

Philip Michael  
Pennington School

“School of Choice”

Pennington Principles  
2009 – 2010

Exceeding Expectations to Achieve Excellence

## **Philip Michael Pennington School Pennington Principles**

The Administration of Pennington School firmly believes a school cannot function unless exemplary behavior is maintained. The Administration and teachers will not tolerate any behavior that interferes with teaching and learning.

The Pennington Principles are directly related to the character education program that is emphasized throughout our curricula. Pennington School is based on developing behavioral standards that will encourage our students to be successful both in school, but in the community at large.

All students are expected to make the right choices and act as respectful members of the Pennington School student body. Students who fail to follow the guidelines risk disciplinary actions, including suspension and de-selection. Specific rules established by each teacher must be adhered to at all times. This document is a guideline to ensure:

- § instructional time is protected and that every child is focused on academic achievement.
- § a safe and secure environment, as well as, the orderly operation of the school day.
- § that every child is aware of expectations and consequences, the importance of making the right choices, and assuming the full responsibility of their actions.

If students choose to continuously violate the Pennington Principles and/or Code of Behavior, the parents may be asked to meet with the administration, teacher, and student to be considered for reassignment to their base school.

The Administration and staff expects all students to adhere to the Prince William County Public Schools Code of Behavior and the Pennington Principles.

## Vision Statement

Philip Michael Pennington School fosters a collaborative climate among students, staff, parents, and the community that promotes rigorous academic instruction, high expectations and exemplary behavioral standards. Pennington embraces individual student success with emphasis on respect, honesty, and responsibility to cultivate self-esteem and to empower them to be successful in a global society.

## Character Education

Pennington will focus on citizenship and character education. Character education is a program that teaches students about self-discipline, respect, honesty, responsibility, citizenship, trustworthiness, integrity, fairness, compassion, and perseverance through monthly themes, special speakers and classroom activities. Pennington embraces individual student success through emphasis on character education in order to foster self-esteem and self-empowerment. This program helps to develop and reinforce some of the basic virtues needed for success in our school, community, and world. Staff and parents are asked to support, encourage, and get involved with our character education and self-empowerment program. Monthly themes are:

September	<b>Self-Discipline</b>	October	<b>Respect, Tolerance</b>
November	<b>Honesty</b>	December	<b>Responsibility</b>
January	<b>Citizenship</b>	February	<b>Trustworthiness</b>
March	<b>Integrity, Humility</b>	April	<b>Fairness</b>
May	<b>Compassion</b>	June	<b>Perseverance</b>

# Pennington Principles



**CHARACTER EDUCATION**

**DEFINITIONS**

# Pennington Principles



## SELF-DISCIPLINE

September

Training and control of one's self and one's conduct, usually for self-improvement

*"Discipline is doing what you really don't want to do so that you can do what you really want to do." –Anonymous*

*"People have two choices when it comes to their emotions: they can master their emotions or be mastered by them." - Anonymous*

<u>Character Trait</u>	<u>Definition</u>
Diligence	Consistent attention to quality work; remaining focused on your goal
Self-reliance	Relying on one's own abilities, efforts or judgments
Motivation	The desire to move toward a goal
Courage	To meet a challenge without giving into fear
Attitude	A state of mind or feeling

## RESPECT

October

Showing regard for the worth of someone or something

*"Never look down on anybody unless you're helping him up." –Jesse Jackson*

*"Do unto others as you would have them do unto you." –Golden Rule*

<u>Character Trait</u>	<u>Definition</u>
Self-Respect	Pride and belief in one's self and in achievement of one's potential
Authority	Respect for those individuals who are in positions of responsibility, using proper etiquette in relation to them
Respect for Others	Concern for and motivation to act for the welfare of others

# TOLERANCE

*October*

Respecting the individual differences, views and beliefs of other people

*“All people smile in the same language.” –Anonymous*

*“There’s no I in teamwork.” -Anonymous*

<u>Character Trait</u>	<u>Definition</u>
Acceptance	Recognition of the diversity of to others, their opinions, practices and culture
Forgiveness	Benefiting yourself and others by ceasing to feel resentment toward others
Cooperation	Working together for a common purpose; teamwork

# HONESTY

*November*

Truthfulness and Sincerity

*“Tell all and only the truth. Mean what you say. If you find something, return it to its owner.” -Josephson Institute*

*“A lie has speed, but truth has endurance.” –Edgar J. Mohn*

<u>Character Trait</u>	<u>Definition</u>
Sincerity	Not false; heartfelt
Straight-forwardness	Direct; to the point

# RESPONSIBILITY

*December*

Taking care of one’s self and others; to carry out a duty or task carefully and thoroughly

*“Hold yourself responsible for a higher standard than anyone else expects of you. Never excuse yourself.” -Henry Ward Beecher*

*“Whatever is worth doing at all is worth doing well.” -Phillip Stanhope*

<u>Character Trait</u>	<u>Definition</u>
Punctuality	Promptness
Accountability	Being responsible for your decisions and actions
Courtesy/civility	Polite and courteous behavior toward others in words and action. Politeness.

