

Ashburton Elementary School

6314 Lone Oak Drive, Bethesda, MD 20817 * 301-571-6959



August 26, 2008

Dear Parents/Guardians,

Each school in Montgomery County is required to develop and enforce a local school discipline policy. The staff of Ashburton and a group of parents jointly developed this discipline policy and revised it as necessary. The Ashburton Discipline Policy is attached.

Please discuss the attached discipline policy as a family. Read and talk about it together. Review each inappropriate behavior and possible consequences. Explain how each problem will be solved and how each child is responsible for his/her OWN behavior. Let your child know that inappropriate behavior is not acceptable and that the home and the school will be working “together” on discipline. Your part in this endeavor is important. We appreciate your taking the time to follow through with the discussion as soon as this policy arrives home. Signed forms will be kept on file in the school office.

We at Ashburton will continue to insist upon sound discipline within our student body consistent with the rules of fair play. I hope that, if we find it necessary to contact you about your child’s behavior, you will understand that we always act in the best interest of all children and that you will support us. Montgomery County Public Schools’ policies and procedures for discipline are available in the school if you are interested in additional information.

Thank you for your support in helping us keep Ashburton a safe learning environment for all our children and staff.

Sincerely,

Charlene Eroh, Principal

Please return this portion to the classroom teacher by **Friday, September 5, 2008.**

We have discussed behavior expectations and consequences stated in the MCPS Discipline Policy and the Ashburton Elementary School’s Discipline Policy. We will do our part to keep Ashburton a safe and inviting school for learning.

Signed: _____

Student Signature

Parent/Guardian Signature

Print Student Name

Date

Classroom Teacher

**ASHBURTON ELEMENTARY SCHOOL
LOCAL DISCIPLINE POLICY
August, 2008**

All regulations cited can be read on the MCPS web site at:
<http://web.montgomeryschoolsmd.org/departments/policy/>

Consequences may be increased in cases of repeat offenses.

SCHOOL/CLASSROOM BEHAVIOR AND EXPECTATIONS:

Although most students do not have problems following appropriate expectations, these policies, procedures, and rules are included to help students clearly understand what is expected of them and the disciplinary steps that might be taken if rules are not followed. Please read the following expectations and discuss them with your child(ren).

Disruptive Classroom Behavior

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

Minimum: Removal from situation, office referral, notification of parent, and/or detention

Maximum: Suspension

Behavior in Halls

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Minimum: Staff/student conference, parent/guardian contact, and/or detention

Maximum: Detention.

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 and the like, constitutes destruction of property.

Minimum: Loss of independent restroom privileges, and/or detention

Maximum: Suspension.

Behavior in Lunchroom

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must talk quietly, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Minimum: Verbal warning, move to an assigned seat.

Maximum: Exclusion from the lunchroom; suspension.

Behavior on Playgrounds/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Minimum: Verbal warning, isolation for a set period (time out), and/or detention

Maximum: Exclusion from playground; suspension.

Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Minimum: Staff/student conference, parent/guardian contact, and/or detention

Maximum: Exclusion from riding bus for a period of time; suspension

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, notification of parent, and/or detention.

Maximum: Exclusion from future activities and/or suspension

Cheating or Plagiarism

This is defined as using the work of others as your own.

Consequence: Parent conference; no credit for the work.

Excessive Tardiness, Truancy, Leaving School Without Permission

Students must be on time for school and in their classrooms by 8:50 a.m. Missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by their parent/guardian.

Minimum: Parent/guardian contact after three tardies within a marking period; letter to parent from principal.

Maximum: Parent/guardian conference at school, in-school suspension; referral to pupil personnel worker.

Dress

School personnel may advise students about appropriate dress, footwear, and grooming for school, but they may not discipline students for their style of dress or grooming unless it:

- is likely to cause or causes a disruption to school activities, educational environment; (NO hats or heeilies)*
- endangers health and safety;*
- fails to meet a reasonable requirement of a course or activity, e.g., physical education class, outdoor education, specific field trips or day trips;*
- is associated with gangs;*
- is lewd, vulgar, obscene, revealing, or of a sexually provocative nature;*
- promotes the use of drugs, tobacco, intoxicants or inhalants.*

Minimum: Parent contact, removal of disruptive articles, and/or detention

Maximum: Suspension

Physical Attack on Staff or Fellow Student

Any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

Minimum: Suspension and/or police referral

Maximum: Recommendation for expulsion

Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Minimum: Staff/student conference, and/or detention, parent/guardian conference after the second incident

Maximum: Suspension or recommendation for expulsion.

Threats (verbal, electronic or written)

This includes any overt or implied verbal, electronic, written or physical threats. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Minimum: Conference.

Maximum: Recommendation for expulsion

Teasing, Verbal or Non-Verbal

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Minimum: Personal apology to the person who was teased AND a letter of apology to that student. The letter will be sent home and must be signed by the child's (teaser's) parent(s) and returned to school the next day. Additional consequences may include warning, time-out, staff/student conference, detention, parent conference.

Maximum: Suspension

Malicious Pranks and Pseudo Threats

This includes any act or substance used to cause disruption, panic, or an unsafe situation, such as pulling a fire alarm or deliberately misrepresenting substances as something they are not.

Minimum: Suspension

Maximum: Recommendation for expulsion.

Acts of Hate / Violence

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct directed against any person, vandalism or destruction of property.

Minimum: Suspension and/or police referral

Maximum: Recommendation for expulsion and/or police referral

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudiced or obscene language and gestures.

Minimum: Warning, time-out, staff/student conference, staff/parent conference and/or detention.

Maximum: Suspension.

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct. (Refer to MCPS Policy ACF "Sexual Harassment" and MCPS Administrative Regulation ACF-RA "Sexual Harassment".)

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

Maximum: Recommendation for expulsion

Theft/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 suspension

Maximum: Recommendation for expulsion

Theft/Burglary

This is taking something which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Minimum: Parent/Guardian conference and full restitution.

Maximum: Suspension and/or police involvement

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes wearing hats in school, chewing gum, or bringing inappropriate items to school (all toys and games, to be returned only to an adult). Refusal to identify oneself.

Minimum: Warning, time-out, staff/student conference, staff/parent conference, referral to principal, detention.

Maximum: Detention, suspension.

Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property. Misuse of materials or equipment that results in damage to school or personal property. This includes graffiti.

Minimum: Restoration of property or value, parent conference, and/or suspension.

Maximum: Recommendation for expulsion, restitution, police referral

False Fire Alarm

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

Minimum: Administrator/student/parent conference, suspension.

Maximum: Recommendation for expulsion, referral to Fire Marshall.

Incendiary Devices

This is the possession of firecrackers, matches, lighters, caps or any other thing, which can start fires.

Minimum: Detention, suspension, notification to the Fire Marshall, confiscation of item, when appropriate.

Maximum: Recommendation for expulsion

Weapons

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used to cause bodily harm/injury as a weapon. This is a very serious offense and is strictly prohibited.

Minimum: Confiscation of weapon, parent/guardian conference, and suspension

Maximum: Police referral, recommendation for expulsion

Possession of Communication and Other Electronic Devices

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated.

Minimum: Confiscation of device. Suspension of five days or more is reserved for repeated or extremely serious violations.

Maximum: Recommendation for expulsion

Possession or Use of Destructive or Harmful Substances

This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Minimum: Confiscation, parent notification and conference, suspension, fire marshal and/or police referral

Maximum: Recommendation for expulsion

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Minimum: Confiscation of substance, administrator/student/parent conference, police notification and suspension

Maximum: Recommendation for expulsion