

# **Positive Behavior Support Team**

*To create, promote, and ensure a safe and orderly learning environment*

## LCMS Core Values:

**Respect**

**Order**

**Attitude**

**Responsibility**

**Self Control**

## LCMS Behavioral Expectations:

**Be Responsible, Be Respectful, Be Safe, Be a Learner**

*\* The LCMS behavioral expectations handbook does not supersede or replace Broward County School Board Policy or Code of Conduct.*

**Behavior Matrix:**

<b>Location</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Learner</b>	<b>Be Safe</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-Raise your hand to speak</li> <li>-Cooperate with Teacher</li> <li>-Give and receive feedback kindly</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Come to class prepared to work</li> <li>-Bring all necessary materials to class</li> <li>-Arrive before the second bell and be in seat</li> <li>-Clean up after yourself</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Apply your best effort</li> <li>-Challenge yourself</li> <li>- Participate positively and purposefully</li> <li>-Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>-Leave seat or assigned area only with permission</li> <li>-Maintain personal space</li> <li>-Use all materials appropriately</li> <li>-Use Voice Control</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>-Maintain personal space</li> <li>-Be considerate of others</li> <li>-Keep moving in an orderly fashion</li> <li>- Maintain an appropriate tone</li> </ul>	<ul style="list-style-type: none"> <li>-Avoid Loitering</li> <li>- Keep all areas clean</li> <li>-Use Pass when out of class</li> <li>-Walk only on the right</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate your understanding of appropriate behaviors and expectations</li> <li>-Model positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to your right</li> <li>-Keep your hands feet and objects to yourself</li> <li>-Keep moving in an orderly fashion</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Use appropriate tone of voice</li> <li>-Be attentive to directions</li> <li>-Treat everyone politely</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain personal space</li> <li>-Be attentive to directions</li> <li>-Keep your personal space clean</li> <li>-Wait in line until your turn to be served</li> <li>-Keep food in cafeteria.</li> <li>-Place all trash in appropriate receptacle</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate good manners</li> <li>-Remain in designate area throughout your lunch periods</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at all times</li> <li>-Enter in an orderly and remain in your assigned are until called</li> <li>-Walk down and around</li> <li>-Touch only your own food</li> </ul>
<b>Bus Car/Loop</b>	<ul style="list-style-type: none"> <li>-Be Respectful</li> <li>-Enter Bus in an orderly fashion</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain safe and orderly behavior</li> <li>-Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>- Report to your designated area at all times</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive and exit in an orderly manner</li> <li>-Stay to the right of the</li> </ul>

		<ul style="list-style-type: none"> <li>-Walk only on the right</li> <li>-Maintain personal space</li> </ul>		<ul style="list-style-type: none"> <li>buses</li> <li>-Stay on sidewalk</li> <li>-Keep your hands and all items to yourself</li> <li>-Avoid and report conflict</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Respect Personal Privacy</li> <li>-Receive Permission/Pass to go to R.R.</li> <li>-Use all Equipment and supplies as intended</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain personal space</li> <li>-Report any problems to your teachers</li> <li>-Report unsafe conditions.</li> <li>-Return to class promptly</li> <li>-Keep bathroom free from liter and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>-Return to class promptly</li> <li>-Demonstrate good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>-Report spills and other defects to an adult</li> <li>-Report inappropriate activities immediately</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>-Maintain quiet atmosphere</li> <li>-Use all equipment and supplies as intended</li> <li>-Use technology appropriately</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain personal space</li> <li>-Be careful with equipment and materials</li> <li>- Return books on time</li> <li>-Enter with pass</li> <li>-Push in chairs</li> <li>-Return all books to designated area</li> </ul>	<ul style="list-style-type: none"> <li>- Model positive behavior</li> <li>- Practice academic honesty</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Push all chairs in</li> <li>-Use appropriate websites</li> <li>-Sit in chairs properly</li> <li>-Leave food and drinks in the lunch room</li> </ul>
<b>Main/Pride Office</b>	<ul style="list-style-type: none"> <li>-Obtain pass to go to and come from Main/Pride Office</li> <li>-Obtain and complete Main/Pride Office request form</li> <li>-Maintain</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain personal space</li> <li>-Enter quietly and sign in at front desk</li> <li>-Be seated quietly and wait to be addressed</li> </ul>	<ul style="list-style-type: none"> <li>-Model positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>-Enter with appropriate pass</li> </ul>

	personal space			
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### **Cafeteria**

- Enter the Cafeteria quietly and sit at your assigned table.
- Wait until your table is called to move around the cafeteria.
- If you need to use the restroom, you **MUST** show your ID badge to a staff member.
- When you are finished eating, wait until your table is called to throw away trash. Make sure that your area is clean and free of trash before leaving your table.
- All food and food items must be left inside of the cafeteria.

