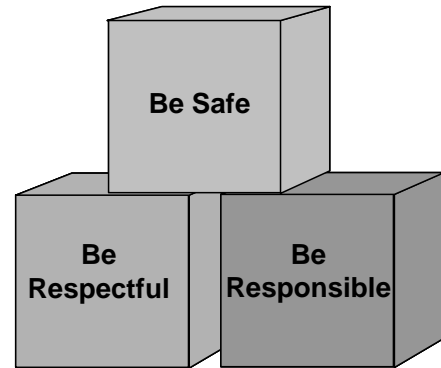


# Great Seneca Creek Elementary School



## Discipline Policy Positive Behavioral Interventions & Supports

### Philosophy – "The Basic 3" School Rules

#### ✓ **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.

### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS SYSTEM (PBIS)

The staff at Great Seneca Creek Elementary believes that students perform at high levels (both academic and behavioral) when their learning occurs in a safe, respectful, energetic, and rigorous school environment. In order to enhance our efforts to create and sustain such an environment, GSCES is implementing the Positive Behavioral Interventions and Supports (PBIS) System. PBIS facilitates an organized system of positive behavior management in all settings throughout the school. The core components of this system's approach include:

- ✓ **Providing school-wide structures to explicitly define, teach and communicate the three positive behavior expectations: *Be Safe, Be Respectful, and Be Responsible***
- ✓ **Enhancing our behavioral recognition system for all students who meet school and classroom expectations**
- ✓ **Developing leadership skills in students by providing authentic experiences to serve the school community**
- ✓ **Facilitating an organized system of disciplinary actions.**
- ✓ **Managing and using data to drive decisions regarding the effectiveness of the behavior management processes**

The GSCES community sets high standards for students to conduct themselves in a way that is conducive to building a climate essential for learning. When behavioral expectations are met; students have an opportunity to be recognized for their efforts through a variety of classroom and school-wide incentives. When classroom and school-wide behavior expectations are not met, specific consequences are given.

Combining high academic expectations with a positive systems approach to behavior allows all students the opportunity to experience high levels of success. When students experience success, they build resiliency, persistence, and self-esteem. All of which results in a school atmosphere that promotes excellence for all.

### **Rights and Responsibilities**

The relationship between teacher, child, and parents is the key to a child's academic, physical, and social growth. We can best meet each student's needs by working together.

#### **A. The rights and responsibilities for everyone at Great Seneca Creek 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. Teachers are expected to:**

1. Involve the students in developing classroom rules.
2. Help the students to understand and follow the rules by consistently following the school discipline policies.
3. Initiate contact with parents as needed and respond to communications from home.
4. Confer with parents and other school personnel to resolve student discipline problems.

#### **C. Students are expected to:**

1. Participate in the development of school and classroom rules.
2. Understand and obey the rules of the school at all times, including during school assemblies, on field trips, and at after-school events.
3. Attend school regularly, arrive on time, and fulfill their academic and behavioral responsibilities.

#### **D. Parents are expected to:**

1. Help their children develop respect for the rights and property of other individuals.
2. Initiate contact with staff as appropriate and respond to communications from the school.
3. Send their child to school regularly, on time, and prepared to work (breakfast, appropriate dress for the weather, well rested, and with school supplies).
4. Understand and support school rules and policies.
5. Cooperate with the staff to help the students solve discipline problems.

Students and their parents are asked to become familiar with the discipline policy, school procedures and consequences. "I did not know the rule" is not an acceptable reason for not following the rules.

#### **School Standards of Behavior**

Great Seneca Creek 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. Demonstrate digital citizenship at all times throughout the building.
4. Follow all school procedures as established jointly with their teachers and other adults.
5. Behave in a manner that promotes their own safety and the safety of others.
6. Work hard and do their best.

#### **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 and other's 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. Walk bicycles on school grounds. Remember that helmets are required on all community streets.
7. Refrain from using high-risk equipment on school grounds (e.g., skateboards, scooters, roller blades) at all times.
8. Avoid dangerous situations regarding weather-related conditions (e.g., puddles, snowballs, ice).
9. Follow established restroom procedures. In the case 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.
10. Behave according to these policies at all times, including during school assemblies, on field trips, and during after-school events.
11. 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.

12. Refrain from chewing gum. Gum is not permitted in school or on the bus.
13. Wear hats (headwear) when outside at recess or on inclement weather days. Headwear may be worn inside the building only on designated "hat" days.
14. Refrain from borrowing money from peers, giving money away, or selling items to peers.
15. Gambling is not permitted in school.
16. Leave toys, games, electronic devices, and sports equipment at home. Distractions from learning are not permitted on school grounds.

## **B. Hallways**

In using the hallways at Great Seneca Creek Elementary School, 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 experience for our students, the following lunchroom expectations and procedures will be used:

1. Walk at all times.
2. Sit at your assigned table unless otherwise directed.
3. Leave the cafeteria only with permission.
4. Respect others.
5. Talk in conversational tones using "restaurant" voices. Limit conversation to the people near you at your table.
6. Display good table manners. Chew with your mouth closed.
7. Raise a hand when assistance is needed.
8. Refrain from trading, sharing, or selling food.
9. Take responsibility for cleaning up after oneself. Clean your table and immediate area when directed.
10. Sit facing the table with feet in front and allow sufficient space between each person.

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 or games may not be brought from home.
8. Leave sticks, rocks, dirt, snowballs, or similar items on the ground.
9. Refrain from "play fighting" or other activities that involve contact.
10. Walk, not run, to the play areas.
11. Line up promptly in assigned area when the bell rings at the end of recess.