# CITIZENSHIP

*January*

Respectful devotion to ones’ country and/or school

*“It takes a whole village to raise a child.” –African Proverb*

*“A community is like a ship; everyone ought to be prepared to take the helm.” –John Marks Templeton*

<u>Character Trait</u>	<u>Definition</u>
School Pride/ Cleanliness	Care and satisfaction in your school’s environment; achievement and success
Respect for the environment	The conservation and care of your surroundings
Democracy	Respect for the rule of the majority
Patriotism	Respectful devotion to one’s country
Community Service	Giving back to the community

# TRUSTWORTHINESS

*February*

Being worthy of confidence; reliable

*“Undertake not what you cannot perform but be careful to keep your promises.” -George Washington*

*“Dependability is more than ability alone.” –John C. Maxwell*

<u>Character Trait</u>	<u>Definition</u>
Loyalty	Faithful to a person, an organization of your country
Dependability	The ability to be counted on and trusted
Truthfulness	Consistently telling the truth; honest

# INTEGRITY

*March*

Steadfast adherence to a strict code of moral, ethical or artistic values to consistently be truthful and fair.

*“Doing the right thing even when nobody is looking.” –Anonymous*

*“The difference between ordinary and extraordinary is that little extra.” –Jimmy Johnson*

<u>Character Trait</u>	<u>Definition</u>
Honor	A sense of what is right, just and true
Conduct	The way a person acts; behavior
Self-Control	Control of one’s emotions and behavior by one’s own will

# HUMILITY

*March*

Recognizing that any given person is one's intellectual superior in some way and can be learned from. Recognizing the part others have played in one's achievements.

*"Humility is not thinking less of yourself, it's thinking of yourself less." - Anonymous*

*"The most important measure of how good a game I played was how much better I made my teammates play." Bill Russell*

<u>Character Trait</u>	<u>Definition</u>
Gratitude	A feeling of thankful appreciation for benefits received
Patience	The power to wait calmly without complaining

# FAIRNESS

*April*

Equal treatment of behavior and viewpoints of others

*"It's not whether you win or lose, its how you play the game." –Anonymous*

*"Truth never damages a cause that is just." –Mahat Ghandi*

<u>Character Trait</u>	<u>Definition</u>
Sportsmanship	The ability to take winning and losing without gloating or complaining.
Acceptance	To receive without reservation
Kindness	Showing friendliness, generosity, and understanding; warm-hearted in nature

# COMPASSION

*May*

Showing concern or sympathy for others

*“It’s nice to be important, but it’s more important to be nice.” –John Marks Templeton*

*“Life’s most persistent and urgent question is what are you doing for others.” –Martin Luther King, Jr.*

<u>Character Trait</u>	<u>Definition</u>
Generosity/ service	Unselfish willingness to give and share your time and talents in your community
Kindness	Being gentle, willing to help, friendly, and considerate
Empathy	Understanding, sensing, and sharing in the feelings and emotions of others

# PERSEVERANCE

*June*

Working hard without giving up; consistent attention to quality work

*“To finish the race first you must finish.” -Rick Mears*

*“To see far is one thing; going there is another.” –Constantin Brancusi*

<u>Character Trait</u>	<u>Definition</u>
Determination/ Dedication	Remaining focused on your goal. Sense of commitment and duty. The inner strength to pursue a goal or task.
Learning	Appreciation for the importance of and effort involved in acquiring knowledge
Self-confidence	Positive attitude about, and trust in one’s self; sense of security and self assurance
Resilience	The ability to bounce back from failure or discouragements
Creativity/ Flexibility	Clever, imaginative and inventive; adaptability and versatility

# EXPECTATIONS

of

Students, Parents, and Teachers

## Student Expectations

- Students are expected to participate in a minimum number of community service hours through the course of the school year depending on grade level. The minimum hours are:
  - Grades 1-3: 10 hours
  - Grades 4-5: 15 hours
  - Grades 6-8: 20 hours
- Each student is expected to perform at his/her best every day in varied learning situations.
- Each student is expected to perform at or above grade level.
- Each student is expected to develop, maintain, and promote respect, honesty, responsibility, self-esteem and self.
- Each student is expected to complete all assignments on time, and meet (fulfill) the expectation of the teacher.
- Students are engaged in continuous, active, and uninterrupted academic instruction.
- Students are expected to be on task at all times, thereby maximizing their learning opportunities.
- Students will experience a structured learning environment with integrated periods of fun, exploration, and personal development.
- Each student is expected to adhere to the Pennington Principles and Parent/Student Contract.
- Each student is expected to evaluate the consequences of their choices and assume full responsibilities.

## Parent Expectations

- Parents are expected to participate in a minimum of 10 hours of school related activities (parent workshops, volunteer programs, mentoring, PTO, and/or advisory council). An example of the minimum hours is as follows:

One Child:	10 hours
Two Children:	20 hours
Three Children:	30 hours
- Parents are expected to support the Prince William County Public School Code of Behavior.
- Parents are expected to support the Pennington Principles, uniform policy, and academic standards.
- Parents are expected to complete the Parent Workbook with their child during the school year.
- Parents are expected to reinforce appropriate study habits and behavior standards.
- Parents are expected to promote self-esteem, self-respect and self-empowerment.
- Parents are expected to promote daily attendance.
- Parents are expected to promote school-wide reading at home: listen and/or read to/with your child daily.
- Parents are expected to review, sign, and return interim progress reports (mid-nine weeks), and student report cards (every nine weeks).
- Parents are expected to encourage and reinforce grade level lifework (homework) policies.

## School Administrator / Teacher Expectations

- Administrators and Teachers are expected to perform at his/her highest potential in providing the best learning environment that ensures student success.
- Administrators and Teachers are expected to engage in professional development and keep abreast of current educational trends, technology, and learning strategies that promote strong academic performance.
- Teachers are expected to provide communication to parents regarding student classroom performance, assignments, and behavior.
- Teachers are expected to prepare an enriching, active, and engaging lesson/learning plan for students.
- Teachers are expected to deliver strategies that address student individual needs and learning styles.
- Teachers are expected to monitor the students' performance and revise learning strategies as appropriate.
- Administrators and Teachers are expected to promote a safe, nurturing, and caring learning environment.
- Administrators and Teachers are expected to demonstrate and daily model honesty, self-esteem, and responsibility in their actions with students, staff and parents.
- Teachers are expected to develop the whole student: the intellect, the emotions, and the physical aspects.

