

**Travilah Elementary School**  
**Discipline Policy**

**Keep the Discipline Policy as a reference. Tear this cover sheet off and return it to your child's teacher.**

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*I have read the Travilah Elementary School Discipline Policy and have discussed it with my child.*

*Child's name* \_\_\_\_\_

*Child's teacher* \_\_\_\_\_

*Parent/Guardian's  
Signature* \_\_\_\_\_

*Child's Signature* \_\_\_\_\_

## **Travilah Elementary School** **Discipline Policy**

Every student has three basic rights:

- The right to be safe
- The right to feel safe
- The right to learn

In order to assure that all students enjoy the three rights listed above, each student needs to show respect for self, respect for others and respect for property. Students are expected to follow and live the “Travilah Expectations” on a daily basis. The purpose of our discipline policy is to strengthen positive behaviors and reinforce our pillars of character. It is essential that the home and school, in partnership, work closely together. Our objective is to have students take responsibility for their own behavior, respect the rights of others, and maintain a positive learning environment. We teach students problem solving strategies to improve self-control, social responsibility, respect for oneself and one’s environment, and respect the rights of others.

It is necessary for all children and their parents/guardians to have a clear understanding of school expectations with regard to behavior. Students and their families also need to understand the consequences of inappropriate school behavior and that the school administration will strictly enforce adherence to this policy. Certain guidelines are set by Maryland State Law and Montgomery County Policies and Regulations. Our local school policy is within these guidelines and is as follows:

### **General Disciplinary Infractions**

- ◆ Behavior which will physically hurt anyone, including self
- ◆ Behavior which will hurt other people’s feelings
- ◆ Behavior which will damage, destroy, or cause a loss of personal or school property
- ◆ Interruption of the on-going program for self or group

If students are mindful of the four general categories listed above, they should better understand the reasons for the consequences of the specific infractions listed in this handbook.

## **Disciplinary Actions**

Listed below are actions which may be taken from the least severe (staff conference) to most severe (expulsion from school). The step(s) taken will depend upon the severity of the infraction, frequency of the occurrence, age, etc. At all levels consequences for violation of the school policy will be fair, appropriate and consistent with the local school and county discipline standards. All cases are handled on an individual basis, following the school's investigation.

- A conference between the student and the staff member resulting in an apology, apology note, or restricted privileges, as appropriate
- Student-teacher-parent telephone or in-person conference resulting in consequences, as appropriate (e.g., loss of recess)
- Counselor intervention
- Community service
- Restitution
- Referral to an administrator for conference and/or disciplinary action, as appropriate
- Parent-administrator conference with staff (and/or student) as appropriate)
- Loss of participation in extra curricular or school sponsored activities (see below)\*
- In-school or out-of-school suspension from school for one to ten days (May include police referral)
- Recommendation for additional five days extended suspension
- Recommendation for expulsion (May include police referral)

\* Loss of participation in extra curricular or school-sponsored activities can be implemented in addition to the minimum consequences. Loss of participation is mandatory as part of the maximum consequences (i.e., suspension/expulsion). These activities include field trips, assemblies, student council, patrols, chorus, band, clubs, and after school activities.

## **Specific Infractions and Consequences**

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### **Offenses with a Range of Consequences:**

#### **Arrival and Dismissal Behavior**

*The same standards of behavior that apply at school are also expected at the bus stop or while boarding, riding and unloading, during morning line-up, and walking to and from school. Students must respect the rights of others and must not pose a threat to their safety. Students must not distract the bus driver or cause an outdoor disruption.*

Minimum: Staff/student conference, Parent/guardian contact, bus slip from driver, loss of recess, and/or community service

Maximum: Exclusion from riding bus for a period of time and /or Suspension

#### **Behavior in Halls**

*Students are to walk quietly and orderly through the halls upon arrival and dismissal. They are to show consideration and respect for others who are working.*

Minimum: Staff/student conference, Parent/guardian contact

Maximum: Additional action for specific infractions as noted under the infraction

### **Behavior in Lunchroom**

*The lunchroom should be a safe, comfortable, inviting and clean environment where all interactions are respectful. Students are expected to follow directions the first time they are given. They must talk quietly, stay seated unless given permission by an adult, keep their eating space clean, and practice good manners. Children are not allowed to share food of any kind with others. (For more specific information about lunchroom rules, please see separate policy).*

Minimum: Verbal warning, move to an isolated seat, eat lunch in office.

Maximum: Additional action for specific infractions as noted under the infraction

### **Behavior on the Playground/Recess**

*The playground should be a safe, fun, friendly, noncompetitive environment where all interactions are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion from the lunchroom, use the equipment responsibly, show respect for others by using appropriate and noncompetitive behavior, and obtain passes to leave the playground during recess. (For more on playground rules please see separate policy).*

Minimum: Verbal warning, Time Out

Maximum: Additional action for specific infractions as noted under the infraction.

