

# **Luxmanor Elementary School**

## **Standards of Behavior**

### **2009-2010**

#### **Mission Statement**

**The Luxmanor School community will work together to ensure learning that knows no limits. We will do whatever it takes!**

#### **Philosophy**

The goal of the Luxmanor Elementary School Discipline Policy is to create a safe, caring and orderly environment for learning. Guidelines have been established for expected school behavior. Students are expected to be responsible for their learning, behavior and relationships with others. The cooperation of all members of the Luxmanor Elementary School community is necessary to maintain a positive learning environment in our school.

#### **Student Rights and Responsibilities**

<b>Student Rights</b>	<b>Student Responsibilities</b>
<b>I have the right to:</b> <ul style="list-style-type: none"><li>• be safe</li><li>• learn</li><li>• be heard</li><li>• be treated with respect</li></ul>	<b>I will:</b> <ul style="list-style-type: none"><li>• keep hands, feet and objects to myself</li><li>• come to school everyday on time, prepared and ready to learn</li><li>• listen and follow directions</li><li>• show respect to others and property</li><li>• use words to build up and not put down</li></ul>

## **Expectations for Members of the Luxmanor Elementary School Community**

**The student** is expected to:

- Attend school regularly and to arrive on time
- Work to the best of his/her ability through effective effort
- Participate in the development of school rules
- Follow school rules
- Use the appropriate process to question school rules

**The parent** is expected to:

- Send his/her child to school regularly, on time and prepared to work.
- Respond to communications from the school pertaining to his/her child.
- Cooperate with school staff in solving behavioral problems.
- Develop in his/her children respect for the rights, feelings and property of other people.
- Support the fair, consistent administration of school rules

**The teacher** is expected to:

- Work with students so they understand the curriculum and expectations for learning
- Communicate that each student is important and that appropriate behavior is critical to the group/school community
- Include students in the development of school rules and expectations.
- Know and consistently enforce the school rules and expectations.
- Use appropriate consequences for age, background and level of maturity of students.
- Communicate with parents and other school staff to support students with behavior issues.

**The principal** is expected to:

- Communicate and interpret the MCPS discipline policies and the local school discipline policy to students, parents and staff.
- Implement specific plans for effective student, parent and staff participation in the formulation and review of the local school discipline policy.
- Support all building personnel to maintain appropriate and effective discipline.
- Provide staff assistance with serious behavior issues.
- Inform teachers of administrative disciplinary actions.
- Identify the lines of authority in the building in his/her absence so that disciplinary matters may be handled as expeditiously as possible.

### **Expectations for Students at School**

**On the BUS, students are expected to:**

- follow the directions of the bus driver and bus patrols at all times.
- board and exit the bus in an orderly manner.
- remain seated at all times.
- talk quietly and use appropriate language.
- keep aisles clear of all belongings.

**During MORNING LINE-UP, students are expected to:**

- arrive at school no earlier than 8:30 a.m.
- walk from the bus (or car) to assigned area.
- sit with their class in line talking quietly with friends.
- follow staff and patrol directions.
- keep hands, feet and objects to themselves.
- walk to homerooms as dismissed by the teacher or patrol on duty.

**In the HALLS, students are expected to:**

- have a “Hall Pass”, note or teacher message at all times when not with an adult.
- be quiet, orderly and keep to the right in the halls and on the stairs.
- observe “stop” signs.
- enter classrooms only if an adult is present.
- respect the written work, charts and art displayed in the hallways by not touching.
- use the hall telephone only with written teacher permission or appropriate “pass.”

**In the CLASSROOM, students are expected to:**

- take care of school and materials.
- keep hands, feet and objects to themselves.
- use appropriate language, volume and tone.
- follow directions the first time they are given.
- keep toys, candy and gum at home.
- follow any specific expectations designed by class and teacher.

**In the CAFETERIA, students are expected to:**

- enter only when told by a lunchroom aide or homeroom teacher.
- go directly to assigned table or wait quietly in line.
- to use good table manners and not share food
- speak quietly only with others seated at their table.
- stay seated until dismissed or to empty trash.
- respond to the adults in charge when the “quiet” signal is given.
- assist with table clean up.
- exit directly to recess area unless escorted elsewhere by a staff member.

**In the RESTROOMS, students are expected to:**

- have a bathroom pass.
- use the restroom facilities and supplies properly.
- respect the rights and privacy of others.
- wash hands.
- return promptly to class activities.

**On the PLAYGROUND, students are expected to:**

- remain on the playground and in designated areas only.
- keep hands, feet and objects to themselves
- use equipment properly and to play only those games that allow everyone to enjoy recess safely.
- use respectful language.
- get a pass from one of the recess aides on duty before entering the building.
- stay away from all classrooms so that other students are not disturbed.
- stop playing when the bell rings and return equipment and line up.
- remain in line with class and enter the building silently.

