

**Dearborn Public Schools**

**LOWREY  
ELEMENTARY  
SCHOOL**

**Student  
Code of Conduct**

**September, 2017**

**Students First  
Inspire, Educate, Celebrate**



# Introduction

**Dear Students & Parents,**

This handbook was designed to teach our elementary students responsible behavior. Just as students must learn academic skills, they must also acquire the knowledge that will enable them to become responsible citizens. It is essential that following the Core Values will help guide and drive your actions when you interact with peers and adults at Lowrey School.

## OUR CORE VALUES

<b>HONESTY</b>	<b>RESPECT FOR SELF AND OTHERS</b>	<b>RESPONSIBILITY</b>
<ul style="list-style-type: none"><li>√ Tell the truth</li><li>√ Keep your promise</li><li>√ Play Fair</li><li>√ Do what's right</li></ul>	<ul style="list-style-type: none"><li>√ Listen, then act</li><li>√ Be good</li><li>√ Be polite</li><li>√ Be kind</li><li>√ Think of others</li></ul>	<ul style="list-style-type: none"><li>√ Think, then act</li><li>√ Answer for your actions</li><li>√ Admit mistakes and make it right</li></ul>
<b>INTEGRITY</b>	<b>COURTESY</b>	<b>CITIZENSHIP</b>
<ul style="list-style-type: none"><li>√ Tell the truth</li><li>√ Do what you say</li><li>√ Do your own work</li><li>√ Be someone to count on</li><li>√ Do what's right</li></ul>	<ul style="list-style-type: none"><li>√ Treat others like yourself</li></ul>	<ul style="list-style-type: none"><li>√ Respect our country</li><li>√ Follow the law</li><li>√ Help others</li><li>√ Go Green</li><li>√ Always learn</li></ul>

# Student Procedures

(All students are expected to follow these procedures)

## MORNING/AFTERNOON ENTRY/ EXIT PROCEDURES:

- Students are picked up by their teacher at 8:00am and must be ready to begin class by 8:05 am
- Students will leave school property by 3:00 p.m.
- Parents will *wait by designated doors outside the building to pick up their children.*
- The only students allowed entering the building before 8:00 a.m. must have a building pass from their teacher/tutor or principal.
- Students may go down for breakfast through the main door only no earlier than 7:40 a.m.
- In case of severe weather, students will be allowed to line up in their designated entry/exit door.
- Students are to exit the building with their teachers at 3:00 p.m. using the exit door nearest to their classroom.
- *Students may walk in the hallways to pick up younger siblings as long as they pick them up from their exit doors.*

## Schoolwork:

- All work is to be turned in on time. Parents will be notified when homework is neglected.
- Student work must be kept in a folder according to teacher requirements.
- Students are expected to strive for quality work.
- Students are responsible for getting all work they missed while absent.

## Student Planners (2nd, 3rd, 4th, and 5th)

- Every student in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade will be given a Lowrey School homework planner.
- Students are expected to record any and all assignments/tests in this book.
- Teachers are encouraged to communicate with parents by making comments in the homework planner.
- Parents are expected to check this book for assignments and information regarding school procedures and sign to confirm completion of assignments and or awareness of school information. Planners should have parent's signature on a daily basis.

## STUDENT DRESS CODE

- Open sandals can be worn by elementary students as long as they wear socks.
- The bottom of the top garment and the top of the lower garment worn must meet and overlap or be tucked inside one another.
- No headgear, including hats, will be worn inside the building.
- Pants and shorts should fit at the waist and be worn at the waist.
- Students are expected to exhibit cleanliness and good taste in personal appearance.
- Students are expected to dress in such a manner that they will not be disruptive nor infringe upon the health and safety of themselves or others. Parents are reminded that student behavior improves as dress improves.
- Students who are not dressed according to the weather will not participate in recess especially in the cold weather.

## FIRE DRILL PROCEDURE

- Students will proceed quickly to the nearest exit under the guidance of their current teacher.
- From there, students will proceed to the designated area across the street under the guidance of their current teacher.
- In an event that a fire drill should occur during lunch or change of classes students are expected to proceed **Quietly & Calmly** to the nearest exit and go directly to their

monitor.

## DISASTER DRILL

- Students are expected to leave all belongings in the room and proceed QUIETLY and calmly to the designated area.
- Sit on the floor, away from windows and glass.
- Place your hands over your head, head drawn to the knees and pull your knees to your chest. SIT QUIETLY!
- After the bell rings, proceed quietly back to class.

