

BPS

# THE BURBANK SCHOOL CODE OF BEHAVIOR AND RESPECT

---

RESPECT RESPONSIBILITIES RIGHTS

**Grades K-4**  
**Mary Lee Burbank School**

**We strive for love of learning, respect and well-being**

---

## BURBANK SCHOOL CODE OF BEHAVIOR AND RESPECT

### RESPECT, RESPONSIBILITIES, AND RIGHTS

Dear Burbank Students and Families,

Our school is a safe, comfortable, and enjoyable place in which to learn. It is important that we all treat each other with respect and kindness. The following statement was developed by the school staff, the Burbank School Advisory Council and by the Student Council. This core statement is the foundation of our actions and decisions at the Burbank School.

#### WE STRIVE FOR LOVE OF LEARNING, RESPECT AND WELL BEING

##### LOVE OF LEARNING

- Showing interest and excitement about school projects and extending learning outside school
- Developing, sharing and challenging abilities and talents
- Respecting and fostering different styles of learning
- Recognizing effort and achievement by individuals and groups
- Taking risks as learners and using mistakes as opportunities to learn

##### WELL BEING

- Respecting individual safety and safety of others
- Seeking help when needed
- Expressing, listening, caring and honoring ideas
- Demonstrating social responsibility
- Participating as a member of a supportive, caring school community

##### RESPECT

- Demonstrating the 3Rs (Rights, Responsibility, Respect)
- Showing respect for each other
- Working together and cooperating
- Celebrating our differences
- Taking pride in our work

This handbook describes the responsibilities and rights of all Burbank students. The student behavior code in this handbook will help you make Burbank School the best place for all of us. Any adult who works or volunteers at Burbank may remind you about the expectations of behavior in this Handbook. There is a Mary Lee Burbank Code of Behavior and Respect Contract for each student. ***Please (1) Read and discuss the student behavior code and the contract with your family. (2) Then sign the contract and have your parent or guardian sign it too. (3) Return the contract to your teacher as soon as possible. You may keep the handbook.***

Sincerely,

Seeley Okie

Principal

# THE BURBANK SCHOOL RIGHTS AND RESPONSIBILITIES

## General Rights and Responsibilities

### EVERYONE HAS THE RIGHT TO BE SAFE AND FEEL SAFE

#### Your Responsibilities:

- Keep your body to yourself.
- Be considerate of others in your words and actions
- Teasing and Bullying are not allowed
- Respect yourself and those around you
- Pushing, hitting, name calling and swearing are disrespectful and are not allowed.

### EVERYONE HAS THE RIGHT TO BE HEARD

#### Your Responsibilities:

- Listen carefully when others speak
- Use polite language like “please; thank you; excuse me.”

### EVERYONE HAS THE RIGHT TO FEEL GOOD TODAY

#### Your Responsibilities:

- BE helpful to each other
- BE honest
- BE considerate with your words and actions

**RIGHTS AND RESPONSIBILITIES IN THE SCHOOL BUILDING, CLASSROOMS, PLAYGROUND,  
LUNCHROOM, ASSEMBLIES AND ON FIELD TRIPS**

**SCHOOL BUILDING RIGHTS AND RESPONSIBILITIES**

*Everyone has the right to be safe before and after school*

- Responsibilities:
- Arrive at school no earlier than 8:25 a.m.
  - Go straight home after school
  - If someone is picking you up, make a plan where to meet
  - Come to the school office if no one comes for you
  - Cross at a corner with a crossing guard or light

*Everyone has the right to walk safely in the corridors, halls, and on stairs*

- Responsibilities:
- Walk at all times
  - Keep noise levels down

*Everyone has the right to study and play in a peaceful and clean school*

- Responsibilities:
- Place anything to be thrown away in barrels or baskets in and outside the school
  - Flush toilets, place paper towels in barrels and keep sinks clean
  - Do not chew gum in school or on the playground
  - Do not cut in line
  - Hats may not be worn in the building
  - No electronic devices should be brought to school

