
Discipline

Referrals to the office or focus room for disciplinary measures are considered a serious matter and will be treated as such. Parents will be notified of such instances. In some cases, parents may be asked to meet with the school staff. Four referrals to the Focus Room in a 30 day period may result in a suspension. Suspensions will occur according to school policy and at the discretion of the Administration.



DES is a Positive Behavioral Support School. For more information, contact the school.

A Few Reminders:

Please do not drop children off at school before the designated arrival time. Adult supervision begins at 8:25a.m..

1. School hours are from 8:25 a.m. to 2:55 p.m.. Doors open at 8:20 a.m. for students receiving breakfast. Instruction begins at 8:45 a.m.. Dismissal Times range from 2:55 p.m. to 3:15 p.m.. Information will be sent home by the teacher
2. When entering the building after 8:40 a.m., parents must report to the office first and sign the child into school. Students will not be able to enter classrooms without a late pass.
3. A note from a physician or parent is required within 3 days when returning from an absence.
4. Children leaving school before 2:55p.m. must be signed out in the office. Attendance is necessary for academic success. Please limit absences.
5. Listen to designated radio and TV stations for school delays and closings.
6. Changes in transportation should be documented in writing and approved by the Principal or Assistant Principals.

Dundalk Elementary School



A Positive Behavioral Support School

School-wide Behavior Contract

2003-2004

Philosophy

Our goal is to help each child develop self-discipline to make good choices. Together the home, school and community share the responsibility for developing good citizens. Parents, teachers and students must work together to maintain a safe learning environment. DES utilizes a Positive Behavior Support Program to recognize the positive contributions of students. Each teacher has a classroom discipline plan that informs students of classroom rules, consequences, and incentives. Contact your child's teacher for more information. Respect, Responsibility, Safety and Preparedness are primary in all classroom and non-classroom settings. We recognize the good choices students make with "gotchas" which can be exchanged for items from the school store. In addition, classes will be highlighted on morning announcements for exhibiting good cafeteria behavior. These are just a few of the ways we intend to promote positive be-



You are responsible for Your
behavior!



Dundalk's School Rules:

1. Be Respectful.
2. Be Responsible.
3. Be Safe.
4. Be Prepared.

The Staff at DES encourages parent and community involvement. If you have any suggestions which might improve our program, please contact a

STOP & THINK!

The Stop & Think! Program is designed to encourage the students to take the time necessary to calm down and think about how they want to handle the situation. Stop & Think! uses a universal language when teaching, reinforcing or reinforcing social skills. The language's five steps are:

1. Stop and Think!
2. Are you going to make a Good Choice or a Bad Choice?
3. What are your choices or steps?
4. Just Do It!
5. Good Job!

Colors!

A school-wide color behavior tracking system will be implemented this year to reinforce good choices and maintain school-wide consistency. Behavior charts will hang in all classrooms. There are six colors on the chart that students will move between throughout the day as indicated by their behavior. These colors are:

- Green=good choices
- Yellow = Warning
- Orange = Sit & Think
- Blue = Buddy Classroom
- Purple = Focus Room
- Red = Office

At the end of the day, if your child is on Green, Yellow or Orange, he/she will receive an incentive.