



# STUDENT DISCIPLINE POLICY

## 2008 – 2009

*Montgomery County Public Schools*

WYNGATE ELEMENTARY SCHOOL  
“Reach In! Reach Out! Reach Up!”  
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Barbara J. Leister, Principal

This discipline policy was compiled under the direction of

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*Principal, Wyngate Elementary School*

and

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*Assistant Principal, Wyngate Elementary School*

We wish to acknowledge the dedicated efforts of the following teachers,  
specialists, playground aides and parents for the development of the  
*Wyngate Discipline Policy*

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**Mckenzie**

**2007-2008**

*(Revised July 2008)*

**Wyngate Elementary School - Bethesda Maryland**

Dear Parent/ Guardian:

Enclosed is a copy of the Wyngate Elementary School Discipline Policy. Please review this policy and share its contents with your child. It is important for the school and home to work together to insure a safe and orderly learning environment.

After reviewing the discipline policy, please sign the bottom and return the tear-off section to your child's teacher.

Sincerely,

Barbara Leister  
Principal

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I have read and reviewed the Wyngate Discipline Policy with my child. We understand the expected behaviors and possible consequences of this plan.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

## **STATEMENT OF PHILOSOPHY**

Each local school in the Montgomery County Public School system must evolve a certain set of rules and regulations to govern its participants and to facilitate the performance of its primary function, learning. These rules should reflect a balance between the responsibilities and rights of the individual and the responsibilities and rights of the group. They must also reflect the need to promote an environment conducive to effective and efficient learning and the need for mutual respect and cooperation among all segments of the school community.

The administration of a discipline policy should focus not punishment, but on changing or controlling inappropriate behavior. To that end, all available resources should be utilized. Fair, firm and consistent application of a policy is expected; and students should be made aware of the consequence of misbehavior. Because causes of misbehavior are not always evident, it is equally important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

The ultimate goal of the Wyngate discipline policy is self discipline and the development of social responsibility, which includes respect for others, for one's self, and one's environment. Discipline is learned, and should be taught in the home, school and community. As the child matures, he/she should be given increased responsibility and every opportunity to demonstrate self discipline.

The cooperation of many people is necessary to establish and to maintain a positive learning environment in our school. Each member of the Wyngate school community must assume certain responsibilities in order to ensure that the rights of all are protected. The following responsibilities are not all inclusive, but rather relate specifically to school discipline.

## **Rights and Responsibilities**

*A. The **student** has the right to a public school education in an environment conducive to learning. He/she is expected to:*

1. Attend school and classes regularly, to arrive on time, and to fulfill to the best of his/her ability the course objectives.
2. Understand and observe the rules of the school.
3. Recognize that there are channels through which rules or conditions can be studied or questioned and realize that he/she must use those channels.
4. Participate in the development of school rules in keeping with his/her maturity level.

*B. The **parent** has the right to expect that the school will address the learning needs of his/her child in an equitable way, respecting the individual differences of children. The parent has the right to be informed of his/her child's progress and of areas where closer home-school cooperation is needed. The parent is expected to:*

1. Send his/her child to school regularly, on time, and prepared to work.
2. Respond to communications from the school pertaining to his/her child.
3. Cooperate with school staff in solving behavioral problems.
4. Develop in his/her children respect for the rights, feelings and property of other people.
5. Understand and support the fair, consistent administering of school rules and policies.

*C. The **teacher** has the right to work in an atmosphere which fosters satisfaction in his/her work with the support and guidance of the administration in maintaining high professional standards. The teacher is expected to:*

1. Work with students so they understand the objectives of the course and what they are expected to learn.
2. Help the student realize that as an individual he/she is important and that, as a group member, he/she should act in a responsible way.
3. Encourage and help the student to understand and support the rules of the school and to participate in formulating rules relating to him/her and his/her role in the school.
4. Know and enforce consistently and fairly the rules and policies of the school.
5. Use procedures appropriate for age, background, and level of maturity in fostering appropriate behavior and dealing with inappropriate behavior in students.
6. Seek conferences with parents and other school personnel in an effort to help students who present behavioral problems.

