



Lowrey Middle School
Student Code of Conduct
2017 - 2018

**LOWREY MIDDLE SCHOOL
STUDENT OFFICE**

GUIDELINES FOR PROGRESSIVE DISCIPLINARY ACTION

WELCOME

Welcome to Harvey H. Lowrey Middle School. You are now a member of our great team. We, the Lowrey team, are committed to provide opportunities that support the full academic, personal and social development of each one of you. We are committed to help you learn and develop positive attitudes and behaviors toward yourself and others. We believe that systematic and consistent discipline is important to achieve these goals. We also believe that the support of your parents and the community is essential in promoting excellence in your academic, personal and social behavior. We have developed a discipline plan that teaches each of you how to evaluate your own behavior and plan for your success.

Understanding the expectations, rules and consequences stated in the Student Code of Conduct is very important to all of us, because it will contribute to maintaining an atmosphere conducive to learning and promoting a responsible citizen. Based on the guidelines of the Student Code of Conduct, the following progressive disciplinary plan is going to be in effect starting at the beginning of the school year.

CLASSROOM DISCIPLINE POLICY

Students are expected to follow these expectations at all times. Each teacher has the same expectations and consequences posted in his/her classroom. The discipline plan posted in each classroom is as follows:

LOWREY MIDDLE SCHOOL EXPECTATIONS

Students are expected to be:

Prompt:	Be in your seat and ready to start class
Procedural:	Follow directions the first time they are given
Prepared/Productive:	Bring textbook, paper, pencils/pens, folder and student planner to class each day
Polite:	Raise your hand and wait to be called on before speaking
Positive:	Respect yourself, your school, your fellow students and everyone's property

Consequences

- Immediate feedback on the behavior (understanding how your negative behavior affects others is critical to growing as a person)
- After class/school conference with teacher(s) about the behavior
- Detention with parent notification (**phone call and form to be sent home**)
- Behavior referral sent to the assistant principal.
- Conference may be scheduled with the parent, teacher and student.
- Character education classes that help you reflect about your choices.

STUDENT PROCEDURES

(All students are expected to follow these procedures)

- Take ownership of YOUR building and school climate/culture. This is a public institution in which we all represent. Working together to make Lowery the absolute best as it can be is important to our success.
- Students enter the building at 7:50 a.m. and must leave school property by 3:05 p.m.
- Students are expected to be in class with all of the required materials and begin doing “bell work”.

Hallway/Change of Classes

- Walk on the right side of the hall.
- No congregating in the middle of the halls.
- Hands and feet to yourself.
- Talk quietly.
- If you see trash, pick it up and find a garbage can.
- ABSOLUTELY NO HORSEPLAY!
- Students are only allowed to go to their lockers before and after school and before and after lunch. No other time is permitted without Team/staff permission.
- If you need to come in the morning for tutoring/homework, you must go directly to your teacher’s room. You may NOT stop by your locker.
- You may not enter the building for tutoring/homework past 7:40.

Special Programs/Assemblies/Pep Rallies

- Observe proper hallway procedures to and from the cafeteria, including using ONLY the assigned stairways.
- Students must sit in the area designated **WITH THEIR TEACHER**.
- Students are to respect all performers.
- Every special event/assembly/pep rally will begin with the Pledge of Allegiance led by the student congress president.
- Students are to remain in their seats and wait to be dismissed **by their teachers**.
- Students should respond quickly to the “Lowrey Silence Signal” (right hand raised).
- Teachers are to sit with their classes in the theater seats, bleachers or on the gym floor.
- These events are a privilege. If you neglect to respect procedures these events will be eliminated.

Posters

- All posters must be neat, timely, and grammatically correct.
- All posters must be removed within one week of posting.
- Posters may be hung up with masking tape (hidden) or handy tack.
- Teacher signature to demonstrate sponsorship.

Parties

- The classroom is a place for learning.
- Students may not plan parties to be held during class time.
- Celebrations for our **hard work and academic success** will be planned accordingly.

Fire Drill Procedure

1. Students will proceed quickly to the nearest exit under the guidance of their current teacher.
2. From there, students will proceed to the designated area across the street under the guidance of their current teacher.
3. In an event that a fire drill should occur during lunch or change of classes students are expected to precede **Quietly & Calmly** to the nearest exit and go directly to their designed A2 location.

