



## Discipline Policy

### *PHILOSOPHY*

Little Bennett Elementary School strives to ensure that every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career. Little Bennett provides an exceptional educational program appropriate to student needs and abilities in all subject areas. Our school will seek to build within each child a love of learning, sense of responsibility, self-discipline, positive self-image, and respect for others. The goal of the Little Bennett Elementary School staff is to create an environment conducive to learning where everyone experiences success.

Consequently, the staff is committed to assisting the students with developing the self-discipline necessary for providing an appropriate atmosphere for teaching and learning. To achieve this environment, Little Bennett Elementary School has implemented PBIS (Positive Behavioral Interventions and Support), a school-wide system that teaches and reinforces positive behaviors. One way to achieve this goal is to provide five positives to every one correction. Students will “Go for the Green” each day they come to school. “Go for the Green” is a behavior management program where students move from color to color. Every day, students begin on the color green. If a student chooses not to follow a Little Bennett High Expectation, he/she will need to change their color. Generally, students whose color is changed from green are able to move back to green if they demonstrate exemplary behavior for the remainder of the day. The Little Bennett Expectations and the color coded behavior levels are listed below.

Little Bennett Expectations	Behavior Levels
<ol style="list-style-type: none"> <li>1. <b>Be Ready</b></li> <li>2. <b>Be Responsible</b></li> <li>3. <b>Be Respectful</b></li> </ol>	<ul style="list-style-type: none"> <li>• <b>GREEN</b> = Following All Rules</li> <li>• <b>YELLOW</b> = Warning</li> <li>• <b>ORANGE</b> = Reflection</li> <li>• <b>RED</b> = Phone Call Home</li> </ul>

Your child’s behavior will be communicated to you each day using a monthly calendar. For the first week of school, we will practice following our Expectations and learn when a choice would lead us to change a color. Please check with your child each day to see what kinds of choices he/she made.

Students are encouraged to follow the Expectations are rewarded with “Gotcha” tickets in Kindergarten through Grade 3 and “Eagle Bucks” in grades 4 and 5 when they are caught following these rules. Students are able to save their tickets and redeem them for prizes or privileges for their outstanding behavior.

***Cooperation between the home and the school is essential*** for the success of each child. Both the home and the school must share in assuming the responsibilities 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 collaboratively with input and feedback from parents, teachers, and school administration. In the interest of continuous improvement, it is reviewed and revised annually.

***RIGHTS AND RESPONSIBILITIES***

- A. The rights and responsibilities for everyone at Little Bennett 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 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. Parents/Guardians are expected to:
  - 1. Instill in their children a respect for the rights and property of other people (including school property).
  - 2. Promptly respond to communications from the school.
  - 3. Send their children to school regularly, on time, and prepared to work.
  - 4. Assist their children in understanding and supporting school rules and policies.
  - 5. Cooperate with the staff to help the students solve discipline problems.
  
- C. Teachers are expected to:
  - 1. Make classroom policies clear to all children and parents and involve students in the development of classroom rules. These standards are to be read and discussed with all children and consistently enforced.
  - 2. Establish restroom procedures, including placing limits on children leaving classrooms.
  - 3. Promptly respond to communications from home.
  - 4. Seek conferences with parents and other school personnel in an effort to help those students who have discipline and/or academic problems to resolve them effectively.
  
- D. Students are expected to:
  - 1. Participate in the development of school and classroom rules.
  - 2. Understand and follow the rules of the school, classroom and bus.
  - 2. Attend school regularly, arrive on time, and fulfill their academic and behavioral responsibilities.
  - 3. Respect private property including desks, cubbies, and lockers. Students sitting at someone else's desk should stay out of it. During transition times or while in the hallways, students should not go into or remove items from a locker assigned to another student.

***SCHOOL STANDARDS OF BEHAVIOR***

The following sections provide guidelines for behavioral expectations in multiple settings. A table of Little Bennett Behavior Expectations at a Glance is also provided.

