

Dear Parent(s)/Guardian(s):

An effective discipline program is essential to the teaching and learning process. We have established an educational environment in which children can comfortably learn at their level. Each student has the right to learn and play without disruption or antagonism from other students.

Our staff is committed to teaching and reinforcing appropriate student behavior. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

Our goal is to assure that each child achieves success. We believe that you, as parents, play an important role in helping your child achieve our expectations, both academic and behavioral. We believe that the major role of parents in school discipline is to continually show interest in and support for their child at school.

Generally classroom teachers administer the discipline, but when the situation warrants, the principal becomes involved. Parents are not necessarily called on the first problem since students are encouraged to take responsibility for their own actions and must learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If a child exhibits unacceptable behavior at school on a continual basis, or if the action is severe, you may be asked to help us reinforce the rules of the school.

With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.

Sincerely,

The Administration of Lincoln School, Washington School, and the Kindergarten Center

STUDENT CODE OF CONDUCT

All students have the right to:

- an education
- attend a safe school
- physical safety and protection of personal property
- not to be discriminated against
- equal protection
- fair and just treatment from school employees

In order to insure this, all students are expected to:

1. Take responsibility for learning.
2. Take responsibility for their actions.
3. Respect themselves and others.
4. Respect their school, school property, and the property of others. Never litter or write graffiti.
5. Act in a safe and healthful manner.
6. Attend school on a regular basis.
7. Complete all academic work assigned.
8. Obey school/classroom/playground rules.
9. Be polite, courteous, and use appropriate language.
10. Comply with requests of school employees.
11. Dress appropriately for school.
12. Arrive to school on time.
13. Be prepared with all necessary supplies.
14. Always give their best effort.

Student Privileges:

- Recess activities
- Classroom celebrations
- Class/grade level field trips
- Participation in before and after school activities
- Assemblies

At assemblies students will...

- Walk quietly and orderly in the hallways.
- Enter the all-purpose room quietly, watching for teacher directions.
- Respond to teacher signals, ("May I have your attention, please." or teacher raises hand in the air).
- Show appropriate appreciation by clapping.
- Show respect for the performers and peers by not talking.
- Exit quietly, watching for directions from their teacher.

At lunchtime students will...

- Enter the all-purpose room quietly, get their lunch, and find their class table.
- Remain seated until lunch is finished and permission to leave has been given.
- Use appropriate voices so that only close neighbors can hear.
- Use appropriate mealtime manners.
- Clean the area when finished eating.
- Wait until teachers or lunch aides give permission to leave the gym, then walk quietly to the field for recess or back to their classrooms.
- Avoid rough play on the playground, (play fighting, wrestling, pushing, kicking, etc.)

- Leave personal belongings such as cell phones and electronic games at home.
- Speak kindly to others.
- Stay on the playground during recess.
- Immediately stop playing and report to assigned area when called or when the bell rings.
- Respond immediately, with respect and courtesy, to instructions from adults in charge.

Classroom Behaviors:

- Be kind to others in words and actions
- Respect the property of others
- Keep personal space orderly
- Follow teacher directions
- Use indoor voices

Use of Bathroom:

- Students will place paper towels in the garbage.
- Ensure water/soap does not spill on the floor, which can cause a friend to slip.
- Give others privacy.
- Use indoor voices.
- Return to class/lunch as soon as finished so others can use the area.

When Expectations are not met:

- Students who break rules will discuss the incident with the appropriate staff member. Students will be redirected and given the opportunity to practice the expected behavior.
- If a student receives several warnings or demonstrates severe/inappropriate behavior, a parent/guardian contact will be made.

If a student violates this code, they will be subject to disciplinary action.

Consequences may include:

- Teacher reprimand
- Administrative reprimand
- Parent conference
- Community Service in the building
- Restitution
- Detention- recess or after school
- In-school suspension
- Short-term suspension
- Loss of an activity or privileges
- For very serious actions - police referral