Disaster Drill

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

Cafeteria Procedures

- Observe proper hallway procedures to and from the cafeteria, including using ONLY the assigned stairways.
- You are expected to report to lunch by 11:24 (early) or 12:26 (late)
- Line up in a single file for your food.
- **Treat all staff with respect.** The cafeteria staff is supplying you with a service. “Please” and “Thank you” go a long way.
- You must wait your turn in line. If you take cuts, you will lose your privilege.
- You must use only your own lunch card.
- You are expected to stay seated at your assigned table.
- Clean up your table and the area around it.
- Do not leave the cafeteria until you are dismissed (leaving or not showing up will be considered skipping).
- Please ask permission to go to the bathroom or get a drink of water.
- Food and drink are not to be taken out of the cafeteria.
- Students, with the parent permission form on file in the office, may go home during lunch. They must sign in/out in the student office.

Schoolwork

- All work is to be turned in on time, on the assigned worksheet - on loose leaf or in a notebook (as discussed in class).
- All work must have first name, last name, date, and hour in the UPPER, RIGHT-HAND CORNER.
- Student work must be kept in a folder according to teacher requirements.
- **Recommend** a color-coded folder for each subject and table of contents.
- Students are expected to strive for quality work.
- Students are expected to complete their work on their own.
- Students are responsible for getting all work they missed while absent.

Student Planners

- Every student will be given a Lowrey School student planner in their A2 class.
- Organization and success are directly related. In order to help ensure each Lowery student is successful we ask that students have planner on them at all times—no exceptions.
- Students are expected to record any and all assignments/tests in this book.
- Parents are encouraged to check their child's planner for assignments and information regarding school procedures.
- The student planners can be an easy way to communicate daily with parents by checking for comments and signatures. Your planners will be a key component of communication with other teachers and your parents. This will be done with your teachers writing specific comments in your student planners.
- If a student wishes to leave a room to go to a counselor, lavatory, office, etc., he/she **MUST** have his/her student planner for the teacher to sign for a pass.

Dances, Sporting Events, any Extracurricular Activity

- All students must enter from the designated entrance/doorway.
- Be sure to have all books, coats and other belongings from your locker **BEFORE** entering the event. **Students WILL NOT be allowed to go to the lockers after the event.**
- If a student serves ISS/OSS, they are excluded from extracurricular activities for that day(s).
- Any student violating the Code of Conduct during the event will be required to leave.

GENERAL SCHOOL DISCIPLINE POLICY

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 8:00 A.M. stating the name, the reason, and the length of absence. If parents don't call by 8:00 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 your child arrives to school after 8:15 am, a parent must accompany the child to the office to sign your child in.

1. If a student needs to leave the school during the day for an excused reason, the counselor 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.**

2. If a student is late and arrived to school past 8:15 they must be accompanied by a parent to sign them in.
3. Under no circumstances should the student leave the school without notifying the office. Otherwise, he/she is considered to be skipping.
4. The student is responsible to check with teachers to make up missing assignments.
5. If the absence is more than 2 days, parents may request assignments from counselors.
6. Credit for long term absences will be subject to review.
7. An unexcused absence is considered skipping and will be treated as such.

PBIS (Positive Behavior Intervention Support)

The main purpose of PBIS is to provide and maintain a school-wide consistent, positive, and fair behavior plan. This plan promotes and encourages a philosophy that encompasses the entire school population and establishes a “community” where everyone is engaged, active, and invested in the process. PBIS establishes a positive learning and working climate, provides a unified teaching focus and maximizes efficiency of instructional time. Furthermore, it fosters improved communication among students, faculty, staff, parents and other community members. PBIS efficiently provides extra supports for the at-risk student population and benefits all students.

PBIS Key Points

- **Expectations:** We expect your absolute **BEST** at all times!
- **POSITIVE:** We have and expect a positive culture in our building. Negativity will not be tolerated.
- **Teachable:** If you make a mistake, learn from it and do not repeat it.
- **Discipline:** It is our job to run an orderly safe building.