# RIGHTS AND RESPONSIBILITIES

of

Students, Parents, Teachers,  
and  
Administrators

## Pennington School Rights & Responsibilities Students

### **Rights:**

To be provided a quality education compatible with individual needs to include curriculum modifications as required so the student can achieve his fullest potential.

To have an elected student government.

To learn in a safe, orderly, and clean environment free from threats.

To be treated fairly by teachers, students, and staff.

To learn in an atmosphere of mutual respect.

To receive papers and projects back in a timely manner.

To be informed of assignments and school activities.

### **Responsibilities:**

To attend school daily for the purpose of learning.

To follow the Prince William County Code of Behavior, Pennington Principles, and all classroom rules.

To accept responsibility for their own actions at all times.

To support decisions made by the school administration, faculty, and student government.

To report any weapons, dangerous materials, safety concerns, or threats.

To allow others to learn.

To respect students, teachers, staff, substitutes, bus drivers, parent volunteers, and school property.

To arrive at class on time with all assignments and learning materials.

To be responsible for showing parents home-school communications and returning appropriate response.

To take responsibility for writing assignments in a student planner.

## **Pennington School Rights & Responsibilities Parents / Guardians**

### **Rights:**

- To have a safe and orderly environment in school and on the school bus.
- To have student receive quality instruction.
- To be informed of student's progress at appropriate intervals, and to receive communication if a problem arises.
- To air concerns and/or grievances without fear of repercussions against one's child.
- To expect that school personnel and students will behave with respect toward students and parents in both actions and language.
- To expect a positive, creative, learning environment without over emphasis on negative behavior and its consequences.
- To have a clearly defined, consistently enforced set of rules (bus, conduct, etc.) and penalties.
- To expect the published uniformed dress code to be enforced.
- To expect that the primary focus in the classroom should be on instruction.
- To have access to school and support personnel.
- To expect confidentiality on the part of school personnel.
- To have student considered as an individual.

### **Responsibilities:**

- To promote and support the learning environment of the school.
- To be accountable for their child's behavior, both in and out of class.
- To monitor the student's academic and behavioral progress.
- To understand that the teacher's primary responsibility is to teach.
- To respond promptly to all communications from the school.
- To create the expectation that schoolwork comes first for their child.
- To listen and keep an open mind when discipline is implemented in school.
- To treat school personnel with respect.
- To be responsible for what their children wear to school.
- To supply students with basic school supplies (pen, pencil, paper, folders, etc.)
- To inform the school of pertinent family, home, medical and learning problems.
- To be responsible for making arrangements outside of school for an ill child during school.
- To support the Prince William County Code of Behavior and the Pennington Principles.

## Pennington School Rights & Responsibilities Teachers

### **Rights:**

To have instructional time protected from interruption.

To have sufficient instructional supplies and materials to maintain our high standards of learning.

To have a safe, clean, and secure school environment.

To have administrative support under circumstances concerning problems with student achievement and/or behavior.

To have cooperation of parents/guardians in matters affecting student achievement and behavior.

To be respected as an academic professional by parents, students, other teachers, administrators, and staff.

To have available a means of communications with parents/guardians.

To have timely and complete evaluations with detailed conferencing.

To receive information (due dates) in a timely manner.

To have a clearly defined, consistently enforced set of rules and penalties.

To have an available process for right of address for grievances.

### **Responsibilities:**

To efficiently use instructional time and supplies.

To teach the curriculum as directed by the County and make modifications as necessary for the success of the students.

To be observance and proactive in safety and security issues.

To enforce school policies and rules.

To hold students accountable for compliance with school rules and regulations.

To understand the school community and be sensitive to their needs.

To develop a rapport with parents/guardians through regular communication.

To supervise students.

To treat school personnel, colleagues, parents, and students respectfully.

To improve instructional curriculum by keeping informed of current educational research and policies.

To support decisions made through the school decision-making processes.

To maintain a professional manner.

To deal with preliminary discipline problems in the classroom.

To maintain accurate records of student progress and communicate these to parents.

# Pennington School Rights and Responsibilities Administrators

## Rights

- To expect assistance from the central office.
- To be respected as an administrative leader.
- To expect support and assistance from the faculty, community, and students.
- To institute change for the betterment of the school based on qualified research.
- To expect teachers to deal with minor discipline problems in the classroom.
- To observe meaningful instruction going on at all times.
- To have the final say in the school policy-making decision process in accordance with site-based management policy while insuring due process.

## Responsibilities

- To address needs/problems of students, parents/guardians, and staff members.
- To understand the community and be sensitive to its needs.
- To supervise and monitor the instructional process.
- To emphasize that teachers teach and students learn.
- To hold teachers and students accountable for compliance with rules and regulations.
- To treat students, parents, and school personnel respectfully.
- To improve instructional curriculum by disseminating appropriate information.
- To analyze surveys, tests, and other data to be able to plan for the needs of the faculty, community and students as they affect learning and in order to implement changes in the instructional program.
- To listen and to evaluate suggested policies put forth by the entire staff.
- To ensure a safe appropriate instructional climate in the classroom.
- To provide adequate instructional supplies and materials for educational uses.

