

Student Rights and Responsibilities
for
Seven Locks Elementary School

2013 - 2014

SEVEN LOCKS ELEMENTARY SCHOOL

9500 Seven Locks Road

Bethesda, MD 20817

301-469-1038

Note to parent: Please sign and return by
Friday, September 13, 2013.

September 3, 2013

Dear Seven Locks Parents,

Attached is a copy of the *Student Rights and Responsibilities for Seven Locks Elementary School*. This student discipline policy is consistent with the Montgomery County Public Schools' (MCPS) philosophy, as stated in the *MCPS Policy on Student Discipline (JGA)*, and with the *MCPS Regulation on Student Rights and Responsibilities (JFA-RA)*. Our policy was written with the active involvement of a group of teachers, parents, and the principal to cover all aspects of the school day, including the bus. Students in the Student Government Association contributed to the sections on playground and cafeteria expectations. Our policy was most recently revised in September 2013 by a group including parent, staff and principal representatives. In compliance with Montgomery County Public Schools procedures, it will be reviewed annually based on input from each of the groups mentioned above.

Copies of this policy are available in every classroom, in the media center, and on the Seven Locks Elementary School website. Teachers will discuss this policy with students. All new students and their families will receive a copy of this policy. Throughout our school, we also refer to a set of schoolwide behavior expectations known as *The Wildcat Ways*, which summarizes our policy in language that is understood by all students. *The Wildcat Ways* are listed on page 3.

We ask that you discuss this policy with your child, especially page 5, as appropriate to his or her age. Parents and students are expected to sign to show that they have discussed this plan. PLEASE RETURN the signed tear-off sheet below by Friday, September 13 and keep this packet for reference throughout the year. I hope you will feel free to contact me at any time about this document. We appreciate and welcome your comments. Your feedback helps us examine our *Student Rights and Responsibilities* policy each year.

Sincerely,

Carl R. Bencal
Principal

We have read and discussed the *Student Rights and Responsibilities for Seven Locks Elementary School*. We understand that we are expected to follow these guidelines.

Student Signature (first and last name)

Parent Signature

Print Parent's Name

Date

Comments:

Student Rights and Responsibilities for Seven Locks Elementary School

Seven Locks Vision

Our vision at Seven Locks Elementary School is to create a caring and positive learning community where all are valued, respected, and empowered to reach their full potential in a changing world.

Philosophy

At Seven Locks we are a community of learners. As a community, we must create an atmosphere of respect for and cooperation with one another. We believe that appropriate behavioral skills must be taught and reinforced just as academic skills are taught and reinforced. We rely on the support and close cooperation of home, school, and community to convey our message that children benefit most when they are able to live and learn in a safe, positive, structured, and respectful atmosphere. We will administer this policy consistently and appropriately, making every effort to ensure that students are treated fairly.

Expectations

Students are expected to behave in a manner consistent with good character. They can expect to be treated in a like manner. These expectations are reflected in *The Wildcat Ways*, listed below, which are reinforced in classrooms and throughout the school.

Wildcats are...



Respectful

- Treat all with kindness
- Make sure others feel included, accepted, and safe



Responsible

- Come to school prepared to learn
- Practice self-control and be accountable for your actions



Intellectual Risk Takers

- Embrace active and continuous learning
- Explore different possibilities



Gritty

- Set and achieve goals
- Show perseverance by never giving up



Zesty

- Always assume the best in others
- Share a smile and stay positive

The Wildcat Ways apply to **ALL** areas of the school environment. Here at Seven Locks, our expectations for students are to respect all adults by listening carefully and responding politely.

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

- use indoor voices and speak quietly with the people nearby
- always use good table manners: touch only the food on their plate; keep their hands and feet to themselves
- eat only what they ordered or brought to ensure the safety of all students
- clean up their entire area including the floor before leaving the cafeteria
- use their time wisely so that they can finish eating
- stay in their seat unless they have permission to get up

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

- treat others kindly with words and actions
- include everyone in play and to play fairly – there's always room for one more
- demonstrate positive sportsmanship
- keep their hands and feet to themselves while waiting in line
- respect recess equipment
- respect nature
- stay in the play areas approved by the adults in charge
- ask an adult for permission to go inside
- seek adult help, if needed

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

- walk quietly at all times, in single file lines, being careful not to cut in front of others
- keep hands and feet away from bulletin boards, displays, and walls
- walk on the right side of hallways and stairs
- have a pass from their teacher
- use the telephone only with permission from the office along with the teacher's written permission or phone pass

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

- use the restroom facilities quickly, quietly, and correctly
- flush the toilet, wash their hands, turn off the water, and put trash in trash cans
- not write or draw on the walls or otherwise damage the facility
- return immediately to class
- respect the rights and privacy of others

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

- sit down quickly, share seats fairly, and remain in their seats until arrival at their bus stop
- listen to the directions of the bus driver
- listen to and respect the student patrols
- keep their hands, feet, and property to themselves and inside the bus, at all times
- speak quietly and respectfully at all times, only with the people nearby, using indoor voices
- enter and leave the bus safely

In the **CLASSROOMS**, students and teachers will develop additional expectations for classroom behavior at the beginning of each school year. Expectations may be revised throughout the year. These classroom changes will be communicated to parents as appropriate.

