

Westover Elementary School Discipline Plan 2014-2015

Westover Elementary School believes that a clear discipline policy is an important part of our school program of excellence. Our beliefs about discipline include the following:

- We expect responsible decision-making.
- We set a good example.
- We expect students to show respect.
- We change behavior with positive methods.
- We share high expectations with our students.

Our expectations are based on showing respect for individuals, and the property of others. We strive to use firm, fair, and consistent rules and consequences for our school and the school community that will result in a change in behavior using positive methods.

As stated in the MCPS no tolerance policy...

Acts of hate/violence, including but not limited to verbal abuse, slurs, threats, physical violence or conduct, vandalism or destruction of property, directed against persons because of their race, religion, national origin, ethnic background, sexual orientation, or disability will not be tolerated.

General School Rules

1. Be respectful.
2. Be safe.
3. Be prepared.

Cafeteria Rules

1. Raise your hand if you need assistance.
2. Talk only to the children at your table.
3. Remain seated unless given permission to get up.
4. Eat your own lunch.
5. Clean the area around your table.

Playground/Recess Rules

1. Return to building only with a pass from the outside monitors.
2. Sticks, rocks, dirt, snowballs, and other objects should be left on the ground.
3. Line up immediately when the whistle blows.
4. Show good sportsmanship and practice inclusive fair play.
5. Be visible to an adult.

Hallway Rules

1. Walk quietly in the halls.
2. Obtain a pass before leaving your classroom.
3. Report directly to your assigned location.

Bus Rules

1. Wait in orderly lines at a safe distance from the bus when it stops, and then enter the bus.
2. Enter the bus quietly and proceed directly to a seat.
3. Remain in your seat.
4. Keep hands and arms inside the bus.
5. Keep the bus aisle clear of lunch boxes, musical instruments, books, etc.
6. Eating and drinking on the bus are prohibited.

Dismissal Rules

1. Walk quietly directly to the All Purpose Room for bus departure; the gym for Kids After Hours; primary hallway for car dismissal and walkers when called.

Classroom Rules

1. Listen when others are talking.
2. Raise your hand before you speak.
3. Bring in and maintain all necessary materials.
4. Sign classroom bathroom log when using the restroom.

Action Plan

The following plan is intended to provide a consistent course of action in treating most infractions.

1. Teacher/student conference
2. Counselor/student conference
3. Teacher /Staff contact parent
4. Parent/Teacher/Student conference
5. Student referral to principal

If a student's behavior interferes with the safety or education of others, the administrator and teacher will decide on a plan of action. Listed below are actions that may be taken, including:

1. Time out of the situation, for a few minutes or longer – depending on the age of the child and the type of infraction.
2. Writing (or dictating) a letter of explanation or apology.
3. Loss of privilege, temporary or permanent.
4. Counseling provided by the guidance counselor.
5. Parent notification by teacher or principal.
6. Parent conference required at school.
7. Temporary removal from school for the rest of the day.
8. Suspension from school (1 to 5 days for each offense).
9. Expulsion from school/police notification.

When misbehavior continues, disciplinary actions taken will often increase in severity. Listed on the next page are behavior definitions with suggested consequences. The measures at the end of the list are reserved for serious or repetitive discipline infractions. 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.

Countywide Discipline Infractions Offenses with a Range of Consequences

Action	Minimum	Maximum
1. Disruptive classroom/school behavior (e.g., excess noise in halls or lavatories, throwing objects)	Teacher conference	Suspension
2. Disruptive lunchroom behavior - (ignoring cafeteria rules).	Teacher conference	Loss of privilege
3. Disruptive bus behavior as reported by driver.	Teacher conference	Loss of privilege
4. Inappropriate or unsafe playground behavior	Time out	Loss of privilege
5. Fighting; (striking, biting, kicking, etc.)	Parent notification by principal	Suspension
6. Verbal abuse (profanity, name calling, teasing)	Teacher conference	Removal from school for rest of day
7. Insubordination (willfully disregarding the directions of a staff member)	Parent notification	Suspension
8. Unexcused tardiness to school	Parent notification by teacher	Parent conference required
9. Leaving building or school grounds without permission.	Parent notification /counseling	Parent conference required
10. Skipping school (truancy)	Parent notification /counseling	Parent conference Required
11. Theft or vandalism	Teacher conference	Suspension, notification of police
12. Extortion (requesting that a child give something to avoid being hurt)	Parent notification by principal	Suspension
13. Purposely striking, biting, or kicking a staff member	Removal from school for rest of day	Expulsion
14. Possession of a dangerous weapon	Suspension	Expulsion/ Police Notification
15. Possession of alcohol or other drugs	Suspension	Expulsion/Police Notification