**During INDOOR RECESS, students are expected to:**

- follow directions given by the teacher and indoor recess aide.
- select an approved indoor game or activity.
- use equipment and games appropriately and safely. (Items intended for outdoor use are not permitted.)

**During ASSEMBLIES, students are expected to:**

- walk in and out of the all-purpose room quietly, in single file. Stay in line until seated.
- stop talking and listen when the “quiet” signal is given.
- follow the directions of the person in charge.
- remain silent during the performance or presentation.
- show appreciation of a student, class or guest performance by clapping only.
- remain seated until class is dismissed.

**During FIRE DRILLS, students are expected to:**

- act quickly and silently—no talking.
- follow all verbal and posted instructions.
- walk in a single file and orderly fashion.
- report to the outside area designated for you class.
- return to your classroom or other designated area in a quiet and orderly manner.

**During CODE RED, CODE BLUE, and SEVERE WEATHER, students are expected to:**

- Follow adult directions

## **What Students May Not Bring To School**

- Weapons, objects that look like weapons (including toy guns, knives, water guns, etc.); any object that could be used as a weapon;
- Intoxicants; tobacco products
- radios, televisions, I-pods, headphones, electronic games or instruments and other valuables
- skateboards, rollerblades, roller skates, roller shoes, scooters
- Any games that promote trading (i.e. Pokemon, baseball cards)
- Footballs, hardballs, baseballs, softballs, baseball bats, lacrosse or hockey sticks

## **Infractions and Consequences**

- Warning
- Student and Teacher Conference
- Lunch/Recess Reflection Time
- Parent Contact
- Loss of Privilege (e.g. field trip, extracurricular activity, special school event)
- Referral to Administration
- In-School Suspension
- Suspension\*
- Expulsion

\*Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school.

**The severity of the infraction may cause any of the above steps to be escalated.**

## **Consequences for Infractions of the Discipline Policy**

<b>Type of Behavior</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Bomb/Facsimile Possession or Bomb Threats	Police Referral Recommendation for Expulsion	
Evidence of Intent to Distribute or Distribution of Intoxicants	Police Referral Recommendation for Expulsion	
Possession of Firearms, including starter guns	Police Referral Recommendation for Expulsion	
Violent Physical Attack on a Student or Staff Member	Police Referral Recommendation for Expulsion	
Weapons Used to Cause Bodily Harm/Injury	Police Referral Recommendation for Expulsion	
Academic Dishonesty or Plagiarism	Conference	Recommendation for Expulsion
Bullying	Conference	Recommendation for Expulsion
Computer Abuse	Conference Loss of Computer Use	Police Referral Recommendation for Expulsion
Destruction of Public Property	Police Referral Suspension Restitution	Police Referral Recommendation for Expulsion Restitution
Disruptive Classroom Behavior	Conference	Suspension
Extortion	Suspension	Recommendation for Expulsion
Fire setting	Police Referral Suspension and Restitution	Recommendation for Expulsion
Hazing	Conference	Recommendation for Expulsion
Insubordination/Defiance	Conference	Suspension
Off School Grounds without Permission	Conference	Suspension
Pornography – Possession of/or creating lewd pictures	Conference	Suspension
Possession of a Knife	Conference	Police Referral Recommendation for Expulsion
Possessing Other Weapons (including, but not limited to, firearm facsimiles, BB guns, pellet guns, paint ball guns, and other firearm “look-alike” weapons)	Conference	Police Referral Recommendation for Expulsion
Physical Attack on a Student	Conference	Recommendation for Expulsion
Physical Attack on a Staff Member	Conference	Recommendation for Expulsion
Possession or Use of Intoxicants	Police Referral Suspension	Police Referral Recommendation for Expulsion
Sexual Harassment	Conference	Recommendation for Expulsion
Sexual Offenses	Police Referral Suspension	Police Referral Recommendation for Expulsion
Sexual Activity (consensual)	Conference	Suspension
Theft (taking property without the owner’s consent)	Suspension	Police Referral Recommendation for Expulsion
Theft, if over \$500 for a single incident	Police Referral Conference	Recommendation for Expulsion
Burglary	Suspension	Police Referral Recommendation for Expulsion
Threat (verbal, electronic, or written)	Conference	Recommendation for Expulsion
Verbal Abuse	Conference	Police Referral Recommendation for Expulsion
Hate/Violence	Police Referral Conference	Police Referral Recommendation for Expulsion
Gang-Related Incident	Police Referral Conference	Police Referral Recommendation for Expulsion