SEVEN LOCKS STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights	Student Responsibilities
<p>I HAVE A RIGHT TO LEARN IN THIS SCHOOL.</p> <p>I have the right to have access to all resource materials and activities provided for my education.</p>	<p>I WILL COME TO SCHOOL ON TIME WITH A POSITIVE ATTITUDE. I WILL TAKE RESPONSIBILITY FOR MY LEARNING AND BE PREPARED TO LEARN.</p> <p>I will bring the needed materials, including my completed homework, and will treat materials at school with care.</p>
<p>I HAVE A RIGHT TO HEAR AND BE HEARD IN SCHOOL IN A TIMELY FASHION.</p> <p>I will be able to express my feelings and opinions in an appropriate manner and at appropriate times without being interrupted.</p>	<p>I WILL LISTEN AND TREAT OTHERS WITH PATIENCE, RESPECT, HONESTY, AND UNDERSTANDING.</p> <p>I will cooperate with others. I will not interrupt others or let my behavior disrupt the education of my peers. I will tell my teacher if I don't understand. If I see another student being treated disrespectfully, I will report it to an adult.</p>
<p>I HAVE A RIGHT TO BE SAFE IN THIS SCHOOL.</p> <p>This means that no one will physically hurt me, verbally abuse me, or touch me or my possessions without my permission.</p>	<p>I WILL NOT HURT ANYONE PHYSICALLY OR WITH WORDS. I WILL NOT TOUCH ANYONE OR ANYONE'S POSSESSIONS WITHOUT PERMISSION.</p> <p>This means I will keep my hands to myself and only touch things that belong to me. I will express my feelings using words and actions that are appropriate.</p>
<p>I HAVE A RIGHT TO FEEL COMFORTABLE AND BE TREATED FAIRLY AND COMPASSIONATELY IN THIS SCHOOL.</p> <p>It is not acceptable for anyone to laugh at me or hurt my feelings. If I feel my rights are being violated, I have the right to go to an adult, including my teacher, the counselor, or the principal.</p>	<p>I WILL RESPECT EVERYONE, INCLUDING MYSELF, OTHER STUDENTS, AND ADULTS, AT ALL TIMES. I WILL FOLLOW THE SEVEN LOCKS SCHOOL RULES.</p> <p>I will remember to use kind words like "<i>please</i>" and "<i>thank you.</i>"</p>

I understand that there are consequences for not following these school policies.

Parents' Responsibilities

- To ensure that their children come to school regularly, in good health, well rested, on time, and prepared to learn.
- To support their children in becoming independently responsible for their work.
- To communicate with the teachers and children as necessary in order to achieve this goal.
- To come to school for scheduled conferences.
- To respond promptly to communications from the school (e.g., regarding taking a sick child home or removing a disruptive child).
- To understand and support the fair, consistent administration of school rules and policies.
- To treat all staff members with courtesy and respect.
- To maintain and respect confidentiality at all times.

Staff Responsibilities

- To provide a positive learning environment for students and to treat students, parents, and staff with patience, respect, and understanding.
- To help the students realize that they are important as individuals and as members of a group and that they should act in responsible ways.
- To work with the students so that they understand what they are expected to learn.
- To maintain timely communication with students and parents regarding classroom procedures, instructional objectives, and academic or behavioral concerns.
- To encourage and help students understand and support the rules of the school.
- To enforce consistently, fairly, and appropriately the rules and policies of the school.
- To maintain and respect confidentiality at all times.

Principal's Responsibilities

- To promote a positive learning environment that is safe and holds mutual respect as a primary expectation.
- To make the MCPS discipline policy and the policy at Seven Locks known and understandable for students, parents, and staff.
- To implement specific plans for effective student, parent, and staff participation in the formulation and review of the local school discipline policy.
- To guide and support all staff in maintaining fair, appropriate, and effective discipline and positive classroom and school environments.
- To confer with staff, students, and parents on discipline matters and aid in resolution.
- To maintain and respect confidentiality at all times.

Items Not Allowed in School

In compliance with Montgomery County Public Schools policy, students may not bring any of the following objects on the bus or to school:

- weapons, intoxicants, flammables, or tobacco products
- any object that looks or sounds like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc.
- athletic equipment such as footballs, hardballs, softballs, lacrosse sticks or baseball bats may be brought to school in an athletic bag only for use during after-school activities.