# POLICIES

## Incentive Program

The incentive program is a positive reinforcement program for outstanding behavior. Incentive programs will be implemented per grade level and/or individual teachers.

## Attendance Policy

This policy is essential for the safe and speedy arrival of students into their classrooms to ensure adequate instructional time.

### **Arrival procedures:**

- 1) Students are expected to be in their assigned seats at the scheduled time.
- 2) Students eating breakfast will walk directly from the bus to the dining hall. Upon completion of eating breakfast, the students will walk directly to their classrooms. All students must be in their classrooms by 9:00 A.M.
- 3) Students not eating breakfast will walk directly to their classrooms. If you need to use the restroom, do so before entering the classroom.
- 4) Students who arrive after 9:00 A.M. should report to the office for a tardy slip.
- 5) All students who are absent from school must return with a signed note from the parent with the following: (1) student's name, (2) date of absence, and (3) reason for absence. Student absences are recorded as unexcused until a note is received (after three days without a note, an unexcused absence will result).

### **Tardy procedures:**

- 1) Students not in class by 9:00 A.M. are marked tardy.
- 2) Students who are tardy must bring a note with the following information: (1) the date, (2) student's name, (3) reason for tardiness, and (4) parent signature.

## **Bullying/Harassment Policy**

### **Definitions**

A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

**Bullying:** Actions that cause the physical, verbal, or emotional abuse of others. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

**Harassment:** Words, gestures, symbols, or physical contact that offend, intimidate, threaten, or persecute others. This includes such behavior as non-physical intimidation, posturing or “stare downs.”

### **Procedures:**

Pennington’s policy includes procedures for students, parents, teachers, and administrators.

#### **Student:**

- Notify a teacher or any staff member immediately if possible or in a timely manner. Any child can report bullying to any adult or staff member at Pennington.
- Notify the parent/guardian.
- Complete a Complaint of Bullying form or Guidance form and give to guidance counselor.
- Implement avoidance strategies.

#### **Teacher:**

- Inform parent/guardian of the alleged bullying situation. Maintain confidentiality and protect the privacy of all parties to the greatest extent possible.
- Investigate the situation.
- Document and monitor the situation.
- Notify the guidance counselor.
- Complete a referral form and send it to administration.

#### **Guidance:**

- Speak with all parties involved.
- Contact the parent/guardian.
- Mediation/small group discussions as is deemed necessary.
- Document, monitor and collaborate with teacher regarding situation.

#### **Parents:**

- Talk with child to discuss corrective actions to take regarding bullying.
- Monitor situation
- Talk with teacher and/or guidance counselor.

#### **Administration:**

- Review documentation and investigate the situation.
- Meet with all parties involved.
- Contact the parent/guardian.

Prince William County Regulation 733.01-1 can be read on the website – [www.pwcs.edu](http://www.pwcs.edu). The website also has links for tips on recognizing and dealing with bullying and harassment.

## **Bullying will not be tolerated.**

# **Breakfast Policy**

This policy is essential to allow students the opportunity to have breakfast in a timely, efficient manner.

The breakfast policy will be conducted as follows:

1. The dining hall opens at 8:45 A.M. to begin serving breakfast.
2. Those students who desire to purchase a breakfast will report **immediately** to the dining hall to purchase breakfast.
3. **No breakfast food will be allowed out of the dining hall!**
4. Students will have fifteen minutes from the time they receive their breakfast until they are expected to be in their classrooms. This includes, eating, restroom, and going to class.
5. Students who eat breakfast are responsible for making up any missed work. Teachers will begin teaching without regard to students who use the Breakfast Policy.
6. In the event there are **extenuating** circumstances (i.e., extremely long lines, late bus, etc.) students will be granted time to finish breakfast and given an excused tardy.
7. Student who cut in line, engage in horseplay, bring in gum, and/or refuse to comply with a reasonable request by a teacher will be subject to disciplinary action.

## Dining Hall Policies

This policy is essential for the smooth functioning of the lunchroom. The purpose of the lunchroom is to provide an area where the Pennington students may eat their lunches. The basic expectation is that ALL students will conduct themselves in an appropriate manner from the time they enter the lunchroom until their departure. It is expected that the student will arrive with their lunch from home or money to purchase lunch.

Teachers will accompany students and pick them up at the scheduled times.

Once students enter the dining hall, they will **NOT** be allowed to leave unless they secure permission from the lunchroom monitor.

If the student is leaving for the RESTROOM, he/she will have three (3) minutes to use the restroom.

Students leaving the dining hall for EARLY DISMISSAL must inform the lunchroom monitor.

Students will be expected to exhibit the following behaviors:

- walk quietly to and from the dining hall.
- do not cut in the dining hall line.
- sit at the dining hall tables with their legs under the table facing the students at that table. There will be no more than 16 students (eight on each side) per table.
- be responsible for keeping their area clean regardless of whether a particular garbage item is theirs or someone else's.
- use good manners and obey all adults.
- speak softly (conversational tone) and stay seated until dismissed.
- raise their hands if they need help from an adult.
- follow the directions of the lunchroom monitor.
- use the restroom only with permission from the lunchroom monitor.
- pick up all necessary lunch items as they move through the dining hall line.
- eat only the food they brought or purchased -- no trading food or borrowing money from another student.
- every person is responsible for cleaning his or her table and floor area before lining up for dismissal.
- line up quietly as the lunchroom monitor dismisses them.

## Bus Policy

This policy is essential for the safe and orderly transportation of Pennington School students to and from school.

The School Bus Regulations are premised on the Code of Virginia (§ 22.1-76) that permits school boards to provide transportation for pupils but does not require them to do so.

