

# DuFief Elementary School Discipline Policy

## PHILOSOPHY

DuFief Elementary School is an academic institution with the goal of helping each student achieve her/his academic excellence. DuFief Elementary School provides an educational program appropriate to each student's needs and abilities in all subject areas. DuFief Elementary School is also a Character Counts! institution seeking to build within each child a sense of personal responsibility, trustworthiness, caring, fairness, citizenship and respect for self and others. It is our vision to join with our community to shape and produce life-long learners and persons of integrity and strong character.

The goal of the DuFief Elementary School staff is to create an environment conducive to this mission. Consequently the staff is committed to assisting the students in developing the self-discipline necessary for providing an appropriate atmosphere for instruction and personal growth and development.

To achieve this goal, cooperation between the home and the school is essential. Both the home and the school must share in assuming the responsibilities which are necessary to assure the rights of all students in order to provide an instructional environment of the highest quality.

## DEVELOPMENT

This policy has been developed by a committee of parents, teachers and the principal. It will be reviewed annually by a similar committee.

## RIGHTS AND RESPONSIBILITIES

### A. The rights and responsibilities of our students at DuFief Elementary School 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 in a kind and caring manner and the responsibility to be kind and caring towards others.
4. The right to a safe environment and the responsibility to act in a safe manner.

### B. Parents are expected to:

1. Instill in their children a respect for the rights and property of other people.
2. Facilitate communications to and from the school.
3. Send their children to school regularly, on time, and prepared to work.
4. Assist their children in understanding school rules and policies.
5. Fully support the school's policies and standards of discipline.
6. Cooperate with the staff to help their children solve discipline problems.

7. Promote and expect academic excellence and character growth.

**C. Teachers are expected to:**

1. Promote and expect academic excellence.
2. Provide instructional supports and curriculum modifications for students as needed.
3. Invite the students to participate in the formulation of rules.
4. Help the students to understand and follow the rules by consistently enforcing the school policies.
5. Be models of good character.
6. Facilitate communications to and from student's home.
7. Seek conferences with parents and other school personnel in an effort to encourage students to support and follow the rules of the school.

**D. Students are expected to:**

1. Participate in the development of school and classroom rules.  
Uphold our "DuFief Expectations" as school standards of behavior.
2. Understand and obey the rules of the school.
3. Attend school regularly, arrive on time, and fulfill their academic and behavioral responsibilities.
4. Respect all property belonging to the school and others, taking extra care while sitting at another student's desk
5. Work hard and do their best each day.

**SCHOOL STANDARDS OF BEHAVIOR (our "DuFief Expectations")**

Since I am at DuFief to learn and to do my best, I will:

1. Be kind, even when I don't feel like it.
2. Be prepared and follow directions.
3. Obey rules and make my school a better place.
4. Tell the truth and make good choices.

**SPECIFIC EXAMPLES RELATED TO SCHOOL STANDARDS OF BEHAVIOR**

**A. GENERAL**

Students are expected to:

1. Use appropriate language at all times.
2. Remain on school property in assigned areas while at school.
3. Report incidents of hitting, kicking, etc. to the adult on duty rather than retaliate in kind.
4. Listen to and follow directions given by safety patrols.
5. Refrain from chewing gum in school.
6. Refrain from wearing hats inside. On the Student Council Hat Day, hats may be worn inside the building.

7. Not borrow money from peers, give money away, or sell items to peers.
8. Refrain from gambling or engaging in games of chance.
9. Bring only school-related items to school. Recreational items, weapons, or weapon-like items are to remain at home.
10. 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.)
11. Behave according to these policies at all times, including during school assemblies, on field trips, and during after-school events.

## **B. HALLWAYS**

In using the hallways at DuFief, 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 recess.
5. Always keep hands to self unless instructed to do otherwise.

## **C. LUNCHROOM**

To ensure a safe and enjoyable dining experience, students are expected to:

1. Walk at all times.
2. Sit at assigned tables remembering that "once down, you're down".
3. Respect others.
4. Speak with a quiet voice to students across and beside you.
5. Display good table manners.
6. Raise hand when assistance is needed.
7. Do not trade, share, or sell food (due to fairness and safety issues).
8. Become silent when the quiet sign ("V" hand sign) is given, the lights are turned off or an adult says a "3, 2, 1" countdown.
9. Take responsibility for cleaning up after yourself when your table has been called to do so.

These expectations were reviewed with students on the first day of school during each lunch period.

## **D. PLAYGROUND**

Teachers 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 and a pass to visit the lavatory, health room, etc.
2. Use appropriate language.

3. Stop, listen, and respond to staff when spoken to or when the whistle is blown.
4. Play approved sports and games. Contact sports or games are not permitted, and football is expressly forbidden at elementary recess by MCPS policies. (P.E. teacher will review kickball, basketball, tetherball, and 4 square rules with all classes.)
5. Remain on school property in assigned areas. Do not go down the hills.
6. Respect the rights of those in class by staying away from the classroom windows, doors and walls.
7. 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 perform another duty (e.g. chorus, tech crew).
8. 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, games may not be brought from home.
9. Follow the procedures for indoor recess as posted in all classrooms.
10. Refrain from play fighting (Karate, Power Rangers, Kick Fighting) and throwing sticks, stones or other objects.
11. Walk, not run, on the path leading to the field.
12. When the whistle blows or the bell rings, immediately stop all games and line up.