## A. ALL SETTINGS

Students are expected to:

1. Be on time
2. Be on task
3. Be prepared
4. Be kind
5. Use appropriate language
6. Help/share with others
7. Care about things that belong to you, others, and the school
8. Conserve energy, turn off lights and computers
9. Keep hands, feet, and belongings to yourself
10. Respect personal space
11. Listen to directions and respond promptly

## B. ASSEMBLIES

During assemblies, students are expected to:

1. Listen to learn and enjoy
2. Use appropriate applause only
3. Listen quietly to speaker
4. Gently handle passed around items
5. Stay in one spot
6. Cross your legs, and fold your hands
7. Enter and exit assembly quietly
8. Participate when asked

## C. HALLWAYS and STAIRS

In using the hallways and stairs at Little Bennett, the students are expected to:

1. Walk
2. Look where you are going
3. Be silent
4. Walk to the right in a line
5. Hands and pencils are off the walls and displays
6. Keep space between yourself and others
7. Be ready to hear directions
8. Stop at check point

## D. LUNCHROOM

To ensure a safe and enjoyable dining experience for our students, the following lunchroom expectations and procedures will be used:

1. Choose healthy food
2. Eat only your own food
3. Use an inside voice
4. Show good table manners
5. Clean up your eating area
6. Empty trash when asked
7. Recycle
8. Touch only your food
9. Leave space between you and others while seated and in line
10. Stay seated
11. Listen to the cafeteria teachers
12. Enter and exit through correct doors
13. Raise your hand for help
14. Use the bathroom signal

A meeting will be held on the first day of school to review expectations with students. Beginning the first day, students should sit at their assigned tables.

## E. PLAYGROUND

Teachers or instructional assistants 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. Keep self-to-self
2. Make safe decisions
3. Agree on rules
4. Include others
5. Share the equipment
6. Use kind words
7. Use equipment properly and put it away promptly (balls, jump ropes, etc)
8. Respect personal body space
9. Stop, think, and decide before you act
10. Play in assigned areas
11. Line up quickly and quietly
12. Use the “Buddy Bench” appropriately

## F. RESTROOMS

1. Follow classroom, lunchroom, and recess procedures to be excused.
2. Flush the toilets after use
3. Wash hands after bathroom use
4. Throw paper towels into trashcans only
5. Wash hands
6. Flush
7. Remain quiet
8. Turn off water
9. Use equipment properly
10. Observe the privacy of others
11. Keep hands, feet & belongings to yourself
12. Use bathroom and return to class, recess, or lunchroom quickly

We all want a neat, clean bathroom and will all help to keep our school bathrooms clean.

## ***SCHOOL BUS STANDARDS***

1. The safety of the children at bus stops and during the ride to and from school is a primary concern. Parents and school personnel must take responsibility for good discipline at bus stops and on the bus. Patrols will assist with safety. Students should listen to and follow patrol directions to ensure the safety of the children and others at the bus stop and during the bus ride.
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 could result in suspension from riding the bus.
4. Concerns regarding inappropriate bus behavior (lack of courtesy, cooperation, etc.) should be reported to the patrol sponsor, assistant principal or to the principal in a timely manner.
5. Students are expected to:
  - a. Watch for your stop
  - b. Use a quiet voice
  - c. Stay in your seat
  - d. Sit appropriately
  - e. Keep hands, feet, and belongings to yourself
  - f. Face forward
  - g. Listen and respond promptly to the bus driver, it could save your life

## ***STUDENT PASS POLICY***

An unaccompanied child may leave the classroom with teacher permission to:

1. Use the bathroom following each individual teacher's classroom system.
2. Visit the Media Center using the media pass.
3. Visit any other area using the general pass with or without a note.