### **Classroom Expectations:**

In order to maintain an environment with an academic focus, the following guidelines must be followed in each class, including electives.

Preparing to start class:

- Line up outside the room quietly
- Enter the room quietly
- Take out all necessary supplies
- Wait for teacher directions

Preparing to transition to your next class:

- Pack up supplies when instructed
- Make sure your area is clean
- Sit quietly and wait for dismissal by an adult

Guidelines for success in class

- Come to class prepared to learn with all necessary materials
- Raise your hand and wait silently to be recognized by an adult
- Keep hands, feet, and all objects to yourself at all times
- Stay in your assigned seat unless otherwise instructed by an adult

### **Clinic**

- You must have a completed clinic pass signed by your current class teacher in order to go to the clinic.
- When entering the office, quietly place your pass on the counter, sign in, sit down and wait to be called.

- If it is an emergency, calmly tell the secretary at the desk that this is an emergency.
- When returning from the clinic you must have a signed pass from the nurse.

### **Computers (Media Center & Laptops)**

- Computers are available as a resource for students to use for educational purposes only.
- Copying information and pictures from the internet without giving credit to the author(s) is considered plagiarism; this is unacceptable behavior and may result in no credit for the assignment.
- Students should be familiar with the rules of the *Acceptable use of Computer Network and Online Telecommunications* policy.
- Inappropriate uses will warrant a consequence and/or termination of use.
- Students and their parents/guardians will be held liable for any damage or destruction to school computers.
- Problems with computers should be brought to the attention of the teacher or Media Center Specialist right away.
- Food / Drinks are not allowed in the media center.

### Laptops:

- Students should handle laptop computers carefully. Use two hands when carrying it to or from your desk.
- When you are finished, shut it down completely. Then return it to its proper place in the cart and plug it into the charger.

### **Conferences**

Teacher-parent conferences are valuable in building respectful relationships with parents and in developing a broad understanding of student's academic success in the classroom. The conferences will enhance adult's knowledge and understanding of the developmental and academic progress of their child. Parents please remember teachers need your help in order to do a first-class job. Through this collaboration we can help your child have a great school year.

Conferences are scheduled on two days.

This year the set days are Tuesday & Wednesday.

There are two time slots for each day. Starting at 8:35 and 9:05.

*Please note that conferences must stay within their time frame.*

***Please make sure to call your child's pride office in order to make an appointment.***

**Pride 6 #754-322-3714**

**Pride 7 #754-322-3711**

**Pride 8 #754-322-3717**

You can also make a request for a phone conference through the pride secretary.

**Students are strongly encouraged to attend conferences. They are the essential piece of our collaboration effort.**

Please make sure that any action plans that are put in place are followed through. Additionally, when an academic/behavioral intervention is put in place: monitor your child's behavior and check on class work and homework using the student planner and pinnacle. Stay in touch with the teacher to discuss your child's progress. Continuing to keep in touch with the teacher, even if things are going well, can play an important role in helping the child do better in school. This can be done through emails as well as phone calls. When a child knows parents and teachers are regularly working together, the child will see that education is a high priority requiring commitment and effort.

**Dress Code:**

Students will wear clothes that are appropriate for school and are not dangerous to health and safety and that do not create a distracting or disruptive school environment. Students will dress neatly, appropriately and in a way that respects the rights of others.

Footwear must not impede student and staff safety. Special clothing and footwear will be required for activities such as physical education.

Clothing must cover the student's entire torso including chest, midriff and waist. Students may not wear tank tops, spaghetti straps, see-through garments, mini-skirts or mini-dresses, halters, backless dresses, jackets, shirts or blouses tied at the midriff; and bare midriff outfits.

All clothing must be free of tears, rips or holes and must be properly fastened. Pants, jeans and shorts must be worn at waist level and secured at the waist.