*D. The **principal** has the right to expect the cooperation of staff, students, and parents as he/she seeks to facilitate the fulfillment of the school's function as an educational institution. The principal of his/her designee is expected to:*

1. Make known and interpret to students, parents, and staff the MCPS discipline policies and the local school discipline policy.
2. Implement specific plans for effective student, parent and staff participation in the formulation and review of the local school discipline policy.
3. Support all building personnel to maintain appropriate and effective discipline.
4. Be available for conferences with staff, students, parents, and others on discipline matters.
5. Provide teachers assistance with serious problem situations.
6. Inform teachers of administrative disciplinary action.
7. Identify the lines of authority in the building in his/her absence so that disciplinary matters may be handled as expeditiously as possible.

### **Due Process**

All appeals of disciplinary action should begin with the staff member who made the decision. The student has the right to appeal a decision to the principal. The principal shall hear the appeal within three school days and notify the student/parent of his/her decision. The decision of the principal may be appealed to the Associate Superintendent.

- All appeals of a decision should begin with the staff member making the decision.
- Students/parents may appeal a decision to the principal.
- The principal hears the appeal within three school days and notifies the student/parent of his/her decision.
- The decision of the principal may be appealed to the Associate Superintendent (see "Student's Rights and Responsibilities" for procedure).

# STUDENT EXPECTATIONS

## School Standards of Behavior (General)

1. Students are responsible to all adults – teachers, administrators, secretaries, para-educators, building service staff, cafeteria staff, bus drivers, crossing guards and parent volunteers.
2. Students are responsible to school safety patrols when patrols are on duty.
3. Bringing toys, MP3 players, iPods/headphones, games, hand-held (school distracters) from home is **not** allowed. Toys and distracters will be confiscated and returned at the discretion of the teacher or principal. Students cannot wear 'heelies' in school.
4. Cell phones are only allowed with a note on file in the school office. Cell phones must be turned off during the school day. The school is not responsible for damage, loss or theft of cell phones, toys or other school distracters.
5. School behavior policies apply on field trips, before and after school events, and anytime while on school grounds.
6. Bullying and/or teasing are never acceptable.

## Students Will Follow Wyngate Standards

While most students consistently behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. All students have a right to a pleasant and safe environment in which to learn, eat and play, thus the following standards have been developed for that purpose.

***\*Critical incidents will be reported immediately to the office at the patrol's, staff members, or other adult's discretion for any of the below rules.***

### Line Up:

- Arrive at school and proceed safely to designated area.
- Follow directions and be respectful of patrols and adults on duty.
- Sit in single file line read or talk quietly with your neighbor.
- Walk quietly to classroom when bell rings.

### Dismissal:

- Leave school using front doors unless they line up downstairs for the bus.
- Teachers will dismiss students when buses are called.
- Follow directions and be respectful of patrols and adults on duty.
- Sit in single file line.
- Walk quietly to bus line when bell rings.

### Line Up and Dismissal Consequences:

- Patrol in charge will remind students of appropriate behavior.
- If inappropriate behavior continues, the patrol will write a report and the classroom teacher will be notified.
- The second time a student is reported by a patrol that student will write a note to his/her parent explaining his/her behavior. The teacher and parent will sign the note. The teacher will keep this note on file.
- After a third report, the student and the parent will meet the principal. Further disciplinary actions may result.

### Hallway:

- Walk silently.
- Walk on the right side of the hallway on the Purple Path (2<sup>nd</sup> tile from wall).
- Keep your hands to yourself and respect bulletin board displays.

### Hallway Consequences:

- If a staff member finds the student not following these rules, a report slip will be given to the homeroom teacher, and the teacher will follow up accordingly.
- Homeroom teachers will send students to the office if more than three infractions are reported quarterly.

### Assembly:

- Enter silently into the room.
- Sit cross-legged with hands in your lap on the floor (Wyngate way).
- Leave an aisle for the performance.
- No talking during the performance.
- Use appropriate audience responses (clapping only).
- Listen to instructions of presenters.
- Raise your hand appropriately.
- Listen to the teacher's directions for exiting the room.

### Fire Drills:

- Walk silently in line when exiting the building.
- Follow your classroom exit plan.
- Stay silently in line when waiting outside.
- Listen for teacher's directions.
- Enter the building walking silently back to the classrooms.

### Assembly and Fire Drill Consequences:

- Teacher will have supervision during these times and will handle infractions at their discretion.

## Lunchroom:

All students must follow the directions of the para-educators/playground aides. Students need to be prepared for recess when they come to the cafeteria. They will not be allowed back to the classroom to get forgotten items.