SKIPPING

A student may be skipping if not in his/her class **5 minutes** after class starts without a pass.

- ISS is possible, parent notification, and/or development of behavior plan.

Leaving school without permission or skipping a class entirely...

- **1st incident:** 1-3 days of ISS
- **2nd incident:** OSS

INSUBORDINATION / INSOLENT TOWARD ALL STAFF MEMBERS AND SUBSTITUTES

- **1st incident:** Range from 1-2 days ISS to OSS, parent notification, and development of behavior plan and conference with the staff member.

- **2nd incident:** OSS, parent conference and reevaluation of behavior plan and conference with the staff member.

SMOKING AND/OR POSSESSION OF TOBACCO PRODUCT

- **1st incident:** 3-5 days OSS. Parent conference.
- **2nd incident:** 10 days OSS. Parent conference.

DRUG AND ALCOHOL (use or possession)

- **1st incident:** 5 days OSS. Referral to counselor/social worker. Parent conference.
- **2nd incident:** 10 days OSS. Refer to Student Services Offices.

DETENTION WITH YOUR TEACHER

Skipping, arriving late (after 3:00pm), sent out for discipline

- Range from double detention to ISS and parent notification. Plus the student must serve the detention immediately following the ISS (if given).
- If the student is absent on the day of his/her detention, the student must serve the detention on the day he/she returns.

FIGHTING (Any aggressive behavior intended to harm the other person)

All students are expected to respect all other students by keeping their hands to themselves. If you are in conflict with a classmate, seek adult help to get it resolved.

- 3-5 days OSS and immediately sent home. There may be a parent conference upon return and referral to the counselor.

THREATS, INTIMIDATION, BULLYING (name-calling, teasing, etc.), ENCOURAGING A FIGHT

- Range from ISS to OSS, referral to counselor.
- There will be ZERO tolerance for this.

HORSE PLAY (any aggressive behavior that is dangerous or inappropriate for school)

- **1st incident:** ISS, parent notification.
- **2nd incident:** ISS/OSS, parent notification (possible conference)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones must be kept in your lockers and **powered off** during the school day. They may be only used after school in the main lobby or outside. Teachers will send all cell phones to the main office for any violation.

Students will lose the privilege of bringing a cell phone to school if:

1. The cell phone is powered on and/or used during the school day (7:50 – 2:55).
2. A second offense may result in an OSS.

If you realize that you are accidentally violating this policy, notify a teacher/administrator and they will help you without consequences.

COMPUTER USAGE

All school computers are to be used for educational purposes only. Using the computers and the internet for any other purpose may result in school discipline (including suspension) and the loss of the computer privileges.

WEAPONS AND DANGEROUS INSTRUMENTS

- 10 days OSS and referral to Student Services. A police report will be filed.

ETHNIC SLURS AND HARASSMENT (sexual, racial)

- **1st incident:** 1-3 days of OSS and referral to counseling.
- **2nd incident:** 3-5 days of OSS and parent conference.
- ***There will be ZERO tolerance for this.***

PROFANITY, VULGARITY AND/OR OBSCENE BEHAVIOR

- Completely unacceptable. This will result in an immediate referral to an administrator and/ or an OSS.

ACADEMIC MISCONDUCT (any form of cheating)

1st Offense

Zero on assignment for both individuals
Call home for both individuals

2nd Offense

Zero on assignment for both individuals
Call home for both individuals
Referral to AP
Call home
90 minute detention with AP for both
Redoing the entire assignment “work detail”

3rd Offense

All of the above plus a parent meeting
Possible suspension

Test and Quizzes

Depends on the situation – any or all of the above are possible on the first offense.

THEFT

- Minimum of 3-5 Days of ISS/OSS and restitution (circumstances may require long-term suspension, a hearing with Student Services and charges filed with police department).

DISORDERLY CONDUCT (any behavior that disrupts the process of learning)

- Range from ISS to OSS.

FIRE ALARMS

The pulling of the fire alarm cover will result in 1-3 days of OSS. Other possible consequences include the filing of a police report and a possible fine.