Students and parents/guardians must understand that riding the school bus is a **privilege**. In other words, should a student be reported to the principal, the principal would be responsible for disciplinary action that may include the loss of the privilege of bus transportation until the parent, the bus driver, and the principal can arrive at an understanding that will correct the problem. **The parents/guardians will be responsible for the transportation of the student(s) who have lost bus transportation privileges.**

Students should show respect for bus patrols and adult bus monitors at all times.

**Students will cross in front of the bus at the bus stop.**

**Students are not allowed off the bus unless there is a parent or designee to pick them up.**

School bus infractions include, but are **not** limited to:

Fighting	Smoking
Profanity	Drug & Substance Abuse
Eating/drinking	Horseplay
Littering	Creating Loud Noise
Having glass objects	Transporting Large Objects
Fire	Weapons
Throwing items out of windows	Disrespect to bus driver

## Hallway Policy

The goal of this policy is to have the fewest distractions in the hall to provide a quiet academic setting for those students in class.

The following behaviors are expected in the halls:

- Walk quietly in line through the halls.
- Walk in line on the right side of the hall.
- Keep your feet on the floor and your hands at your sides.

one step at a time.

- Show respect to all school property while in the hall.
- Follow your classroom rules for use of the water fountains.
- Respect hallway displays/banners.

## Restroom Policy

The goal of this policy is to provide an opportunity for students to use the restroom at the discretion of each classroom teacher.

Rules:

- Restroom pass used when students leave the room.
- Respect for the privacy of others.
- Quiet behavior is expected.
- Use commodes, urinals and sinks properly.
- Place all trash (paper towels) in the trashcans.
- Take pride and respect restroom property.
- **PLEASE REMEMBER THAT THE RESTROOM IS NOT A PLAY AREA AND IS NOT TO BE USED FOR SOCIAL GATHERING.**

## Library Policy

The mission of the media center is to ensure that students and staff are effective users of ideas and information.

The following rules are expected when using the Pennington Media Center:

- Be respectful
  - Be responsible
  - Be productive
- 1) The library is open from 9:00 A.M. to 4:00 P.M. for reading, browsing, checking out and returning books. Students may check out a maximum of two books at a time for a period of two weeks. If the student desires, the books may be renewed.
  - 2) Books which students have borrowed or are in their possession are expected to be returned by the due date.

es a book, it must be paid for before another book can be checked out. If a student book, but finds it later, the student's money will be refunded upon the return of the book to the library.

- 4) Students with overdue books may not borrow more books until the overdue books are returned.
- 5) Book exchanges can be done at the following times:
  - ü First thing in the morning
  - ü During the student's lunch
  - ü At the end of the day
  - ü With the student's class library time
- 6) Book Fairs are opportunities for students to purchase books, games, materials, etc. Items must be paid for before leaving the library. Noncompliance will be considered stealing and will result in an out-of-school suspension.

## Computer Lab Policy

The computer lab policy is set up to secure the protection of the computers and the safety of the children.

The following behaviors are expected in the computer lab:

- Students will use the computer equipment appropriately.
- Students will use the Internet only for research or assigned tasks. Independent surfing will remain within appropriate guidelines.
- Students will closely follow initial instruction so that they understand the working of the program and the steps needed to complete the assignment.
- Students will work on the activity assigned by the teacher for that session until permitted to change activity.
- Students will remain at their workstations and raise their hands to ask for help when needed.
- On task behavior is expected. Social discussions are not appropriate.

## Field Trip Policy

A field trip is defined as *any trip taken by students under teacher supervision, which leaves the school grounds*. Such trips are designed to afford students an opportunity to enrich their educational experiences.

Students will exhibit the following behaviors on a field trip:

- All bus regulations will be enforced if bus transportation is being used.
- Students are to wear the school uniform unless deemed differently by the administration.
- Students must stay with their assigned groups.

ions will apply on field trips.

- Lunches are the only source of food permitted on the bus.
- Students will be allowed to attend the trip only if they return a Field Trip Permission Form.
- Students will exhibit exemplary behavior.
- Parents accompanying the field trip as chaperones will ride in the bus with the students.

## Playground Policy

Common sense safety procedures should be followed in all playground areas. The following guidelines are noted for obvious and anticipated safety concerns. Please note that there may be other problems encountered as the playground and equipment are used.

- Students will follow the directions of any adult on duty.
- Students will use all equipment properly.
- Students will keep mulch on the ground and inside the playground area.
- Students are not permitted around the large pine trees in the back of the playground.
- Students will stop the swings before getting off.
- Students are prohibited from jumping off equipment.
- Students may not leave the playground without teacher supervision or knowledge.
- Students must stay within sight and sound of the teacher on duty at all times.
- Only one person at a time is allowed on the slide deck.
- Slide **DOWN** the slides (do not run up the slide).
- Slide in a seated position only.
- Flipping or hanging from bars on the slides is prohibited.
- One person at a time on bars and beam equipment.
- Climbing on top of structures, tunnels, railings, or slide covers is prohibited.
- Students will not push, kick, hit, or name call.
- Students will not throw objects that are not sports equipment (i.e., rocks, wood chips, etc.)
- Students will be given the opportunity to use the restroom and prepare themselves for outdoor play **before** going outside.

