

# Cloverly Elementary School



## Behavior Management Plan

School Year  
2018-2019

## Behavior Management

School is a place to learn. In order to maintain an environment in which optimal learning can take place, we have a clearly defined behavior management policy. This policy reflects a balance between the rights and responsibilities of the individual and the group.

At Cloverly Elementary School, we emphasize, as an important part of each child's education, appropriate conduct rules for academic success. 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.

In order to maintain a safe and productive learning environment, students are encouraged to behave in ways that meet school expectations. It is important for everyone in the school community – students, parents, guardians, and staff – to understand and uphold the school expectations for appropriate conduct. The school's expectations and consequences for inappropriate actions are communicated to students, staff, and parents and are applied fairly, equitably, and consistently. Students and their parents are asked to become familiar with the behavior management policy, the school and classroom rules and procedures, and consequences for inappropriate actions as described in the Montgomery County Public Schools (MCPS) Code of Conduct. (See MCPS Code of Conduct at <http://www.montgomeryschoolsmd.org/uploadedFiles/departments/student-services/Code%20of%20Conduct.pdf>).

## Teach-Encourage-Model

The Cloverly school community are partners, working together to foster the development of behavior that includes taking care of yourself, taking care of others, and taking care of our school. The staff at Cloverly promotes a proactive approach that includes preventative measures and strategies to avoid 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 C.A.R.E. is the acronym we use to promote positive social interaction. All students are encouraged to **C**ollaborate, practice **A**cts of kindness, show **R**espect for others, and create an **E**veryone counts atmosphere– spelling out “CARE”. The Teach-Encourage Model include in-class lessons and recognition for displaying the following desired Super Cub character traits:

At Cloverly Elementary School, we will ...

1. **S**how academic growth and excellence.
2. **U**se kind words.
3. **P**ersevere toward(s) goals.
4. **E**ncourage our peers.
5. **R**espect others feelings and differences.
6. **C**ooperate
7. **U**phold rules for being safe.\*\*
8. **B**e prepared and ready to learn.

\*\*Students are expected to act in ways that are safe and won't cause harm to themselves or others. By keeping their hands, feet, and objects to themselves in conjunction with established classroom and school safety rules, students will be safe. These safety expectations carry over when they attend field trips and ride school transportation.

### 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.

### Bullying

Bullying, harassment, or intimidation is not tolerated at Cloverly. MCPS defines bullying as, "...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..." on a school property, at a school activity or event, or a school bus.

### Cyberbullying

Cyberbullying is intentionally embarrassing, humiliating, threatening, or targeting an individual or group of people using e-mail, instant messaging, social sites, blogs, mobile phones, or other technological methods.

Educating children about the Internet is the first step in ensuring their online safety. Students on game websites need to be monitored. Parents can improve Internet safety by setting family rules for using the Internet. Montgomery County Public Schools supports internet safety by using technology protection measures to examine the content of internet sites and block inappropriate content. Parents also can set monitoring or blocking filters on home computers. However, only through partnerships between parents and children can safety be ensured.

### Toy Policy

Students may not bring toys (including but not limited to: electronic devices, stuffed animals, action figures, fidget spinners, balls, squishy toys, trading cards (i.e. pokemon cards, baseball...), hand-held video games, cameras, MP/3 players, and other electronics 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.

### Trading & Selling

Trading or selling of certain items (such as toys, money, library books, instruments...) between students is prohibited.

### Cell Phone Policy

Students may not use technology (cell phones, watches, computers...) at school without permission. If a student is found using technology without permission it will be asked to be put away. If it happens again without permission, it will be confiscated and held in the office. Parents will be called to come pick up the technology.

### Technology Tools

Students use technology tools (i.e. desktop computers, Chromebooks, laptops, netbooks, and Promethean board) to support their learning based on the directions given by their teachers or designees. Students are expected to handle technology with care and respect. Students should not do the following:

- Destroy, modify, or abuse technology hardware or software
- Use the internet to access inappropriate material
- Email or use social media to harass or demean others

Students who misuse computer technology will be subjected to disciplinary action by school administration.

### Theft/Stealing

Students are not allowed to take or obtain property of another without permission and/or prior knowledge by the owner. Students who engage in theft will be subjected to disciplinary action.

### Destruction of Property

Students are expected to treat the school's and other people's property with care. In the event that accidental or intentional damage of property was caused by a student(s), school administration will review and address the matter.

### 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 teacher or 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 Intervention:** Temporarily removing a student from the classroom to an alternative placement where he/she is still afforded the opportunity to continue with his/her education.

**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 Plan

**Please read the Behavior Management Plan on the Cloverly website.  
Sign and return this page to your child's teacher by September 21, 2018.**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Please read and discuss the Cloverly Elementary School Behavior Management Plan (on Cloverly website) 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 14, 2018.

Thank you,

Mr. Michael D. Bayewitz, Principal  
Mrs. Rachel Sifri, Assistant Principal  
Instructional Leadership Team

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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** \_\_\_\_\_