### **Behavior in Restrooms**

*Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, etc., constitutes destruction of property. (See minimum and maximum consequences under destruction of property).*

Minimum: Clean-up of mess, Loss of independent restroom privileges

Maximum: Additional action for specific infractions, as noted under the infraction

### **Behavior During School Sponsored Activities/Field Trips**

*Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.*

Minimum: Removal from activity, Student conference, and Parent notification

Maximum: Exclusion from future activities and/or suspension

### **Bullying**

*Students are expected to refrain from behaviors that are hurtful to others. This includes bullying which is repeated teasing of another and/or regularly singling out another to make him/her feel uncomfortable or excluded. Bullying may include verbal, nonverbal, implied or explicit threats.*

Minimum: Removal from situation, Counselor intervention and Parent notification

Maximum: Loss of recess and/or Suspension

NOTE: Student victims, parents and/or teacher of student victims can elect to file the optional "Bullying, Harassment, or Intimidation Reporting Form" (#230-35) with the school. A copy of this form is attached.

### **Computer Abuse**

*Computer abuse includes irresponsible and inappropriate use of electronic information services. Students must abide by MCPS Regulation IGT-RA: Appropriate use of Computer Networks.*

Minimum: Loss of computer privileges, Parent notification and/or Suspension

Maximum: Expulsion\*

### **Destruction of Property/Vandalism**

*Destruction of property/vandalism includes breaking, damaging or defacing school or private property.*

Minimum: Restitution, Parent/Guardian conference, Community service during recess, and/or Suspension (**Administrator may develop work plan/community service for students on their own time, related to action in lieu of suspension**).

Maximum: Expulsion\*, Restitution, Police referral

### **Dishonesty**

*Dishonesty includes cheating, plagiarism, and false witness*

Minimum: Staff/Student conference

Maximum: Suspension

### **Disrespect**

*Disrespect includes speaking to others or gesturing to others (such as rolling one's eyes or turning away during a conversation) in a manner inconsistent with the Travilah Expectations.*

Minimum: Staff/student conference and Apology

Maximum: Parent/guardian contact and/or Community service

### **Disruptive Classroom Behavior**

*Disruptive classroom behavior is any behavior that negatively impacts the learning of others.*

Minimum: Removal from situation, Office referral, Parent/guardian contact, Counselor intervention, Apology (verbal and/or written)

Maximum: Suspension

### **Dress**

*School personnel may advise students about appropriate dress and grooming for school in accordance with the community standards for dress and grooming. School personnel may not prohibit students from or discipline students for their style of dress or grooming unless it:*

- *Is likely to cause a disruption to school activities and/or, educational environment*
- *Does cause a disruption to school activities and/or, educational environment*
- *Endangers health and safety*
- *Fails to meet a reasonable requirement of a course or activity (e.g., physical education class, specific field trip days/trips)*
- *Is associated with gangs*
- *Is lewd, vulgar, obscene, revealing, or of a sexual nature*
- *Promotes the use of drugs, tobacco, intoxicants or inhalants*

Minimum: Parent contact, removal or cover of disruptive articles

Maximum: Suspension

**Excessive Tardiness, Truancy, Leaving School Without Permission**

*Students must be on time for school and in their classrooms by 9:15. Missing the bus or oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless they are excused by parent/guardian for early dismissal.*

Minimum: Parent/guardian contact, Letter to parent from principal

Maximum: Parent/guardian conference at school, In-school suspension

**Extortion**

*Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.*

Minimum: Parent/guardian conference and/or Suspension

Maximum: Expulsion\*

**False Fire Alarm**

*False fire alarm is activating or causing the fire alarm to sound when there is no real fire. Falsely reporting a fire endangers the safety of all.*

Minimum: Administrator/student/parent conference, Fire Marshall referral

Maximum: Suspension, Expulsion\*

**Fighting**

*Fighting includes: **play fighting**, pushing, wrestling, hitting, shoving, biting, kicking, slapping, spitting, dragging others, body slamming, choking, restraining others or throwing harmful objects, wood chips, dirt etc. (**Play fighting almost always leads to more serious confrontations**).*

Minimum: Staff/student conference, Loss of recess, Parent/guardian contacted.

Parent/guardian conference after the second incident.

Maximum: Suspension or Expulsion\*

**Inappropriate Language/Gestures**

*Use of profanity, obscene language, racial/ethnic remarks, teasing, or gestures is not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane or obscene language and gestures. Students are not to tease others. Use of inappropriate language or gestures is contrary to the Travilah Expectations.*

Minimum: Staff/student conference, apology (verbal and/or written), time out of recess

Maximum: Suspension

**Possession of Communication and Other Electronic Devices**

*This includes possession of cell phones, beepers, and electronic paging devices. These are only allowed at the elementary school level by written request by the parent/guardian and approval by the principal. Laser pointers and other disruptive devices will be confiscated.*