Clothing including, but not limited to, pajamas, boxer shorts, bloomers, and bustiers which were traditionally designed as undergarments, sleepwear, or beachwear, may not be worn as outer garments. Other clothing items that are not allowed include: leggings, tights, bodysuits or hosiery, including those with lace trim and bicycle racing attire unless they are worn underneath dresses, skirts or shorts of mid-thigh length or longer.

All clothing must cover the upper thigh. Shorts, mid-thigh length or longer, are allowed.

Clothing, jewelry, buttons, haircuts or other items or markings must be free of references about the exposure of private body parts and / or pictures or words with a sexual connotation. These clothing items must also be free of gang and cult association and must not encourage the use of drugs, alcohol or violence or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation or physical appearance.

Head coverings, including caps and hats may only be worn for religious or medical reasons. Head coverings may be worn outdoors for physical education only as a safety precaution from sun damage.

Curlers and other hair grooming aids are not allowed. Personal grooming, including combing and brushing hair and applying cosmetics is allowed only in restrooms.

Sunglasses may only be worn outdoors for physical education classes unless a doctor's authorization is on file.

Clothing items or jewelry that may cause injury may not be worn. This includes items with spikes or sharp objects, wallet chains and heavy link chains.

*(2011/2012 Code of Student Conduct)*

Violators of the dress code policy will receive the following consequences:

- For the first offense, the student's parent will be notified of the offense and a change of clothes will need to be brought to school for the student. Student will not be allowed to return to class until appropriate clothing is provided.
- Subsequent offenses will result in in-school suspension as dictated by the administrative discipline matrix.

### **Electronic Devices**

Lyons Creek Middle School shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student. Electronic devices may only be used in the cafeteria with permission. All electronic devices must be turned off and appropriately stored before leaving the cafeteria.

*(2011/2012 Code of Student Conduct)*

### **Extracurricular Activities**

All students must maintain satisfactory conduct in order to participate in interscholastic, athletic and extra-curricular activities. Eligibility to participate is both an honor and a privilege. To participate in extracurricular interscholastic teams or school clubs, students must maintain an "un-weighted" GPA of 2.0 or higher, from the previous quarter and the present quarter, and only one N in conduct and no U in conduct.

70 - 76 = C  
67 - 69 = D+  
60 - 66 = D  
59 or below = F  
Incomplete = I

### **GRADES 6-12**

90 - 100 = A  
87 - 89 = B+  
80 - 86 = B  
77 - 79 = C+

### **LCMS ACTIVITIES**

Academic Games  
Basketball  
Cheerleading  
Drill Team  
Environmental Club  
Flag Football

Florida Future Educators of America  
Lego Robotics Club  
National Junior Honor Society  
(3.8 GPA or higher)  
SECME  
Soccer  
Spanish Competition Club  
Track  
Winter Guard

### **Field Trips**

Field trips can be a valuable part of the learning process. For this reason, LCMS participates in district-approved trips away from school. To participate in any field trip, students must provide, in advance, written permission from their parents to the principal on a form provided by the principal. The term “parent” refers to either or both parents or a legal guardian. In addition, students may be denied the privilege of participating in field trips if those students have been disruptive, violate the student code of conduct or fail to conform with school rules and regulations. The criteria students must meet to be able to attend a field trip will be established in advance of the field trip by the teacher in charge. Students who are not allowed to participate in the field trip will be provided an alternate assignment that aligns with the curriculum objectives of the trip.

While participating in school-approved field trips, students must follow the rules and dress code set forth in the Code of Student Conduct. If applicable, students must abide by the rules set forth at the conferences, conventions or contests they may attend.

*(See SB Policy 6303)*

***\*Students may be denied the opportunity to participate in a field if they receive (1) or more days in in-school suspension or have arrived late to class (4) or more times within the quarter.***

### **Guidance Services**

Grade level guidance counselors are available to meet with you and discuss any issue you may have. These can include personal, social, or academic concerns. In order to meet with your grade level guidance counselor you must complete a ‘guidance request’ form. This form is available from your classroom teacher or grade level pride office. There are a few ways to turn in this form:

- Give the form to your classroom teacher.
- Take the form to the pride office and ask that it be placed in your guidance counselor's mailbox.
- Obtain a signed pass from your classroom teacher and turn the form in to your grade level pride office.

If your grade level guidance counselor is available when you drop off the form she may meet with you then. If she is not available at that time, then she will review the form and call you in to discuss the issue as soon as possible.