#### **E. Restrooms**

1. Follow classroom, cafeteria, 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.

#### **F. Assemblies**

So that all students and staff may enjoy assemblies, students will:

1. Enter and exit the assembly in a safe, quiet manner as directed by their teacher.
2. Use appropriate audience manners during assemblies (e.g., listen to speaker, demonstrate appropriate response).
3. Sit in their assigned places in an appropriate manner.

#### **G. Student Pass Policy**

An unaccompanied student 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.

#### **H. School Bus**

1. The safety of the children at bus stops is a primary concern. 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 assistant principal in a timely manner.

## I. Walking to School

To ensure the safety of all children walking to school, children are expected to:

1. Walk on the sidewalk at all times.
2. Act in a safe manner towards others.
3. Cross the road as directed by the crossing guard or patrols.

## J. Classroom Standards

1. Teachers are to make classroom policies clear to all students. These standards are to be read and discussed with all students.
2. Desk contents are considered private property. When students are sitting at someone else's desk, they are expected to respect the other student's privacy.
3. Teachers will set up restroom procedures, including placing limits on students leaving classrooms.

## K. Student Dress Code

All clothing worn on school property should reflect the fact that school is a place where students and adults do important work. Clothing worn at school should not cause disruption, nor endanger health or safety.

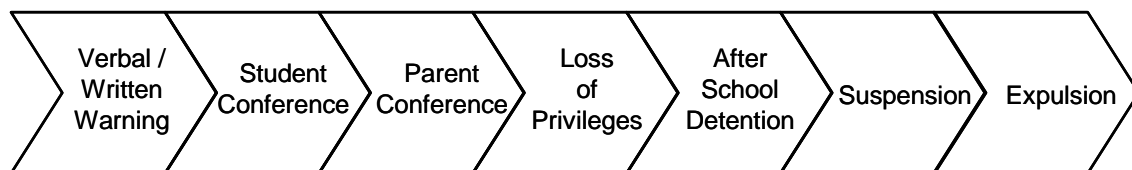
Guidelines are as follows:

1. Short shorts, short skirts, halter-tops, crop tops, muscle shirts, spaghetti straps should not be worn to school.
2. Flip-flop sandals are not permitted to be worn in the building or on the playground. (Secured sandals are not considered flip-flops.)
3. T-Shirts with inappropriate messages are not to be worn to school.
4. Moderation and good taste are always advised when evaluating what is appropriate for the school setting.
5. The school principal, or assigned designee, makes final judgment regarding individual dress code issues.

## CONSEQUENCES

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 on the chart (e.g., begin with verbal warning or begin with parent conference) depends 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

### Consequences – Chart of Actions

The chart below provides examples of the minimum and maximum consequences for specific types of behaviors.

Type of Behavior	Minimum Consequence	Maximum Consequence
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 10 day suspension
Bus behavior reported by driver or patrol to Principal	Conference	Suspended from riding bus (up to 5 days)
Disregard of general school rules (gum chewing, dangerous behavior, etc.)	Teacher intervention	Detention, parent contact, suspension
Disruptive classroom behavior, shouting, excess noise, throwing objects, etc.	Teacher conference	Up to 5 day suspension
Fighting without evidence of initiating the fight	Teacher/Support Staff conference	Principal conference
Fighting, Bullying, Intimidation	Teacher/Staff conference Sent from situation for a period of time deemed necessary	Parent notification Up to 10 day suspension
Inappropriate dress, or clothing with obscene, vulgar connotations	Parent conference	Suspension
Lunchroom misbehavior, shouting, throwing food, leaving before excused	Lunchroom aide conference Referral to teacher	Detention Parent notification
Name-calling leading to fight	Teacher/Staff conference	Parent notification Up to 10 day suspension
Obscenity, profanity or use of other improper language	Teacher conference	Parent/Principal conference Detention or up to 5 day suspension
Off school grounds without permission	Teacher/Support Staff conference	Principal/Parent conference Suspension Police notification
Plagiarism	Conference with staff member	Suspension
Skipping class	Principal conference	Principal/Parent conference

<b>Type of Behavior</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Tobacco Use	Suspension	Expulsion
Theft	Teacher/Support Staff conference	Up to 10 day suspension

### Countywide Violations

The actions listed on the chart below are forbidden. Any student found doing one of the following things on school grounds or at school-sponsored events will be disciplined within the guidelines listed under each offense. These guidelines apply to every school in the county.

<b>Type of Behavior</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Bomb Threat	Expulsion, police referral	
Distribution of intoxicants	Expulsion, police referral	
Firearms	Expulsion, police referral	
Violent Physical attack on a Staff Member	Expulsion, police referral	
Weapons to cause bodily injury	Expulsion, police referral	
Computer Abuse	Loss of computer privileges	Expulsion
Destruction of public property (vandalism)	Suspension, restitution, and/or police referral	Expulsion, police referral, restitution
Extortion	Suspension	Expulsion
Other weapons	Suspension	Expulsion
Physical Attack on a Student	Suspension	Expulsion
Physical Attack on a staff member	Suspension	Expulsion
Possessing Portable Communication Devices without permission from Principal	Conference	Expulsion
Possession or use of intoxicants	Suspension, police referral	Expulsion, police referral
Sexual Harassment	Conference	Expulsion
Sexual Offenses	Suspension	Expulsion, police referral
Verbal abuse and/or threat	Suspension	Expulsion