

South Lake Elementary School

Staff Expectations

Staff members are expected to:

- Practice all procedures with the children throughout the school year so they are knowledgeable of appropriate behaviors and expectations.
- Hold all students accountable to school rules at all time.

When taking students to, or picking students up from the cafeteria, staff members are expected to:

- Walk the students following the designated route.
- Take students to the assigned table and wait with them until the lunchroom staff has assumed responsibility.
- On those days when classroom teachers pick up students, make sure the table is clean and all trash has been removed from the floor before taking students.
- Pick students up on time.
- Account for all students before leaving the cafeteria.

When picking students up from outdoor recess, staff members are expected to:

- Be at the blacktop at the end of the recess period.
- Account for all students before leaving the playground.

When there is an assembly, staff members are expected to:

- Review assembly behavior in the classroom before each performance.
- Remain seated with your class during the entire performance.
- Monitor student behavior and enforce student expectations.
- Set a model for expected behavior.
- Not grade student work during the performance.
- Attend assembly with your own class unless that is a time for the students to be with a specialist.

When walking in the hallways, staff members are expected to:

- Ensure student compliance with hallway behavior for all students.
- Walk a class to the destination.
- Have all students in sight at all times.

During arrival of the students, teachers are expected to:

- Be in classrooms by the 8:50 a.m. bell, so you can begin inviting children into your room.

During arrival of the students, non-classroom teachers, are expected to:

- Be at your assigned post at 8:30 a.m.
- Ensure student compliance of proper behavior and safety inside and out of the building.

During dismissal at the end of the day, teachers are expected to:

- Stand outside of your classroom so you can monitor hallway dismissal behavior and safety.
- Release students according to the announced dismissal procedure.

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Student Expectations

In the cafeteria, students are expected to:

- Walk quietly to your assigned table.
- Use indoor voices at all times.
- As you go through the lunch line, take all items that are needed.
- Raise your hand when help is needed. Only staff members will retrieve forgotten lunch items.
- Finish eating in the allotted time.
- Throw trash away once your table has been called to do so.
- Pick up anything you drop.
- Line up silently when asked to do so to go to recess.
- Immediately become silent when an adult is speaking.

During outdoor recess, students are expected to:

- Leave recess only with a pass and permission from a recess supervisor.
- Play games according to rules.
- When the whistle is blown, stop playing, put equipment away, and line up in ABC order.

During an assembly, students are expected to:

- Enter quietly and sit in the assigned spot with your class.
- Remain seated South Lake style throughout the entire assembly.
- Follow all directions as given by staff or performers.
- Remain silent throughout entire assembly except when instructed to do otherwise.

When walking in the hallway, students are expected to:

- Keep hands by your sides.
- Remain silent.
- Face forward.
- Keep up with the person ahead of you.
- Stay on the right side of the hallway.
- Walk, not run.
- Keep hands and feet off walls.

When using the bathroom, students are expected to:

- Take nothing but a bathroom pass to the bathroom.
- Respect the privacy of others using the bathroom.
- Stand quietly if you need to wait to use the bathroom.
- Flush the toilet.
- Wash your hands with soap once you have finished.
- Place used paper towels in the trashcan.
- Place only toilet paper in the toilet.
- Do not write on bathroom walls.
- Return directly to the classroom or the place from which you left.

In the event of a fire drill, students are expect to:

- Immediately stop whatever you are doing and line up silently.
- If you are not in the classroom, go to the nearest classroom or staff member.
- Proceed with proper behavior along the planned exit route.
- Stand silently at your assigned spot.
- Listen for and follow all directions from staff members.
- Walk silently back to class once the drill has ended.

Inappropriate Classroom Behaviors/Consequences

Intensity 1 (Annoying) Behavior: Behavior problems that teachers handle with a minimum of interaction or intervention in the classroom.

- Talking out
- Socializing at inappropriate times
- Off-task
- Distracting others
- Teasing/name calling/pestering
- Not listening/paying attention
- Using inappropriate voice, volume
- Not following proper hallway procedures
- Interrupting
- Out of seat at inappropriate times
- Lying
- Lack of respect/poor attitude/rudeness
- Horseplay
- Inappropriate language
- Running indoors
- Interrupting adults
- Spitting
- Tatting

Consequences, Interventions, or Teacher Responses:

- Issue bin
- Hurdle help
- Re-direction
- Non-verbal cues
- Teacher proximity
- Visual prompt
- Reminder
- Not earn point/turn
- Positive reinforcement
- Signaling
- Re-state expected behaviors
- Moving seats
- Teacher warning
- Removal from activity
- Student conference
- Antiseptic bounce

Intensity 2 (Disruptive or Interfering) Behavior: Behavior problems that teachers handle with a more directed intervention in the classroom.