**Little Bennett  
Behavior Expectations At A Glance**

<i>Expectations</i>	<b>All Settings</b>	<b>Classroom</b>	<b>Hallways &amp; Stairs</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Bus</b>	<b>Assembly</b>
<b>Ready</b>	-Be on time -Be prepared -Be ready to listen	-Be on time -Have supplies ready -Be ready to listen and learn	-Be ready to follow directions	-Use the bathroom quickly and only when needed	-Stay in seat -Wait quietly for adult directions	-Line up quickly and quietly	-Watch for your stop	-Participate when asked -Line up quickly and quietly -Wait quietly for adult directions
<b>Responsible</b>	- Follow directions the first time -Care for things that belong to you, others, and the school -Conserve energy and recycle -Students will report problems to the closest adult	-Complete your work -Use materials gently -Throw trash away and recycle -Put materials away -Use technology for learning	-Walk to the right in a line -Stop at check point -Hands at your side and face forward	-Flush -Wash hands with one pump of soap -Use water appropriately -Use one paper towel and throw into trashcan	-Follow directions from adults -Use the time to eat your food -Clean up your eating area when asked -Raise your hand for help	-Make safe choices -Share the equipment -Use equipment properly -Put all equipment away -Play in assigned areas	-Stay seated -Face forward -Follow the bus drivers directions	-Cross your legs, and fold your hands -Enter and exit assembly quietly -Gently handle passed around items
<b>Respectful</b>	-Be kind -Use appropriate language -Help/share with Others -Keep self to self	-Give your best effort -Raise your hand -Listen to others -Take turns -Keep your body and belongings to self	- Keep space between yourself and others -Be quiet	-Give privacy to others -Keep hands & feet to yourself -Leave stall unlocked after use -Keep writing tools in the classroom -Be quiet	-Touch and eat only your food -Leave space between you and others while seated and in line - Use an inside voice and kind words -Show good table manners	-Keep self to self -Agree on rules and play fair -Check the Buddy Bench and include others -Use kind words	-Be quiet -Keep hands, feet, and belongings to yourself -Use kind words and actions	-Use appropriate applause only -Listen quietly to speaker -Listen to learn and enjoy

### ***Little Bennett Elementary School Application of the Code of Conduct***

The disciplinary consequences set forth in the MCPS Code of conduct apply to students at all times, while they are on MCPS property or attending an MCPS event. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the principal believes that the conduct threatens health or safety of students or staff in the school setting. MCPS staff shall make discipline decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent.

#### Levels of Responses:

Level 1: These responses are designed to teach appropriate behavior, so students are respectful and can learn and contribute to a safe environment. Many of the responses engage the student's support system and are designed to alter conditions that contribute to the inappropriate behavior.

Level 2: These responses are designed to teach appropriate behavior, so students are respectful and can learn and contribute to a safe environment. Many of the responses engage the student's support system and are designed to alter conditions that contribute to the inappropriate behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications.

Level 3: These responses are designed to teach appropriate behavior, so students are respectful and can learn and contribute to a safe environment. Many of the responses engage the student's support system and are designed to alter conditions that contribute to the inappropriate behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications. These responses may involve the short-term removal of a student from the classroom.

Level 4: These responses address serious behavior while keeping the student in school through transfer to another school or an alternative education program. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment. These responses promote safety of the school community by addressing self-destructive and dangerous behavior.

Level 5: These responses remove a student from the school environment for an extended period of time because of the severity of the behavior and potential implications for future harm. They involve the placement of the student in a safe environment that provides additional support and services. These responses may include restitution.

The lowest level of interventions and supports should be considered first, followed by more intensive supports and consequences.

The link to the MCPS Code of Conduct and Students' Rights and Responsibilities are listed below:

[http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1182%2018\\_2018\\_2019\\_STUDENT\\_Code%20of%20Conduct\\_WEB.pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1182%2018_2018_2019_STUDENT_Code%20of%20Conduct_WEB.pdf)

[http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1201%2018\\_StudentRightsAndResponsibilities\\_WEB\(1\).pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1201%2018_StudentRightsAndResponsibilities_WEB(1).pdf)