LUNCHROOM

You are responsible for keeping track of your lunch card. If you do not get your lunch card during A2, go to the student office immediately. Lost cards will be replaced one time.

1. Use proper hallway procedures to and from the cafeteria (use ONLY the assigned stairways).
2. Students with parent permission to go home for lunch (signed form in the student office) must sign in/out in the student office.
3. You are expected to report to lunch by 11:24 (early) or 12:26 (late).
4. Line up in single file for your food (NO TAKING CUTS).
5. Treat all staff with respect. The cafeteria staff is supplying you with a service. “Please” and “Thank you” go a long way.
6. Using anyone else’s lunch ID will result in both students losing their lunch privileges.
7. Stay in your assigned seats. Permission is needed to go to the bathroom.
8. Please ask permission to use the bathroom or get a drink of water.
9. Do not get up except to empty trash or take up trays.
10. Clean up your table and the area around it.
11. Do not leave the cafeteria until you are dismissed and DO NOT TAKE FOOD/DRINK OUT OF THE CAFETERIA.

If students CHOOSE to violate any of the above rules, cafeteria clean-up, detention or loss of the use of the café (home for lunch) may result.

MISCELLANEOUS

1. Any violation of the state laws, or the local ordinances, police will be contacted and the school will follow the school code of conduct. Purchasing food items from the nearby gas station on your way to school is NOT allowed.
2. Students are ONLY allowed to go to their lockers according to the rules of the grade level teams.
3. Students are expected to follow the school dress code.

4. Students are not allowed to use the elevator without permission.
5. No gum chewing on school property at any time.
6. Buying and selling of any items is prohibited unless sponsored by the school.
7. Any time a student receives ISS or OSS, he/she will not be allowed to attend extracurricular activities OR be on school property for that day(s). The counselor and/or core team will meet with the student upon return from OSS.

LOWREY MIDDLE SCHOOL DRESS CODE

The Lowrey Middle School dress code is based on what is considered to be **“safe and appropriate”** for school. We expect our students to **dress in a modest way that avoids distraction and supports an atmosphere for learning.**

Footwear

All footwear must be securely attached to the foot both in front and in back.

Shorts

Shorts will need to cover the entire thigh and come very close to the top of the knee. They will be loose fitting (no spandex / lycra / cut offs). The material will be solid (no mesh).

Tops

Sleeveless tops are acceptable under the following conditions...

The shoulder will be covered completely.

Necklines will be modest.

The tops will not be tight fitting.

The torso will be covered at all times.

Cut off shirts will not be allowed.

T-shirts will not advertise alcohol/ tobacco or be in any way controversial/distracting/offensive.

Hair

Anything worn in the hair must be coordinated with the outfit (no bandanas).

Pajamas

Absolutely NO pajamas are allowed to be worn in school.

Mrs. Younes

Principal
Lowrey School

Fall / Spring

Entry to School

- 7:30** Tutoring/Homework Help
Enter through the main doors only
Go directly to your classroom
[Do not stop at your locker](#)
No Entry past 7:40 a.m.
- 7:35** Breakfast is served in the cafeteria (main door only!)
- 7:50** Bell rings. Students enter the building through assigned grade level Doors.

Exit From School

- 3:05** All students will be out of the building - except for students who are receiving tutoring from a teacher in a classroom.
- 3:10** All students will have left school property.

Winter

Entry to School

- 7:30** Tutoring/Homework Help
Enter through the main doors only
Go directly to your classroom
[Do not stop at your locker](#)
No Entry past 7:40 a.m.
- 7:35** Breakfast/Bleachers
Stay there until the bell rings at 7:50
[Do not stop at your locker](#)
- All other students should arrive as close to 7:50 as possible.*
- 7:50** Bell rings. Students enter the building through assigned grade level doors.

Exit from School

- 3:05** All students will be out of the building - except for students who are receiving tutoring from a teacher in a classroom. (No students can exit from the gym balcony unless you are participating in an after school activity).
- 3:10** All students will be off school property.

Please return to your A2 teacher by Monday, September 18th

CODE OF CONDUCT Parent/Student Contract

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

A2 Hour Teacher's Name

Grade

Student First Name

Student Last Name

Parent Signature

Date

Student Signature

Date