## Fire Drill Policy

Orderly fire drills are a necessity if we are to assure a quick and safe evacuation. All drills are to be conducted as if they were real emergencies. When the alarm sounds, all students will follow the guidelines below that apply to ALL students:

- There is to be **NO TALKING**
- Walk rapidly in an orderly manner toward the exit.
- Walk in a single file, with no pushing and/or shoving.
- Exit quickly.
- Do not attempt to close windows, but DO close the door.
- The first student in line will hold open the exit door.
- Students will walk at least fifty feet from the exit and face away from the building.
- Student will not walk between cars if crossing the parking lot.
- Students will wait for further instructions concerning when to reenter the building.

Students who are not in their class at the time of a fire drill (i.e., in Guidance, bathroom, clinic, etc.) will:

- Have a pass from the teacher **to begin with**
- Report to the nearest exit and be accounted for by the teacher at the nearest exit. The students should obtain a signature/time from that teacher to return to their class or to go to their previous location.... the pass should then be signed again when the students leave for their next destination.

After the fire drill is completed, students will:

- Re-enter the building when given the signal in the same manner as they exited.

# Michael Pennington School Uniform Policy

All students attending Pennington School are required to wear a full school uniform during the school day and to designated school functions. All students must comply with the Pennington School Uniform Policy as well as the Prince William County School Dress Code. The School Administration will determine if there is a violation of the uniform policy. A note from the teacher will notify parents if the student is not dressed properly. Students not complying with the uniform policy will be required to change into something more appropriate or the Administration may send the student home to be properly prepared for school.

## I. Uniform Purchase Through Lands End

Uniforms may be purchased from Lands End at 1-800-963-4816 or via the Internet at [www.landsend.com](http://www.landsend.com). You must give the customer service representative Pennington School's preferred vendor number, 9000-5668-0, when you place your order.

## II. Uniform Purchase Through Other Sources

Uniforms may also be purchased from other sources as long as they meet the uniform criteria. **Any items purchased from an outside source must match in color and style to those provided by Lands End. Please use your Lands End catalog to serve as your style guideline.**

### Guidelines

Students should dress in such a way as to be modest in appearance to demonstrate their respect for the school and for themselves. Therefore, all students shall comply with the following:

- All shirts are to be tucked in.
- All shoelaces are to be tied.
- Belts must be worn if the clothing has belt loops.
- No holes / tears in clothing or shoes.
- Clothing must be appropriately sized for the wearer; pants must be worn at the waistline.
- Uniform pants only – no “baggies” or cargo pants.
- All pants, shorts, skorts, skirts, and jumpers are to be worn at vendor length not to exceed more than 5 inches above the knee.
- Only the Pennington School logo is permitted on any piece of clothing.

### Description of Items:

- Shorts: Khaki or Navy, Pleated or Non-Pleated
- Pants: Khaki or Navy, Pleated, Non-Pleated or Elastic Waist
- Skorts: Khaki or Navy, Non-Pleated, two buttons on waistband
- Skirts: A-line in Khaki or Lands' End Plaid or Knife-Pleat style in Navy
- Jumper: Navy or Lands' End Plaid Drop-Waist, Kick-Pleat style
- Belts: Navy, Brown, or Black, no embellishments, **MUST** be worn if pants / shorts have belt loops
- Polo Shirts: Grades 1 – 5 White or Evergreen, Long or Short-sleeved banded cuff

- Oxford Shirts: Grades 6 – 8 Navy or Light Blue (Lands End Chambray Blue), Long or short sleeved banded cuff  
 Grades 1 – 8 No lace or decorative trim on girls’ polo  
 Grades 1 – 5 White only, long or short sleeved, button down  
 Grades 6 – 8 Light Blue only, long or short sleeves. NOT CHAMBRAY (DENIM) SHIRTS
- Peterpan Shirts: Grades 1 – 5 White only, long or short sleeved with rounded collar  
 Grades 6 – 8 Light Blue only, long or short sleeves  
 Grades 1 – 8 No lace or decorative trim
- Sweaters: Navy or Evergreen, crew neck, v-neck, cardigan or vest
- Turtlenecks: Grades 1 – 5 White or Evergreen (no mock turtlenecks)  
 Grades 6 – 8 Navy only (no mock turtlenecks)

### PE Uniform Grades 6-8

Grades 6 – 8 must wear the appropriate PE Uniform on the specified PE days. The PE uniform consists of navy shorts and a light gray t-shirt. Navy sweat pants and sweatshirt will be optional, but these are only to be worn on PE days and are not considered part of the PE uniform. You will be able to purchase these items through Pennington School.

### III. Accessories Guidelines for All Grades

#### Backpacks

Students may carry backpacks of their own choosing. Backpacks are not permitted to have wheels.

#### Coats

There are no set guidelines for coats, although students are not permitted to wear long trench coats or bulky over-sized coats within the school building. This is in accordance with the Prince William County Code of Behavior Policy.

#### Jewelry and Hair Accessories

Earrings are to worn in ears only. All jewelry should be moderate in size and amount for both boys and girls. Ties are optional. Hair accessories are to be of the student’s choice.

#### Shoes / Sneakers

All students must wear an enclosed shoe / sneaker (both heel and toe). Socks and/or tights are to be worn at all times and are to be of solid color found in the school uniform to coordinate with their clothing.

### V. Uniform Swap Days

Pennington School will arrange and advertise dates for parents to exchange uniforms with other parents.

### VI. Financial Assistance

Pennington School administration will provide the necessary information to qualifying families concerning financial assistance in purchasing uniforms. Forms are available through the Guidance office.

## CONDUCT

### Statement from the Administration

The Administration of Pennington School firmly believes a school cannot function unless exemplary behavior is maintained. The Administration and teachers will not tolerate any behavior that interferes with teaching and learning.

