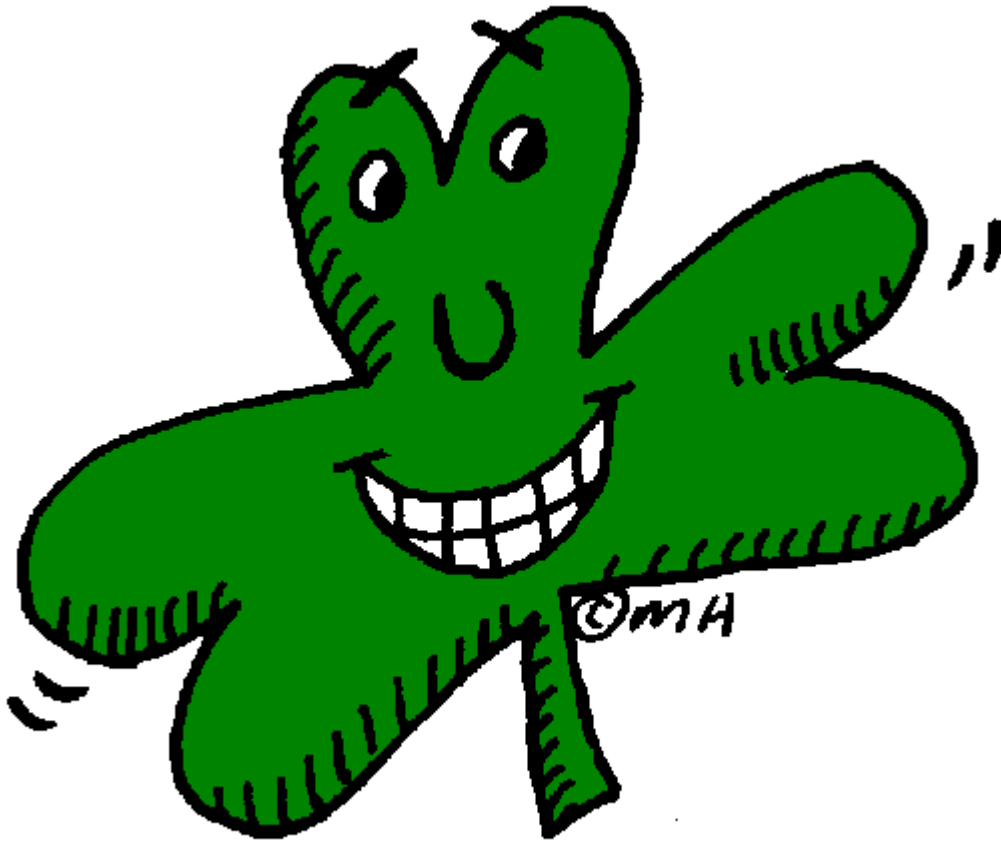


Cloverly Elementary School



Behavior Management Policy

**School Year
2009 - 2010**

Behavior Management Policy

School is a place to learn. To create a positive and safe environment in which learning can take place, the school must have a clearly defined behavior management policy. This policy reflects a balance between the rights and responsibilities of the individual and the group.

Cloverly Elementary School will emphasize, as an important part of each child's education, the development of behavior management. This includes self-control, character, and orderly conduct. The goal is to teach respect for self, respect for others, and the acceptance of responsibility for one's own behavior.

Students are encouraged to behave in ways that meet school expectations in order to maintain a safe and productive learning environment. It is important for everyone in the school community – students, parents, guardians, and staff – to understand and uphold the school expectations for behavior. The school's expectations and consequences for inappropriate actions are communicated to students, staff, and parents and are applied firmly, fairly, and consistently. Students and their parents are asked to become familiar with the behavior management policy, the school and classroom rules and procedures, and possible consequences for inappropriate actions.

Teach-Encourage-Model

We are partners, working together to foster the development of behavior management that includes taking care of yourself, taking care of others, and taking care of the school. The staff at Cloverly would like to promote a proactive approach that includes preventative measures and strategies to stop potential problems before they occur. An important element of this philosophy is to focus on positive behaviors to support success for every student.

Cloverly Cubs CARE is a program meant to promote positive social interaction. All are encouraged to give Compliments, practice Acts of kindness, show Respect for others, and remember that Everyone counts – spelling out CARE. As part of this program, a character trait is focused on each month including: respect, responsibility, fairness, courtesy, trustworthiness, perseverance, and citizenship.