- Repeated behaviors noted in Intensity 1
- Stealing (first time)
- Not participating or responding to teacher requests
- Throwing objects
- Swearing
- Playing in the bathroom
- Touching others inappropriately
- Inappropriate language and gestures
- Physical/Verbal threats
- Disrespect towards staff and peers
- Damaging property
- Defiance
- Opposition
- Academic dishonesty

Consequences, Interventions, or Teacher Responses:

- Removal from group
- Antiseptic bounce
- Does not earn privileges
- Call/Note home
- Behavior contract
- Don't earn points if on behavior contract
- Parent/Teacher conference
- Functional Behavior Assessment (FBA)
- Behavioral Intervention Plan (BIP)
- Counselor Referral
- Counseling
- After-school detention

Intensity 3 (Persistent or Anti-social Behaviors) Behavior: Behavior problems in the classroom that are so significant or persistent that they require some type of out-of-classroom intervention, and some type of systematic problem-solving and classroom-based intervention after the out-of classroom consequence.

- Repeated behaviors noted in Intensity 2
- Continued disrespect towards staff and peers
- Physical attack on staff or student
- Throwing with intent to harm
- Repeated stealing
- Serious property damage/Vandalism
- Severe defiant behavior
- Bullying/threatening behavior
- Fighting/Physical violence
- Endangering safety of others
- Sexual harassment or offensives
- Spitting
- Leaving a room without staff permission
- Academic dishonesty/Plagiarism
- Storing, possessing, or carrying a dangerous weapon

Consequences, Interventions, or Teacher Responses:

- Office Referral

Playground Expectations

- **Students are expected to leave recess only with a pass.**
- **Students are expected to play games according to rules.**
- **Students are expected to ask for permission to walk around the fence to retrieve a ball.**
- **Students are expected to walk up and down the stairs.**
- **Students are expected to stop playing, put equipment away, and line up in ABC order when the whistle is blown.**

Playground Consequences

- **Please refer to the following page.**

Recess Room Behavior/Consequences

Behavior	Consequence
Running down the stairs	1 recess period
Jumping the fence	1 recess period
Pile-up/Everyone involved	1 recess period
Rolling down the hill	1 recess period
Taking equipment from others	1 recess period
Name Calling	1 recess period
Circling/Mob Behavior	2 recess periods
Property damage	2 recess periods
Repeated refusal to line up	2 recess period
Threatening	3 recess periods
Not going to recess room	3 recess periods
Swearing/Cussing/Gestures	5 recess periods
Arguing with staff	5 recess periods
Walking away/ignoring staff	5 recess periods
Office Referral	5 recess periods

SPECIAL DISCIPLINARY INFRACTIONS, CORRECTIVE ACTION, AND REMEDIATION

DIRECT-CONTROL MEASURES	WHEN	WHERE	RESOLVE
A. Student/Staff Conference	At the time of the conflict, immediately following, as soon as is reasonable.	In a private place	Discuss 1. What the problem was, 2. What caused it, 3. How it could have been avoided, 4. Plan to prevent recurrence (Problem solving/Peer Mediation Conflict strategies)
B. Student/Staff/Parent Conference (by phone)	At the time of the conflict, immediately following, as soon as is reasonable.	Telephone- a call from school, recorded on communication sheet.	Written description of the conflict and plans for improvement of behavior signed by parent, to be returned the following day.
C. Student/Staff/Parent Conference (in person)	As soon as the conference can be scheduled.	Classroom, conference room, office.	Written description of an improvement plan, copy to parent and administration (use form #270-1: Parent Conference Form)
D. In-School Suspension	Following inappropriate behavior.	Office	Student will not be permitted to participate with his/her class for any activity; student written statement of improved behavior to be signed by parents and returned the next school day. Parent conference with administrator.
E. Suspension	Following inappropriate behavior.	Home	Student will not be permitted to remain in school and parents must meet with school personnel upon return to school.
F. Restraint	When a student may harm self or others.	Private place, away from others, if possible.	Student is able to control self. Parent notified. County form is completed by school personnel and placed in student file.