Minimum: Confiscation of device, parent notification, Suspension

Maximum: Police notification, Expulsion\*

### **Possession of Destructive or Harmful Substances**

*This includes possession of matches, firecrackers, snaps, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.*

Minimum: Confiscation, parent notification and conference, Suspension, Fire Marshall and/or Police referral

Maximum: Expulsion\*

### **Possession of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials**

*Possession of intoxicants, inhalants, smoking materials or controlled substances (not authorized by a physician's prescription and cleared through the health room) is prohibited.*

Minimum: Confiscation of substance, Administrator/student/parent conference, Police notification, and Suspension

Maximum: Expulsion\*

### **Sexual Harassment**

*Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical contact.*

Minimum: Confidential administrator/parent/student conference, and/or Suspension

Maximum: Expulsion\*

### **Sexual Offences**

*Sexual offences include inappropriate behavior of a sexual nature and other sexual activities not identified as sexual harassment. Examples includes photographs, magazines, suggestive symbols, notes, drawings, videos, books, and /or music of a suggestive, offensive, or lewd nature.*

Minimum: Administrative conference, Parent notification, Apology (verbal and/or written), and /or Community service

Maximum: Suspension or Expulsion\*

### **Theft**

*Students must demonstrate a respect for the property of others. Any found articles must be turned into the office or returned to the rightful owner.*

Minimum: Parent/Guardian conference and full restitution

Maximum: Suspension and/or Police Involvement

### **Trading, Bartering, Selling, and/or Exchange of Goods**

*All sales, exchanges, etc. that occur in the building must be pre-authorized by the school administration. (Examples of sales that will be approved are fundraising, ticket sales, PTA events, book fairs, etc.). Examples of sales that will NOT be approved are personal property, trading cards, collectibles, lunches, snacks (except by authorized lunchroom staff). Consequences affect all involved parties.*

Minimum: Staff/Student conference, referral to administration, Parent notification

Maximum: Suspension

### **Unwanted Touching**

*Students are expected to respect the rights of others by refraining from invading another's personal space. No student should poke, push, pinch, grab, or in any other way touching another with his/her body, body fluids, or an object.*

Minimum: Staff/student conference, Counselor intervention, and Apology

Maximum: Loss of recess, Parent/guardian notification, Community service, and/or Suspension

### **Verbal Abuse and/or Threat**

*Verbal abuse and/or threat include any overt or implied verbal or physical threats.*

Minimum: Loss of recess, Community service and/or suspension

Maximum: Expulsion\*

### **Violent Physical Attack on Staff or Fellow Student**

*Physical attacks include any physical battery on staff member or fellow student. This includes any physical contact (hitting, touching angrily, pushing, shoving, spitting, kicking, etc. in an aggressive manner).*

***(A violent physical attack on a staff member requires immediate recommendation for expulsion).***

Minimum: Suspension and/or Police Referral

Maximum: Expulsion\*

### **Weapons**

*Unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon is a very serious offence and is strictly prohibited. **(Expulsion is mandatory for students found to be in possession of firearms, or in possessions of any weapon used to cause bodily harm/injury).***

Minimum: Confiscation of weapon, Parent/guardian conference and/or Suspension

Maximum: Expulsion\*

- **The process for expulsion begins with a recommendation for expulsion by the principal to the superintendent of schools**



## Bullying, Harassment, or Intimidation Reporting Form

**MCPS Form 230-35  
August 2013**

Department of Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

*This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.*

**Directions:** Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ School System \_\_\_\_\_

**Person Reporting Incident:** Name \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Place an X in the appropriate box:  
 Student     Parent/guardian     Close adult relative     School staff member

1. Name of student victim \_\_\_\_\_ Age \_\_\_\_\_  
 (Please print)

2. Name(s) of alleged witness(es) (If known) (Please print)	Age	School (If known)

3. Name(s) of alleged offender(s) (If known) (Please print)	Age	School (If known)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. On what date(s) did the incident happen?    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Mo./Day/Year                                      Mo./Day/Year                                      Mo./Day/Year

5. Where did the incident happen (choose all that apply)?
- On school property
  - At a school-sponsored activity or event off school property
  - On a school bus
  - On the way to/from school\*

6. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Excluding or rejecting the student
- Making rude and/or threatening gestures
- Spreading harmful rumors or gossip
- Intimidating (bullying), extorting, or exploiting
- Related to the student's disability
- Related to the student's perceived sexual orientation
- Cyber bullying (e.g., social media including Facebook, Instagram, etc.)
- Electronic communications (e.g., mail, text, etc.)
- Other (specify) \_\_\_\_\_

*\*Will be collected unless specifically excluded by local board policy*

**Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005**

7. Describe the incident(s), including what the alleged offender(s) said or did. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an X next to one of the following:

- No
- Yes, but it did not require medical attention
- Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects?  Yes  No

11. Was the student victim absent from school as a result of the incident?  Yes  No

If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

12. Did a psychological injury result from this incident? Place an X next to one of the following:

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

13. Is there any additional information you would like to provide \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.