**\*\*\*\* Note: If you have a true emergency, then mark it on your guidance form. Tell an adult immediately and he or she will take appropriate action.**

### **Gum / Candy**

Lyons Creek Middle is a gum free school. Possession of gum chewed or unchewed will result in the application of negative behavior consequences. Candy is to be confined to the cafeteria. Candy may only be used to supplement lunch. Candy includes; chocolate, lollipops, smarties and anything else made primarily of sugar.

### **Main Office & Pride Office**

Students who wish to visit the main or pride office must request a pass from their teacher. Students without a pass will be required to return to class to obtain one. Upon entering the main office, students will sign in by writing their full name, the time they arrive, and the reason they are there. After signing in students shall be seated and wait quietly for their name to be called.

### **Media Center**

- Students must have a signed and dated planner from their teachers in order to be admitted to the media center.
- Students must enter and remain at a maximum of voice level 2 while in the library.
- Drinks, snacks, or gum are not permitted.
- Computers are for research, multimedia presentations, word processing, educational programs, and educational websites. Non-academically focused games are not allowed (except during before/after care).

### **Negative Behavior Consequences**

1. Warning
2. Time out and parent contact
3. Teacher detention
4. Administrative Referral as per the Broward County School Behavior Matrix

### **P.E. Policy**

All students are required to dress appropriately for physical education class.

Attire:

- Solid Navy Blue Gym Shorts
- Solid Gray T-Shirt
- Sneakers

To ensure the safety of your property you should NOT share lockers with your peers. You should NOT give your combination to your peers. Always ask to check the lost and found if your lock is missing.

You must have a doctor's note to be excused from participation in P.E. and must still dress-out even if you are not permitted to participate. Tell your P.E. teacher immediately if you are injured during physical education.

### **Positive Behavior Rewards**

- Verbal acknowledgment
- Smiles
- Caught You Being Good tickets
- Positive phone call home
- Classroom Reward (to be determined by teacher)
- Team Reward (to be determined by team)

### **PTSA, SAC, SAF & Volunteers**

The Lyons Creek Middle School PTSA, SAC, SAF & Volunteers are active parent/community groups. These groups hold monthly meetings throughout the school year and are composed of parents, students, members of the community and school personnel. For times and dates of meetings, please check our website [www.lyonscreekmiddle.com](http://www.lyonscreekmiddle.com) or contact the school for more information.

### **S.I.P.:**

The SAC (School Advisory Council) is responsible for the development and implementation of the School Improvement Plan, the framework for improvements in the school. The School Improvement Plan at Lyons Creek recognizes four areas for improvement – reading, writing, science, and math. The School Improvement Plan can be found on the LCMS website [www.lyonscreekmiddle.com](http://www.lyonscreekmiddle.com).

### **Student I.D. & Agenda**

To ensure safety and security at Lyons Creek Middle, all students are required to have their student ID available and readily accessible at all times. Student IDs should not be defaced in any way. If damaged, lost, or stolen, student IDs must be replaced within 2

school days. Failure to comply with this policy will result in a negative behavior consequence.

Each student is required to carry an agenda daily. The agenda is to be used for home/school communication, as well as a tool to keep track of daily assignments. Agendas will serve as your hall pass and must be signed by an adult before you are allowed out of class. If damaged, lost, or stolen, student agendas must be replaced within 2 school days.

Failure to comply with this policy will result in a negative behavior consequence.

### **Tardy Policy**

*Tardy:* Arriving late to school or an individual class.

*Tardiness to School* – Students in grades 6th – 8th grades who are not in their homeroom before 9:30 a.m. are considered tardy. If students are on campus they should immediately report to homeroom, and will be marked tardy by their teacher.

*Tardiness to Class* — Students are expected to be in the classroom and prepared for class to begin when the tardy bell rings. Otherwise, they are considered tardy to class. Tardies to class will be handled separately from tardies to school but with similar consequences.

NOTE: Students who arrive to campus after 9:30 am will be considered tardy to school *and* tardy to first period. They must report to the attendance office before proceeding to class.

Excused Tardies: Medical appointments, student illness, or unusual circumstances as determined by the administration. In the case of medical appointments or student illness, the student upon arrival at school must submit a note from the attending physician or the parent. All other tardies will be considered UNEXCUSED.

***Students who continuously arrive to school tardy will receive a referral to a social worker.***

### **Consequences for Tardies**

1st Tardy: Student will be given a verbal warning.