The Pennington Principles are directly related to the character education program that is emphasized throughout our curricula. Pennington School is based on developing behavioral standards that will encourage our students to be successful both in school, but in the community at large.

All students are expected to make the right choices and act as respectful members of the Pennington School student body. Students who fail to follow the guidelines risk disciplinary actions, including suspension and de-selection. Specific rules established by each teacher must be adhered to at all times. This document is a guideline to ensure:

- instructional time is protected and that every child is focused on academic achievement.
- a safe and secure environment, as well as, the orderly operation of the school day.
- that every child is aware of expectations and consequences, the importance of making the right choices, and assuming the full responsibility of their actions.

If students choose to continuously violate the Pennington Principles and/or the Prince William County School Code of Behavior, the parents may be asked to meet with the administration, teacher, and student to be considered for reassignment to their base school at anytime.

The Administration and staff expects all students to adhere to the Prince William County Public Schools Code of Behavior and the Pennington Principles.

## LEVELS OF CONDUCT

The consequences (offenses) for violating an infraction are listed and numbered by steps (1<sup>st</sup> offense, 2<sup>nd</sup> offense, etc). **REPEATED VIOLATIONS OF INFRACTIONS WILL RESULT IN THE NEXT NUMBER-ORDERED CONSEQUENCE STEP IN THE PLAN.** These consequences are applied after the classroom teacher has exhausted his/her classroom management techniques.

- All parent notifications (i.e. phone call, note in agenda, written letter, email, etc...) will be made in a reasonable manner according to the severity of the infraction as part of the discipline process.
- If more than one infraction occurs simultaneously, and is observed by the same faculty member, the student will serve the consequence of the more serious offense.
- Failure to comply will result in the imposition of the next level. After the third offense, administration will decide what actions to take.
- At any time, for serious and specific actions, a Due Process hearing may be recommended, legal action may be taken, and/or students may be considered for reassignment to their base schools.

## ELEMENTARY LEVEL I INFRACTIONS

No referrals written on Level I Infractions

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Bullying	Respect	Warning Parent Notification Olweus	Referral to administration Detention	3 days detention or suspension
Computer misconduct	Responsibility	Warning	Parent Notification	Privileges revoked
Dining Hall misconduct	Self-Discipline Trustworthiness Citizenship	Warning	Parent Notification	Lunch detention
Dress Code violation	Responsibility Integrity	Warning Removal and change into appropriate attire Letter home	Change to appropriate attire Parent Notification	Phone call home Parent needs to bring proper attire
Gum/Candy/ Food	Citizenship	Warning Confiscate items	Parent Notification	Written assignment (i.e., history of gum)
Hallway misconduct	Self-Discipline Citizenship	Warning	Adjusted recess	Parent Notification Detention/Written Assignment
Lifework-(homework) and classwork not completed	Trustworthiness Perseverance Responsibility	Warning	Parent Notification Zero for that assignment	Parent Notification Zero for that assignment Adjusted recess
Possession of inappropriate materials (electronic devices, trading cards, etc.)	Integrity	Confiscation of the item Parent Notification	Confiscation of the item (parent may pick up the at the end of the day)	Confiscation of the item (parent may pick up the item in June)
Restroom misconduct	Citizenship Responsibility	Warning	Parent Notification	Detention or Written Assignment
Unprepared for Class (pencil, paper, school materials)	Self-Discipline Responsibility	Warning	Parent Notification	Parent Notification Written Assignment

# LEMENTARY LEVEL II INFRACTIONS

Referrals will be written for all Level II Infractions

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
After School Misconduct	Self-Control	Warning Parent Notification	Parent Notification Probation	Permanent Dismissal
Bus Misconduct	Self-Control Responsibility	Warning	1-day bus suspension Parent Notification	3-days bus suspension
Disobedience	Respect	1-day detention Parent Notification	3-day detention	Out of School Suspension
Disruption of instructional time	Responsibility Respect	Warning	1-2 days detention	Out of School Suspension
Field Trip Misconduct	Citizenship	No participation on the next field trip + consequence for the offense		
Fire Drill Misconduct	Citizenship	Warning	1 day detention	3 days detention
Forgery	Honesty Integrity	Warning Parent Notification	1 -2 days detention/ Saturday School	1-3 days Out of School Suspension
Harassment	Compassion	Parent Notification Warning Mediation Detention	Detention	In School Suspension
Substitute Misconduct	Trustworthiness	Removal from class Parent Notification	1 day Out of School Suspension	2-3 days Out of School Suspension
Usage of Electronic devices (videoing, texting, etc.	Integrity Responsibility	Confiscation of the item Parent Notification	Confiscation of the item (parent may pick up the item in 3 months)	Confiscation of the item (parent may pick up the item in June)
Vandalism	Citizenship	School service/Restitution (remove offense)	Increase school service time Written Assignment Restitution Parent Conference	Out of School Suspension Restitution Parent Conference
Verbal disrespect	Respect	1-day detention	3-day detention	Out of School Suspension
Vulgar language	Respect Self-Discipline	1-day detention	3-day detention	Out of School Suspension

## ELEMENTARY LEVEL III INFRACTIONS

**Referrals will be written for all Level III Infractions**

**For additional infractions (i.e. weapon violation, substance abuse, etc...) please refer to the PWCS Code of Behavior**