- Basket carriers will come with the rest of the class (not earlier).
- Walk quietly into the lunchroom.
- Stay quietly **in line** when buying your lunch.
- Sit in your assigned tables.
- Raise your hand to use the bathroom, get help to open any tray items, and/or retrieve forgotten items from lunch line.

*(In an effort to respect parental guidance and expectations regarding student lunches, and more importantly because of the numerous food allergies students have, students are encouraged NOT to share food)*

### Buying Lunch:

- When buying lunch, milk buyers are first, then A lunch buyers and then B buyers.
- If you don't sign up for lunch, you will be served peanut and jelly sandwich and will write of apology to the cafeteria manager.
- Student will pick up tray, utensils, milk, and lunch and enter PIN number in the machine.
- Walk quietly to their assigned tables.

### Cleaning Up:

- Students are to clean up their trash and take one trip to the trashcan.
- Students are to stay quietly at their tables and wait until they are dismissed.

***All students are expected to go to recess each day as supervision is only provided on the playground for students. When a teacher requires a student to stay in for recess for additional instruction, the teacher must inform the lunch aide or he/she must pick the student up from the cafeteria.***

## Lunchroom Consequences:

- Students who exhibit inappropriate behavior will be moved to an alternate seat for the remainder of the lunch period. The classroom teacher will be notified.
- If the inappropriate behavior continues, the student will write a note to his/her parent describing the incident. The teacher and the parent will sign the note and the teacher will keep it on file.
- Students who continue to exhibit inappropriate behavior will meet with their parent and the principal to discuss the situation.

Recess:

Outdoor Recess:

- Students will play organized games under the supervision of the aids.
- Any game can be terminated or modified at the aids discretion.
- Students will play in a designated area (upper portion of the field and along the tree line).
- Students will elicit the help of an aid to retrieve balls under the portables or outside of the designated area.
- Students should get permission to enter the building through the cafeteria door **only** to use the bathroom.
- Assigned students will bring recess wagons out and in.
- With permission of their classroom teacher, students may bring their own play equipment to use on the playground; however, the school can not be responsible for damage or loss of equipment.
- Use playground equipment in an appropriate and safe manner at all times.
- Minimal and gentle contact sports or games are allowed.
- Any activity considered dangerous by the playground staff is not permitted. Examples of dangerous activity includes: rock throwing, pushing, tackling, wrestling and throwing wood chips.

Indoor Recess:

- Students will follow classroom rules established by teachers.

Recess Consequences:

- Discipline will be left up to the lunchroom aide, and a slip will be given to the homeroom teacher as needed.
- Repeat offenders will be handled accordingly.

**Leaving the boundaries of the playground and actions that are potentially dangerous will result in the student being immediately removed from the playground and being escorted to the principal's office.**

Bus Standards:

- All students must follow the directions of the bus driver.
- 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 other passengers.

Bus Consequences:

- Patrol in charge will remind students of appropriate behavior.
- If inappropriate behavior continues, the patrol will write a report and the classroom teacher will be notified.

- The second time a student is reported by a patrol that student will write a note to his/her parent explaining his/her behavior. The teacher and parent will sign the note. The teacher will keep this note on file.
- After a third report, the student and the parent will meet the principal.
- If the bus driver determines that a serious safety factor is violated, a discipline report is submitted and an immediate principal/student conference is held. A second report by the bus driver may result in suspension from riding the bus.

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.

## **APPENDIX A**

### Definitions:

Fighting - Physical contact involving hitting, kicking, biting or wrestling between two or more children.

Theft or Vandalism of Personal Property - Willful taking or destroying another's property.

Insubordination-- Refusal to follow reasonable directions given by an adult in class or elsewhere on school property.

Profanity-- Language or gestures which the staff has deemed inappropriate for use in school.

Intimidation --Threatening or blackmailing another child or adult.

Disruptive Behavior -- Behavior that seriously disrupts the learning atmosphere or threatens the safety of others.

Verbal Abuse of Peers -- Willful insulting of another student by name calling or use of inappropriate language or gestures.

Cheating-- Presenting as one's own an individual work assignment which has been copied.

Wyngate Staff Member is defined to include adult volunteers or guests as well as professional and supporting services staff.

## **APPENDIX B**

### COUNTYWIDE POLICIES AND REGULATIONS

County policies and regulations related to discipline are contained in the MCPS Policies and Procedures Handbook and the Student Rights and Responsibilities document located in the school office and are available to school staff, students, and parents.

