

**HIGHLANDS ELEMENTARY SCHOOL**  
FORT BEND INDEPENDENT SCHOOL DISTRICT  
STUDENT DISCIPLINE CODE

Dear Parents,

In every successful school, the environment is a major concern. This means that a school must be orderly and inviting so that all may learn. All faculty members and students are asked to be caring, respectful, and place value upon responsibility. Additionally, we will build relationships, set high expectations, and at all times, remain accountable. The faculty and staff here at Highlands believe that such actions will not only help create a positive school environment for all students, but will also maximize the learning potential for each child. We ask all parents to help us as we work towards reinforcing the expected behaviors listed below. Thank you in advance for all of your support!

Sincerely,

*Dr. Latecha Bogle*

**GENERAL SCHOOL BUILDING EXPECTATIONS**

**Students will:**

1. Enter and leave the school in an orderly fashion
2. Walk in a single file, not in a group and not run
3. Obey the student safety patrols
4. Show respect for other students and adults
5. Take good care of school materials
6. Keep bulletin boards in good condition
7. ONLY wear hats when outdoors
8. Remain in assigned areas and not wander about the school

**The following items are NOT allowed at school:**

- electronic games/ devices (MP3 players, iPods, etc...)
- hard balls or bats
- unsafe objects
- real or pretend weapons
- skateboards and rollerblades
- sneakers with wheels
- scooters
- trading cards

**The following activities are Not allowed:**

1. Destroying school property
2. Going into the Teachers' Lounge or workrooms
3. **Using a cell phone during the school**

Consequences for violating General School Expectations are at the discretion of the teacher and/or principals.

## BICYCLE EXPECTATIONS

*Students in grades K-5 are permitted to ride a bicycle to school provided they follow the expectations.*

**If a student rides a bike to school, he or she needs to:**

1. **WEAR A HELMET**
2. Park in the bike rack
3. Lock the bike to the rack (only one bike to a chain or lock)
4. Walk the bike to the **edge of school property** before starting to ride (end of the fence)
5. Ride with only one person on the bike
6. Record the serial number of the bike at home
7. Register the lock combination on the emergency card in the clinic

Consequences for violating Bicycle Expectations are at the discretion of the teacher and/or principals which may include loss of bicycle riding privileges.

## PLAYGROUND EXPECTATIONS

**Students will:**

1. Use the equipment in a safe and appropriate manner
2. Swing with only one person on a swing and always remain seated
3. Slide one at a time and only go DOWN the slides
4. Ask the teacher on duty for permission to re-enter the building
5. Tell the teacher on duty if you're hurt or having a problem
6. Only use the equipment provided at school

**The following activities are Not allowed:**

1. Throwing gravel, mulch, rocks or other harmful objects
2. Climbing on or through the fence
3. Playing in the City Park at recess without teacher supervision
4. Touching or play with any animal found on the playground
5. Running into the street to retrieve a ball at any time. **Only a teacher may retrieve a ball from the street.**

Consequences for violating Playground Expectations are at the discretion of the teacher and/or principals which may include immediate removal from play.

## CAFETERIA EXPECTATIONS

Students are to enter the assigned door and go through the assigned serving line. Teachers will direct children when it is time to clean up and place dishes in the appropriate areas. Children will leave only when the class is dismissed.

### **Students will:**

1. Remain silent when the lights are off
2. Sit properly on the bench (not on feet)
3. Remain seated until dismissed by a teacher
4. Use only normal voice tones
5. Only purchase food for yourself

### **The following activities are Not allowed:**

1. Trading or play with food or the food of others
2. Taking food or drinks outdoors or to the classroom
3. Throwing objects or food

Consequences for violating *Cafeteria Expectations* are at the discretion of the teacher and/or principals which may include eating lunch in an assigned area or a quiet location.

## BATHROOM EXPECTATIONS

### **All students will:**

1. Use assigned bathrooms only
2. Place paper towels in trash cans, not toilets
3. Flush the toilets
4. Use soap in the intended manner
5. Notify an adult if bathroom equipment is not working
6. NOT damage any part of the bathroom (do not climb on stalls)

Consequences for violating *Bathroom Expectations* are at the discretion of the teacher and/or principals.

## COMMUNICATION EXPECTATIONS

All students are expected to use appropriate language on the playground, in the school, on the bus, or on school trips.

This means that students WILL NOT:

1. Make threatening or intimidating remarks to others
2. Swear or use vulgar or foul language
4. Make obscene gestures
5. Write obscene or vulgar notes
6. Engage in any type of harassment

Consequences for violating *Communication Expectations* are at the discretion of the teacher and/or principals and may include suspension of appropriate activities or from school.

## BUS EXPECTATIONS

Basic safety rules must be followed to provide for the well-being of all students.

All students are expected to:

1. Obey the bus driver at all times
2. Remain seated and facing forward at all times
3. Talk only in normal tones
4. Keep all items in the bus
5. Keep feet out of the aisles
- 6.. Keep arms and head out of open windows
7. Get on and off at the assigned stops only
8. Stand 3 paces back from the road when waiting for the bus

The following activities are Not allowed:

1. Communicating with passing vehicles or walkers
2. Bringing visitors home on the bus

Consequences for violating *Bus Expectations* are at the discretion of the teacher and/or principals which may include loss of bus riding privileges.