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Cheating (as stated specifically in the PWC Code of Behavior)	Integrity Honesty	“Zero” on the assignment	“Zero” on the assignment Suspension until parent conference	Failure grading period
Physical abuse (physical contact by one person upon another with any object with or without reciprocating physical contact by the other person)	Tolerance Respect Compassion	3 days of detention/Saturday School and/or 1 day of Out of School Suspension	1-3 days Out of School Suspension Informal hearing	Out of School Suspension possible criminal charges with due process
Possession or use of tobacco or tobacco products	Responsibility Citizenship	3 days Out of School Suspension Parent Conference, “Focus on Tobacco”	5 days Out of School Suspension	Out of School Suspension Possible criminal charges Informal Hearing
Sexual Misconduct	Respect Citizenship Compassion	1-3 days Out of School Suspension	3-5 days Out of School Suspension	Out of School Suspension with due process
Stealing	Trustworthiness Honesty	1-3 days of detention Restitution	Saturday School or 1-3 days Out of School Suspension Restitution	Out of School Suspension with due process Restitution
Threatening	Respect Compassion	1-3 days Out of School suspension	3-5 days Out of School Suspension	Out of School Suspension with due process

## MIDDLE SCHOOL LEVEL I INFRACTIONS

No referrals written on Level I Infractions

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Class Tardy	Self-Discipline	Warning	Written Assignment	Detention
Computer misconduct	Responsibility	Warning	Parent Notification	Privileges revoked
Dining Hall misconduct	Trustworthiness Self-Discipline	Warning	Parent Notification Lunch detentions with written assignment	3 days of detention
Dress Code violation	Responsibility Integrity	Warning Removal and change into appropriate attire Letter home	Phone call home parent needs to bring proper attire	1-2 days of detention
Gum/Candy/ Food	Citizenship	Warning Confiscate items	Parent Notification Written assignment (i.e., history of gum)	Detention
Hallway misconduct	Self-Discipline	Warning	Parent Notification Detention with written assignment	3 days of detention
Lifework Assignment (homework) not completed, incomplete class work	Trustworthiness Perseverance	Zero for the assignment	Zero Parent Notification Detention	3 days of detention
Restroom misconduct	Citizenship	Warning	Lunch detentions with written assignment	Written Referral Extended detention
Unprepared for Class (pencil, paper – school materials)	Responsibility Self-Discipline	Written Assignment	Zero for that lesson Parent Notification	Detention Parent Notification
Possession of inappropriate materials (electronic devices, trading cards, etc.)	Integrity Honesty	Confiscation of item Parent Notification	Confiscation of the item (parent may pick up the item at the end of the day)	Confiscation of the item (parent may pick up the item in June)

## MIDDLE SCHOOL LEVEL II INFRACTIONS

Referrals will be written for all Level II Infractions

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
After School Misconduct	Self-Control	Warning	Probation	Permanent Dismissal
Bullying (Harassment)	Compassion	Warning Parent Notification Mediation Detention	3 day detention	Out of School Suspension
Bus Misconduct	Self-Control	Warning	1 day bus suspension	3 days bus suspension
Disobedience	Respect	1 day detention	3 day detention	Out of School Suspension
Disruption of instructional time	Responsibility Respect	Warning	1-2 days detention/Saturday School Suspension	Out of School Suspension
Field Trip Misconduct	Citizenship	No participation on the next field trip + consequence for the offense		
Fire Drill Misconduct	Citizenship	Warning	1 day detention	3 days detention
Missed Class (Skipping)	Responsibility	1 day detention	2-3 days detention	Saturday School Suspension
Substitute Misconduct	Trustworthiness	Removal from class/detention Parent Notification	1 day Out of School Suspension	2-3 days Out of School Suspension
Usage of electronic devices (videoing, texting, etc.)	Integrity Responsibility	Confiscation of the item Parent Notification	Confiscation of the item (parent may pick up the item in 3 months)	Confiscation of the item (parent may pick up the item in June)
Vandalism	Citizenship	School service/Restitution (remove offense) Written Assignment	Increase school service time Restitution Parent Conference	Out of School suspension Restitution Parent Conference
Verbal disrespect	Respect	1day detention	3 days detention	Out of School Suspension
Vulgar language	Respect Self-Discipline	1 day detention	3 days detention	Out of School Suspension

## MIDDLE SCHOOL LEVEL III INFRACTIONS

Referrals will be written for all Level III Infractions

For additional infractions (i.e. weapon violation, substance abuse, etc...) please refer to the PWCS Code of Behavior

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Cheating (as stated specifically in the PWC Code of Behavior)	Integrity Honesty	“Zero” on the assignment	“Zero” on the assignment Suspension until Parent Conference	Failure for the grading period
Forgery	Integrity Honesty	1-2 days Out of School Suspension /Saturday School Suspension	3-5 days Out of School Suspension	Out of School Suspension
Physical abuse (physical contact by one person upon another with any object with or without reciprocating physical contact by the other person)	Tolerance Compassion Respect	1-3 days Out of School Suspension	3-5 days Out of School Suspension Informal hearing	Out of School Suspension Possible criminal charges with due process
Possession or use of tobacco or tobacco products	Responsibility Citizenship	3 days Out of School Suspension Parent conference “Focus on Tobacco”	5 days Out of School Suspension Informal hearing	Out of School Suspension Possible criminal charges with due process
Sexual Misconduct	Respect Compassion Citizenship	1-3 days Out of School Suspension	3-5 days Out of School Suspension	Out of School Suspension with due process
Stealing	Trustworthiness Honesty	1-2 days Out of School Suspension/ Saturday School Suspension Restitution	3-5 days Out of School Suspension Restitution	Out of School Suspension with due process Restitution
Threatening	Respect Compassion	1-3 days Out of School Suspension	3-5 days Out of School Suspension	Out of School Suspension with due process