## ATTENDANCE

- If a student is going to be absent for an excused reason (illness, funeral, doctor appointment, or family obligations), the parent should call the office by 7:30 A.M. stating the name, the reason, and the length of absence. If parents don't call by 8:10 A.M., the student office will call home. If parents are not reached or if they don't have any information about their child, the student office will call the Student Services Office and the police.
- If a student needs to leave the school during the day for an excused reason, the secretary will call home and the parents must come to school to pick up their child. When the student is ready to leave, he/she should report to the student office to check out and meet his/her parent. **If parents are not reached, the student must stay in school.**
- If a student is late and arrived to school past 8:10 a.m. they must be accompanied by a parent to sign them in.
- Under no circumstances should the student leave the school without notifying the office. Otherwise, he/she is considered to be skipping.
- If the absence is more than 2 days, parents may request assignments from teachers.

# Creating Behavior Expectations

## *WHAT DO WE EXPECT AND WHY?*

**RESPECT:** It is the ability to show honor, esteem, and consideration for others. It is the ability to show compassion toward others. Respect for others is closely related to respect for oneself. Those who lack self-respect usually do not give respect to others. Respect is important to give and to receive. It shows that you think the other person has value and importance. It is an unspoken communication that occurs between people. It is an attitude as well as a personal quality, an important "ingredient" of life.

**RESPONSIBILITY:** A core value of our district; the ability to act and/or make decisions on one's own without supervision. It is an obligation/expectation to carry forward a task to a successful end. Those practicing responsibility will think before acting, expect accountability for his/her actions, will admit mistakes and plan for correction of those mistakes. In the words of Henry Ward Beecher, an abolitionist, "*Hold yourself responsible for a higher standard than anybody else expects of you, never excuse yourself.*"

**SAFETY:** Student perception of school safety is associated with violence in schools (Gottfredson & Skroban, 1996). When students perceive their school to be a dangerous place, they are more likely to engage in problematic behaviors that they view are necessary for their personal safety. Safety should be the number one concern of school staff as students cannot learn unless there is a perception of safety. It is the right of all students, parents, and staff members to be safe from danger, risk, or injury in the school environment. Safety does not "just happen." It is incumbent upon each person to contribute to safety in our community and in all areas of our school. If you witness an unsafe situation, report it.

## Focus Card

The Focus Card is a tool used for behavior management. It will help teach the student what behavior is expected while simultaneously teaching the student that certain behavior should be changed. The Focus Card is used to empower students to take control toward personal responsibility. This allows them to reflect on the incident(s), what happened, what they can change, and to look at patterns in their behavior.

Since the purpose of the program is to teach individual student responsibility, the cards will follow students throughout the school day. If a staff member observes a "minor" infraction by a student, they will use the infraction as part of a teachable moment. The staff member will assume that the student does not know the rule or proper procedure and will teach the expectation to the student.

**\*Staff will give students a fresh start each day and begin with teachable moments before recording infractions.**

The procedure that all staff will follow **BEFORE** documenting infractions on the focus card is:

- **1st-3rd occurrence of any undesirable behavior requires redirection (teachable moment) BEFORE recording on the student's card.**
- **4th occurrence of any undesirable behavior, teachers will BEGIN recording infractions on the student focus card. \*\*\*This will be the 1<sup>st</sup> recorded infraction on the focus card**

Now that teachers have begun to document infractions on the focus card, the following is a list of actions for each recorded infraction:

- **1<sup>st</sup>-2<sup>nd</sup> recorded infraction** requires a teachable moment. (If teacher feels necessity to call home, do not hesitate.)
- **3<sup>rd</sup> recorded infraction** results in a student/teacher meeting during school.
- **4<sup>th</sup> recorded infraction** results in phone call home.
- **5<sup>th</sup> recorded infraction** results in a 15-minute detention after school, after all students have been dismissed.
- **6<sup>th</sup> recorded infraction** results in a 30-minute detention after school, after all students have been dismissed.
- **7<sup>th</sup> infraction** results in a letter home to parents.
- **8<sup>th</sup> infraction** results in parent/teacher conference.
- **9<sup>th</sup> infraction** will result in a meeting with parents, support staff, and administration. (TIER 2)

- **10th** infraction, students will be referred to a school administrator who will assign the appropriate disciplinary action.

## Focus Card

Student Name:

ID:

	Infraction	Date	Period	Teacher Initial
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				Administrator Referral

## Infraction Codes

<b>A.</b>	Academic Misconduct	<b>P.</b>	Physical aggression
<b>B.</b>	Bullying/Harassment	<b>I.</b>	Insubordination
<b>C.</b>	Disruptive Behavior	<b>T.</b>	Theft
<b>D.</b>	Disrespectful Behavior	<b>V.</b>	Vandalism
<b>F.</b>	Foul Language		

# CONTRACT

### CODE OF CONDUCT Parent/Student Contract

We have read and discussed the Lowrey Elementary School Code of Conduct. We understand the expectations that the Lowrey Elementary School Administration and Staff have.

\_\_\_\_\_  
Classroom Teacher's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date