## E. RESTROOMS

Students are expected to:

1. Follow classroom, lunchroom, and recess procedures to be excused.
2. Flush the toilet and urinals after use.
3. Wash hands after bathroom use.
4. Use soap, paper towels and toilet paper appropriately. Remember, we all want a neat, tidy bathroom. Everyone needs to help to keep our school bathrooms clean.

## F. SCHOOL BUS STANDARDS

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 and guidance.
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 will result in suspension from riding the bus.
4. Bus riders must ride the bus or be transported by parents. Under no circumstances are elementary-aged students allowed to walk or ride a bike to school **if they are designated as a bus rider**. This would constitute a serious safety concern.
5. Concerns regarding inappropriate bus behavior (lack of courtesy, cooperation, etc.) should be reported to the patrol sponsor or to the principal in a timely manner.

## SPECIFIC INFRACTIONS AND CONSEQUENCES

**Countywide violations are listed on the chart below in bold print and are strictly forbidden.** If you are found doing any one of these things on school grounds or at school-sponsored events, you will be disciplined within the guidelines listed under each offence. These guidelines apply to every school in the county.

<u>Infraction</u>	<u>Minimum Consequence</u>	<u>Maximum Consequence</u>
Annoying behavior between students	Student-Student problem solving	Suspension
<b>Bomb/Facsimile Bomb Threats</b>	Expulsion Police referral	Expulsion Police referral
<b>Computer Abuse</b>	Loss of computer privileges	Expulsion
<b>Destruction of Public Property (Vandalism)</b>	Suspension, restitution, and/or Police referral	Expulsion, Restitution Police referral
<u>Infraction</u>	<u>Minimum Consequence</u>	<u>Maximum Consequence</u>
Destruction of Student Property	Student-student problem solving Restitution	Suspension
Disregard of general school rules, (gum chewing, gambling, etc.)	Staff conference	Detention, Parent contact, Suspension
Disruptive bus behavior	Verbal warning/detention	Suspension from riding school bus
Disruptive classroom behavior	Verbal warning/detention	Suspension
Disruptive playground/cafeteria behavior	Verbal warning/detention	Suspension
<b>Distribution of Intoxicants</b>	Expulsion Police referral	Expulsion Police referral
<b>Extortion</b>	Suspension	Expulsion
Fighting without evidence of initiating the fight	Staff conference	Up to 10-Day Suspension
<b>Firearms</b>	Expulsion Police referral	Expulsion Police referral
Inappropriate attire	Parent contact, modify attire	Suspension
Inappropriate use of school equipment	Verbal warning	Suspension
Insubordination and defiance	Staff-student conference	Up to 10-Day
(purposefully challenging authority, not just repeated infraction of rules)	Removal from activity as needed	Suspension

Name-calling	Staff conference	Parent Notification Up to 10-day Suspension
Obscenity-profanity or use of other improper language	Staff conference	Principal/Parent conference Detention or up to 5-day Suspension
Off school grounds without permission	Staff conference	Principal/Parent Conference Suspension Police Notification
<b>Other Weapons</b>	Suspension	Expulsion
<b><u>Infraction</u></b>	<b><u>Minimum Consequence</u></b>	<b><u>Maximum Consequence</u></b>
<b>Physical Attack on a Student</b>	Suspension	Expulsion
<b>Physical Attack on a Staff Member</b>	Suspension	Expulsion
Plagiarism	Staff conference	Suspension
<b>Possessing Portable Communications Devices</b>	Possible confiscation of the device, staff conference, suspension, and notification of the police after the first offense or if the first offense is related to criminal activity	Expulsion
Possession of inappropriate items, such as gum, matches, cigarettes, and weapon-like items, laser pens, recreational items, etc.	Verbal warning, Confiscation	Suspension
<b>Possession or Use of Intoxicants</b>	Suspension Police referrral	Expulsion Police referral
Possession of tobacco and products	Parent contact, Principal- student conference	Suspension
Refusal to identify oneself	Principal intervention	Up to 3-day suspension
<b>Sexual Harrassment</b>	Conference	Expulsion
<b>Sexual Offenses</b>	Suspension	Expulsion Police referral
Skiping class, truancy	Staff/Parent	Principal/Parent Conference, Detention/Refer to Field Office

Theft	Staff conference	Up to 10-day Suspension
Unexcused tardiness to school or class	Staff/Parent conference	Principal/Parent Refer to Field Office/ Detention
Use of Tobacco	Parent notification Staff conference	3-day Suspension
<b>Verbal Abuse and/or Threat</b>	Suspension	Expulsion
<b>Violent Physical Attack on a Staff Member</b>	Expulsion Police referral	Expulsion Police referral
<b>Weapons Used to Cause Bodily Harm/Injury</b>	Expulsion Police referral	Expulsion Police referral