At Cloverly Elementary School, we will ...

1. Show respect for others, ourselves, and our school.
2. Listen and follow directions of all staff members.
3. Keep our hands, feet, and objects to ourselves.
4. Walk safely and quietly in the halls.

Teachers along with their students develop classroom rules which facilitate a positive and safe learning environment.

Rights and Responsibilities

The relationship between teacher, child, and parents is the key to a child's academic, physical, and social growth. We can best meet each student's needs by working together.

- A. The rights and responsibilities for everyone at Cloverly Elementary School include:
1. The right to be treated with respect and the responsibility to interact 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 with courtesy and the responsibility to be courteous and cooperative.
 4. The right to a safe environment and the responsibility to act in a safe manner.
- B. Teachers are expected to:
1. Involve students in the development of classroom rules.
 2. Help students understand and follow school rules by consistently adhering to the school's behavior management policy.
 3. Initiate contact with parents as needed and respond to communications from home.
 4. Confer with parents and other school personnel to resolve student discipline problems.
 5. Positively reinforce appropriate behavior.
- C. Students are expected to:
1. Participate in the development of school and classroom rules.
 2. Understand and obey the rules of the school at all times, including during school assemblies, on field trips, and at after-school events.
 3. Attend school regularly, arrive on-time, and fulfill their academic and social responsibilities.
 4. Treat others with courtesy and respect.
- D. Parents are expected to:
1. Help their children develop respect for the rights and property of other individuals.
 2. Initiate contact with staff, as appropriate, and respond to communications from the school.
 3. Send their child to school regularly, on-time, and prepared to work (i.e. breakfast, dressed for the weather, well-rested, and with school supplies).
 4. Become familiar with and support school rules and policies.
 5. Cooperate with staff to help the students solve discipline problems.

Rules of the Road (Hallways)

Students are expected to:

1. Follow the paw print path.
2. Stay to the right.
3. Walk quietly.
4. Keep hands to yourself.
5. Stop at the corners.

Cafeteria Rules

Students are expected to:

1. Remain in seat.
2. Raise hand for requests.
3. Pick up and throw away trash.
4. Comply with routines.
5. Use appropriate voices and language.
6. Eat appropriately.

Playground Rules

Students are expected to:

1. Use appropriate language.
2. Follow routines.
3. Line up when whistle/bell rings.
4. Play in assigned areas.
5. Stop, listen, and respond to staff.
6. Use equipment as intended.
7. Ask permission to enter the building.

Fire Drill Rules

Students are expected to:

1. Walk silently in a single line.
2. Remain silent during the entire drill.
3. Go with the class nearest to you and speak with the teacher if you are away from your class when the alarm sounds.
4. Line up where your class lines up to come in from recess if the fire drill occurs during recess.

Student Pass Policy

Students must use a pass when going to the bathroom, office, another classroom, or visiting a specialist.

Assembly Rules

Students are expected to:

1. Enter and exit the assembly in a safe, quiet manner as directed by their teacher.
2. Use appropriate audience manners during assemblies (e.g. listen to speaker, demonstrate appropriate response).
3. Sit in their assigned places in an appropriate manner.

Student Dress Code

Students are expected to be dressed appropriately for a learning environment. Weather, physical education, and outdoor activities should be considered when choosing proper attire. The school administration makes the final judgment regarding individual dress code issues. Shoes with wheels are not permitted to be worn in the school building (i.e. roller skates and Heelys).

Restroom Rules

Students are expected to:

1. Carry a pass to go to the restroom.
2. Flush the toilets and urinals after use.
3. Wash hands after bathroom use.
4. Throw paper products into trashcans only.

Dismissal Rules

Students are expected to:

1. Gather belongings and exit the classroom with the teacher's permission.
2. Follow the "Rules of the Road" leaving the building.
3. Board assigned bus.

Toy Policy

Students may not bring toys (including but not limited to: stuffed animals, balls, trading cards, hand-held video games, and action figures) to school. If a student brings a toy to school, the student will be asked to put the toy in his or her backpack to take home. If a student repeatedly brings a toy to school or brings a valuable toy to school, such as a hand-held video game, parents may be called to come to pick up the item.

Cell Phone Policy

Students may not have cell phones at Cloverly Elementary School. If a student is found to have a cell phone, the phone will be confiscated and held in the office. Parents will be called to come pick up the phone.

