**GLENALLAN ELEMENTARY SCHOOL**

**“A School Where Character Counts”**

**DISCIPLINE POLICY**

**Philosophy**

The Glenallan staff, parents, and administration believe that maximum learning can take place in an environment where high expectations for character exist.

The purpose of a school discipline plan is to clarify expectations, set goals, establish rights and responsibilities, and encourage self-development and individual responsibility. This year Glenallan will be a Character Counts school. We will focus on character education in addition to education on academics. The development of character is a significant indicator of success in school and life. We will focus on one character trait per month and recognize a student from each class who has demonstrated this trait consistently at school. These recognitions will take place during awards assemblies and having “pancakes with the principals” during that month.



In order to focus on establishing mutual respect, sensitivity to the feelings and rights of others, promoting an atmosphere of kindness, consideration and support toward others, Mr. Moran and Mr. Scott will hold hall meetings when it’s requested. These meetings will focus on communicating clear and consistent expectations, building character, and concerns from students. Administrators will be consistently visible throughout the building in order to be proactive and reinforce positive behavior.Effective discipline is best achieved as a **partnership** between the school and the student's home.

**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, parent volunteers, and KAH staff.

2. Students are responsible to school **safety patrols** while patrols are on duty.

3. Elementary students are NOT permitted to possess or use cell phones or other portable communication devices on MCPS school campuses during the instructional day.

4. Bringing toys, MP3 players, IPods/head phones, games, hand-held

devices (school distracters) from home is not allowed. Toys and distracters will be confiscated and returned at the discretion of the teacher and/or administrators. Students cannot wear ‘heelies’ in school.

5. **Chewing gum** is not allowed at school.

6. **Wearing hats** in school is not allowed except in special circumstances, such as: medical conditions, cultural or religious observations.

7. School behavior policies apply on **field trips, before and after school events, and anytime while on school grounds.**

8. Bullying and/or teasing are never acceptable.

9. The use of inappropriate language is not acceptable.

10. Students are **not permitted to leave the school grounds** without written permission from a parent/guardian. **Parents/guardians** must sign out students in the main office. Verbal permission is acceptable in cases of emergencies.

11. Students who deliberately, or through aggressive acts, **destroy other students' personal belongings or school property** are required to replace the property.

12. **Harassment** of another student, extortion; and **stealing** are inappropriate behaviors that will be addressed through the hierarchy of consequences.

**All students have a right to a pleasant and safe environment in which to learn, thus the following standards have been developed for that purpose:**

**HALL STANDARDS**

1. Students will **walk** at all times.

2. Students will walk on the **right hand** side of the hall.

3. Students will keep their hands at their sides and respect hallway displays.

4. **Quiet voices** are expected in the hallways out of respect for classes in session.

5. Students use **passes** when leaving the classroom for other parts of the building.

6. Students must have a **phone pass** to use the hall telephone.

**CLASSROOM STANDARDS**

1. Classroom standards are **presented to and discussed with all students** by the classroom teacher. Please use the my job, your job, our job, baldrige tool to set expectations for your classroom. These standards include policies regarding classroom behaviors, maintaining respect for the teacher, all staff members, students, classroom, and school property, leaving the classroom, use of bathrooms, use of hall phone, etc.

2. **Desks are considered private property**. A student sitting at someone else's desk will not touch anything on or in that desk, unless it belongs to them.

3. Students will **be prepared for learning every day.**

4. **Writing on walls, desks, books**, etc. is considered destructive and is not acceptable behavior.

5. **Respectful behavior** is the expectation for the teacher, all adults, and for all students.

6. Students are required to follow MCPS policies regarding **Internet access** and all computer use.

**BATHROOM STANDARDS**

1. Students will respect students’ privacy in bathrooms.

2. Students will maintain basic bathroom cleanliness (wash hands with soap and water).

3. Students will place used paper towels in trash receptacles.

4. Students will keep bathroom facilities free from graffiti.

**LUNCH ROOM STANDARDS**

1. All students must follow the directions of the para-educators/lunchroom aides.

2. The noise level in the lunchroom is to be kept to a moderate volume.

3. Students are expected to use appropriate manners and to clean up after themselves before leaving the lunchroom for recess.

4. Students may only leave the lunchroom with adult permission and a pass.

5. Students are encouraged to sit no more than four students to a bench.

6. Due to food allergies, students may **NOT share food.**

7. Students are not permitted to return to their classroom without an adult.

**PLAYGROUND STANDARDS**

1. All students must follow the directions of the para-educators/playground aides.

2. All students are to play in designated areas.

3. Students are to stay on the playground during the recess period; they are not to be inside the school building without permission.

4. 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.

5. Baseball and football games are not permitted at recess due to safety concerns.

6. All students are to dress appropriately for the weather at recess.

**SCHOOL BUS STANDARDS**

1. All students must **follow the directions of the bus driver and/or bus aide**.

2. Bus transportation to and from school is a **privilege**. This privilege may be temporarily suspended if misconduct jeopardizes the safe operation of the bus or the safety of other passengers.

3. If the bus driver determines that a serious safety factor is violated, a discipline report is submitted and an immediate principal and/or assistant principal/student conference is held. A second report by the bus **driver may result in suspension from riding the bus.**

**ASSEMBLY STANDARDS**

1. All students will enter and exit the assembly in a safe, quiet manner as directed by their teacher.

2. All students will use respectful and appropriate manners during the assemblies.

3. All students will remain seated in their assigned areas.

4. All students will obey “all quiet” signals.

**Hierarchy of Consequences**

Listed below are actions that can be taken for unacceptable behaviors as defined above. Depending on the severity of the behavior, the teacher, principal, and/or assistant principal will select a consequence that in her/his judgment is deemed appropriate for the consequence outlined in the policy statement of the Board of Education.

1. Teacher counseling.

2. Parent contacted by phone.

3. Removal from the playground or classroom.

4. Loss of recess.

5. Loss of special activity.

6. Parent conference at school.

7. Principal/Assistant Principal counseling.

8. Restitution of property

9. Detention (work out plan with the parents).

10. Temporary removal from classroom.

11. In-school suspension (one day or less).

12. Out of school suspension (one to ten days).

**Glenallan Elementary School**

**“A School Where Character Counts”**

12520 Heurich Road

Silver Spring, MD 20902

August 2013

Dear Parent/Guardian:

Enclosed is a copy of Glenallan’s Discipline Plan. We believe it is important to revisit student expectations and the importance of character in the middle of the year. Please review this policy and discuss its contents with your child. It is important that our community focuses on not only the development of good students, but great people. One of the most important initiatives of Glenallan Elementary School is promoting and instilling strong character through the “Character Counts” program. We believe it is important for the school and the home to work together to ensure a positive, safe, and well-rounded learning environment.

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

Sincerely,

Peter Moran Patrick Scott

Principal Assistant Principal

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

Student signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Parent signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

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