BEHAVIORS	MINIMUM ACTION	MAXIMUM ACTION
A. Tardiness Three (3) days of tardiness	Parent/ Guardian contact Loss of recess	Parent/Guardian conference at school with Principal and Pupil Personnel Worker.
B. Dress and Grooming School personnel may advise students about appropriate dress and grooming for school but may not establish dress codes. School personnel may not discipline students for their style of dress or grooming unless: <ul style="list-style-type: none"> • it causes a disruption to school activities • it endangers health and safety • it fails to meet reasonable requirements of a course or activity. • it is vulgar or profane 	Administrator, student, parent conference (by phone or in person) and removal of disruptive articles.	Student removal from instructional setting.
C. Misbehavior in Halls or on Bus Any student causing/ being a safety hazard by ignoring the patrols, bus driver, or adult monitoring the buses/ halls will be dealt with immediately.	Administrator, student, parent conference (by phone or in person).	Suspension or exclusion from riding bus for a designated period of time.
D. Inappropriate language/ Gestures Profanity, loud obscene or crude and offensive language/gestures.	Administrator, student, parent conference (by phone or in person).	Suspension
E. Verbal Abuse Insubordination, Intimidation, or refusal to Identify Self, Willfully intimidating, Insulting, or verbally abusing a member of the school staff. Overt refusal to identify self, follow directions or leave assigned area.	Administrator, student, parent conference (by phone or in person), plus 1 day suspension.	Expulsion
F. Off School Grounds Without Permission, Truancy, or Cutting Class Students are expected to attend school and class every day. Once they arrive at school, they are expected to stay in school unless granted prior permission by a school official or parent/ guardian.	Administrator, student, parent conference (by phone or in person). Time and work missed will be made up by student at in-school suspension.	In-school suspension for 2-5 days.
G. Extortion/Intimidation Extortion: <ul style="list-style-type: none"> a) request a child to give something to avoid being hurt b) selling/buying objects 	Suspension	Expulsion
Intimidation: Threatening Others	Parent Conference	Suspension

<p>H. Destruction of Property Willful destruction of textbooks, instructional materials, bulletin boards, personal property; vandalism or graffiti.</p>	<p>Parent/Guardian contact. Student pays for or fixes property (restitution) or school community service.</p>	<p>Expulsion Police Referral</p>
<p>I. Fighting Student fighting can create a serious safety problem and must never be tolerated. Staff members are to stop the students and bring them to the office to be seen by an administrator.</p>	<p>Administrator, student, parent conference (by phone or in person) plus referral to counselor. One-day suspension.</p>	<p>Suspension for 3-5 days</p>
<p>J. Theft Students involved in taking another's property will be referred to an administrator.</p>	<p>Administrator, student, parent conference (by phone or in person). Student must make restitution or one-day suspension.</p>	<p>Five day suspension; police involvement; and recommendation for expulsion.</p>
<p>K. Physical Attack on Staff or Student An act of physically assaulting a staff member or student on school grounds or in conjunction with school activities.</p>	<p>3 days' suspension</p>	<p>Expulsion</p>
<p>L. Storing, Possessing, or Carrying Dangerous Weapons Possession or use of harmful objects or weapons (pen knives, Swiss Army knives, pocket knives, boy/girl scout knives).</p>	<p>Suspension</p>	<p>Expulsion</p>
<p>M. Sexual Harassment Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment committed by students against students or staff violates MCPS policy and is inappropriate behavior which will not be tolerated.</p>	<p>Administrator, student, parent conference (by phone or in person), notify Human Relations Department, notify all parent parties involved.</p>	<p>Recommendation of Expulsion</p>
<p>N. Distribution of Intoxicants on School Property</p>	<p>Expulsion Police Referral</p>	
<p>O. False Fire Alarm</p>	<p>Administrator, student, parent conference. Suspension.</p>	<p>Recommendation of Expulsion</p>
<p>P. Computer Abuse</p>	<p>Loss of privileges</p>	<p>Expulsion</p>
<p>Q. Plagiarism/ Academic Dishonesty</p>	<p>Student and teacher conference</p>	<p>Expulsion</p>

R. Bomb/ Facsimile Possession or Bomb Threats	Expulsion Police Referral	
S. Fire Setting	Suspension Police Referral Restitution	Expulsion
T. Firearms possession	Expulsion Police Referral	
U. Violent Physical Attack on a Staff Member	Expulsion Police Referral	
V. Possession or Use of Intoxicants	Suspension Police Referral	Expulsion Police Referral
W. Sexual Offenses	Suspension	Expulsion Police Referral