In addition, students may not bring:

- cell phones or other portable communication devices
- any objects, games, or cards that promote betting or trading
- electronics, including televisions, headphones, MP3 players, iTouch or other music devices
- skateboards, roller blades, roller shoes (with the wheel inserted) or scooters for use during the school day
- electronic game toys or other electronic instruments or equipment
- any additional item at the discretion of the principal

Students and parents should use appropriate judgment and discretion when selecting items to bring or wear to school. Parents may contact the teacher or principal if they have a question about the suitability of an item.

Statement of Disciplinary Philosophy, Action, and Process

The principal and staff of Seven Locks Elementary School will administer this policy consistently and appropriately, making every effort to ensure that students are treated fairly. At the same time, we recognize that two situations are rarely the same in every respect and that it is important to maintain flexibility to take into account individual circumstances. We also recognize that it is not possible to know about every instance of misbehavior and that there may be times when some students are disciplined and other students are not. We believe that making the rules clear and explaining the consequences for not following the rules are important steps in ensuring that the process will be as fair as possible to all students. Again, it is essential and expected that confidentiality will be maintained at all times.

- All disciplinary actions begin with a timely staff/student conference. The next step might include a staff/parent conference, a conference with administrator/student, administrator/parent or any necessary and appropriate combination.
- The intermediate steps might include detention (during or after school), work details relating to infractions or reduction or elimination of student privileges (e.g. loss of recess).

For serious infractions initial steps may be bypassed. The most severe infraction of the discipline policy could lead to suspension (determined by the principal or appointee) or recommendation for expulsion (determined by the principal).

- We believe that communication with parents is an important intervention strategy. While parents may not be notified every time a child commits a minor infraction of the discipline policy, a staff member will promptly notify the parent when a serious infraction or disruption to the classroom environment occurs.

Steps to Appeal a Disciplinary Action

1. All appeals of a disciplinary action should begin with the staff member who made the decision.
2. Students may appeal a decision to the principal.
3. The principal hears the appeal within three school days and notifies the student/parent of his/her decision within ten school days.
4. The decision of the principal may be appealed to the Associate Superintendent or designee. See *Guide to Students Rights and Responsibilities in Montgomery County Public Schools*, which is available in the school office or on the MCPS web site, for the procedure.

INFRACTIONS AND CONSEQUENCES CHART OF ACTIONS

TYPE OF BEHAVIOR	MINIMUM CONSEQUENCES	MAXIMUM CONSEQUENCES
MAJOR INFRACTIONS		
Bomb/Facsimile Possession or Bomb Threats	Expulsion* Police Referral*	Expulsion* Police Referral*
Firearms	Expulsion* Police Referral*	Expulsion* Police Referral*
Intoxicants, including Controlled Substances – Possession or Distribution	Suspension* Police Referral*	Expulsion* Police Referral*
Storing, Possessing, or Carrying Dangerous Weapons	Mandatory Suspension*	Expulsion*
Violent Physical Attack on a Staff Member or Student	Suspension*	Expulsion*

OTHER INFRACTIONS	MINIMUM CONSEQUENCES	MAXIMUM CONSEQUENCES
Absences – Tardiness Excessive or Unexcused	Parent Contact By Staff or Principal*	Parent Conference* Contact Pupil Personnel Worker*
Computer Abuse	Reduction/Loss of Computer Privileges*	Suspension*
Destruction of School Property/Vandalism	Conference* Restitution*	Suspension* Police Referral* Restitution*
Dishonesty	Student/Staff Conference	Parent Contact*
Disruptive or Unsafe Behavior	Warning Removal from Situation	Suspension*
False Fire alarm	Parent Contact*	Suspension*
Fighting or Physical Attack on Staff or Student	Removal from Situation*	Suspension*
Harassment of Any Type, including Teasing, Bullying, and Intimidation	Staff/Student Conference*	Suspension*
Inappropriate Behavior on the Bus	Conference with Student*	Suspension of Bus Privileges*
Inappropriate Gestures or Language, such as Cursing, Ethnic, Sexual, and Racial Slurs	Student Conference*	Suspension*
Leaving School Grounds Without Permission	Immediate Parent Notification and/or Notification of Police*	Suspension* Pupil Personnel Worker Contact*
Plagiarism, Forgery, or Cheating	Staff/Student Conference*	Suspension*
Pornography-Possession of or Creating Lewd Pictures	Removal from Situation* Confiscation*	Suspension*
Possession of Portable Communication Devices	Principal Conference* Confiscation *	Suspension*
Prohibited Items Not Listed Elsewhere in This Chart	Confiscation*	Reduction/Elimination of Student Privileges*
Theft	Staff/Student Conference*	Suspension*
Threatening or Extortion	Staff/Student Conference*	Suspension*

***All these infractions will involve parent notification.**