2<sup>nd</sup> Tardy: Student will receive a phone call home to parents. Teacher will notify parents of the tardy and the consequences for the next tardy.

3<sup>rd</sup> Tardy: Student will receive a lunch detention and/or meet with a guidance counselor to identify reasons and solutions for tardiness.

4<sup>th</sup> Tardy: Student will receive two days lunch detention and parent conference will be requested.

5<sup>th</sup> Tardy: Student will receive afterschool or Saturday detention.

*\* No show to any of the detentions will result in rescheduling the detention with additional detention days.*

6<sup>th</sup> Tardy: Teacher sends a referral for each of the subsequent tardies for administrative action(s). Any subsequent tardies will be addressed on an individual basis with the appropriate administrator.

*The administration reserves the right to modify or make additions to the consequences at any point in the tardy accumulation process.*

*Recording of tardies will start over at the beginning of the second semester.*

NOTE: Afternoon detentions will be held on Monday - Thursday from 4:05 a.m. to 4:50 p.m. Attendance at detention is mandatory and supersedes any other activities.

\* Note refusal of any of the above steps may result in a student being suspended and required to attend Alternative Education Center.

### **Text Books & CD's**

- Textbooks should be treated gently and with respect.
- Textbooks are used as a resource to supplement students' education. They are merely on loan to students for home and school use.
- Students may receive textbooks to use at home. These should be cared for properly and returned in good condition at the end of the school year or when the student withdraws from LCMS.
- Students and their parents/guardians are held liable for any loss, damage or destruction of textbooks. Fines may be assessed and students may be excluded from end of year special events.
- Classroom books should stay in their assigned classrooms.
- When finished using a textbook, the student should return it to the appropriate location as specified by the teacher (the rack under the desk, counter, table, etc).
- Students will receive a consequence for defacing a textbook (tearing, writing in, damaging in any way). They may be charged for the price of a replacement.

## **Traffic & Parking**

Parents, when driving onto campus with your student in the morning, please:

- Observe the speed limit, all posted signs, marked crosswalks, and parking locations
- Have your student stay in the car until you arrive at the front of the school and have them exit onto the sidewalk.
- **Do Not** let them exit your vehicle into vehicular traffic!
  
- Students when riding your bicycle or skateboard:
  - Wear your helmet buckled while riding, this is a law.
  - As you arrive at school walk your bike to the rack
  - Be sure to secure your bicycle with a lock for the day
  
- Students while using the bus:
  - Get on your bus a timely manner
  - **Do not** push
  - **Do not** run along side a moving bus!
  - Please wait for the bus to come to a complete stop before leaving the sidewalk to enter the bus

## **Transportation Policy**

Bus transportation is available to students who live two or more miles from school or live in an area that has been declared an unsafe walking area. Students may ride only the bus to which they have been assigned. The following guidelines must be followed at all times, are regulated by the transportation department, and are adhered to by the school staff.

1. All students who ride the school bus are responsible for knowing rules for riding the school bus as well as the mandatory consequences if you receive a bus referral. Read your Code of Conduct book for specific information.
2. Listen carefully to the announcements at the end of the day for your bus number, and check the arrival board at the bus loop for your bus location.
3. Student conduct on the bus must conform to the Broward County School Board's regulation. The bus driver has absolute authority over all students while they are riding the bus.
4. All students are expected to behave in a quiet, orderly manner while riding to and from school. You are to sit facing forward with both feet on the floor and keep your voices at a maximum of level two.
5. Any fighting, vandalism, smoking or other misconduct at the bus stop should be reported to local law enforcement.
6. If a bus is late, remain at the bus stop until the bus arrives. Leaving will result in an unexcused absence from school.

### **Valuables**

Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices (e.g., cellular telephones, Ipods, and pagers) or other personal technology that is lost, stolen, or confiscated.

The school Lost and Found is located in the main office. Items found may be brought to the Lost and Found where it will remain until the end of the school year if not claimed.

Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.

*(2011/2012 Broward County School Code of Conduct)*

### **Voice Level System**

Students and staff at LCMS will use the following voice level indicators to identify the appropriate volume level in common areas, classrooms, media center, and cafeteria.

- 1 - Small Group Voice (Only the 2 or 3 people around you can hear you)
- 2- Whisper (Only the person you are talking to can hear you)
- 3 - No Talking (Eyes and attention focused on the adult providing instruction.)