Bus Rules

The safety of the children on the bus and at the bus stop is our primary concern. This includes the time from when the child leaves the house to go to the bus stop to the time the child gets off the bus and arrives home. Parents and school personnel must take responsibility for ensuring safety and appropriate behavior during these times. Please remember that bus transportation 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 its passengers.

If the bus driver determines that a serious safety rule is violated, a discipline report will be submitted and an immediate student-administrator conference will be held. The student will tell his/her side of the story and an investigation will be conducted if necessary, as outlined in the MCPS Students' Rights and Responsibilities Handbook. All inappropriate behaviors on the bus and at the bus stop are subject to disciplinary action by the school.

Please review the following school bus regulations with your child so he/she is familiar with the expectations of MCPS and Cloverly Elementary School for bus behavior. If we all work together to follow these rules, we will ensure student safety to and from the school building.

- 1) Students should report promptly to the boarding area in front of the building when school is dismissed.

- 2) Students must walk and board the bus to which they are assigned in an orderly manner.
- 3) Inappropriate physical contact is not permitted on the bus, at the bus stop, or on the way to or from the bus stop.
- 4) Nothing is to be thrown on the bus, from the bus, or at the bus.
- 5) No doors will be opened or closed, except by permission of the bus driver.
- 6) Any student who wants to go home with a friend on a bus, which is not his/her regular bus, must present a note from a parent giving permission. These notes must be signed by the administrator and given to the bus driver when boarding.
- 7) Students may only board and exit the bus at their regular stop (unless they have parent permission as outlined in #6 above).
- 8) Students are to remain seated on the bus at all times and may not board or exit the bus until it has come to a complete stop.
- 9) Students may not be verbally abusive or disruptive while on the bus.
- 10) Students may not consume food or drinks while on the bus.

This is a list of definitions regarding certain terms used by MCPS and Cloverly Elementary School regarding behavior management at the school level.

Definitions of Disciplinary Actions

Administrative Conference: Personal meeting called by one of the administrators.

Bus Contract: An agreement between the school, parent, and student that outlines the rules and regulations of riding a Montgomery County Public School bus that the student must follow. Failure to do so may lead to a bus suspension.

Bus Suspension: A suspension from Montgomery County Public School buses for a period of time. The student is still permitted to attend school and all school activities.

Conference: Meeting called by a parent, staff member, or student.

Continuum of Interventions: A series of interventions put into place to proactively prevent inappropriate student behavior and/or address student needs to maximize student achievement.

Detention: Detaining the student for a period of time from recess or having the student eat lunch apart from his/her classmates under the supervision of an adult.

Expulsion: Removal from all Montgomery County Public Schools and/or Maryland State Public Schools for the remainder of the school year.

In-School Suspension: A suspension in which the student remains in the main office for a period of time. The student is expected to complete classwork assigned by his/her teacher in the assigned area within the office. The student is not allowed to participate in the regular program, attend school activities, or to be on campus before or after school hours.

Out of-School Suspension: Temporary removal from classes, school activities, and/or school grounds for a period of time. During the terms of an out-of-school suspension, the student is not allowed to attend school activities or to be on campus. (The principal or his/her designee determines whether a suspension is to be served in or out of school.) Following a suspension, parents may be required to attend an in-take conference with their child and a school administrator.

Parent Contact: Contact with parent or guardian via telephone, home visit, e-mail, or mail.

Police Referral: Violations covered by law.

Cloverly Elementary School Behavior Management Policy

Please Sign and Return to Your Child's Teacher

Student Name _____ **Date** _____

Please read and discuss the attached Cloverly Elementary School Behavior Management Policy with your child. To show that you have received and reviewed this information, please sign and return this page to your child's teacher by Friday, September 18, 2009. Keep the copy of the policy for your reference.

Thank you,

Melissa Brunson, Principal
Carrie Conley, Assistant Principal
The Behavior Management Committee

I have discussed the Cloverly Elementary School Behavior Management Policy with my child. We agree to a home-school partnership with Cloverly to foster a safe, orderly, and respectful environment where learning can take place.

Parent Signature _____

I have discussed the Cloverly Elementary School Behavior Management Policy with my parents. I agree to abide by the policy while attending Cloverly to foster a safe, orderly, and respectful environment where learning can take place.

Student Signature _____