**CLASSROOM RIGHTS AND RESPONSIBILITIES**

*Everyone has the right to do the best they can in the classroom*

- Responsibilities:
- Be polite, fair, and show concern for others' feelings
  - Follow classroom rules
  - Respect the property of classmates and staff. Take good care of all school equipment, books, and materials

## PLAYGROUND RIGHTS AND RESPONSIBILITIES

*Everyone has the right to play with classmates and to enjoy the recess periods*

- Responsibilities:
- Any activity that is dangerous to you or others is not allowed
  - Ask the teacher or lunch/recess aide if there is a problem you need help with
  - Remain outside within the play area the entire recess period
  - Line up at the first whistle at the end of recess
  - All children may play at the beginning of a game
  - Do not play against the fence or near the play structures
  - Play tag on grass areas or hardtop, not on or around structures
  - Food is not allowed on the playground
  - Football, roller skates, skateboards, bikes, hardballs and hockey sticks, are not allowed on play areas
  - No standing or jumping off of structures. One child at a time on a slide or swing.
  - On the slide feet first only, do not climb up slides

## LUNCHROOM RIGHTS AND RESPONSIBILITIES

*Everyone has the right to eat in pleasant surroundings*

- Responsibilities:
- Show good manners to each other, and to adults. Clean up your table area
  - Remain seated at tables. You must have permission to leave the cafeteria
  - Speak softly in the cafeteria, and walk quietly to the classroom or recess

## ASSEMBLIES RIGHTS AND RESPONSIBILITIES

*Everyone has the right to see and hear the person or program being presented*

- Responsibilities:
- Be a good audience. Listen to those speaking or performing
  - Sit quietly during performances. Clap when program is completed.

## FIELD TRIPS RIGHTS AND RESPONSIBILITIES

*Everyone has the right to have a safe and pleasant experience on all trips away from school*

- Responsibilities:**
- Follow the rules and directions given by teachers, guides, and parents
  - Listen to the bus driver, remain seated, and keep hands and property inside the bus

## THE BURBANK SCHOOL CODE OF BEHAVIOR AND RESPECT CONTRACT

The Burbank School *Code of Behavior and Respect* reflects the Core Values of our school. In order to uphold these values and reinforce our school wide goal of creating a safe and respectful learning environment, the following consequences may be utilized (Please note that this is not a comprehensive list, nor is it necessarily in order of implementation. School personnel treat each student experiencing difficulty with these expectations of the school rules on an individual case. Consequences for more serious behavior/disciplinary issues will be determined on an individual basis.)

As a member of the Burbank School community, I understand the Code of Behavior and Respect, based upon our schools three Core Values: Love of Learning, Respect and Well Being. I agree to demonstrate behaviors that reflect these values and expectations throughout the school and during recess.

If I do not follow these rules and expectations, there will be consequences for my actions. These consequences may include, but are not limited to:

- The student discusses the behavior with the adult in charge at the time, and with the principal, if necessary.
- Students explain their behavior verbally or in writing. This statement *may be* sent home to be signed by the parents/guardians.
- Students involved in the incident meet with the teacher and/or principal to discuss other ways of handling the situation
- Student(s) apologize to the offended person(s) verbally and/or in writing. The apology may also be brought home for parents to read and sign.
- Students may have a “time out” in an area on the playground, in the classroom, or in the principal’s office.
- Students may be required to miss one or more recess times
- Students may have any dangerous item taken away. Parent/guardian would collect the item from the school
- Parents/guardians will be called by the teacher or principal for any serious incident. Parents/guardians of child “hurt” as well as offending child’s parents/guardians will be contacted.
- Parents/guardians may be asked to come for a conference with the principal and/or teachers and the child.
- Students may be removed from class for a period of time or can be sent home by the principal for serious offenses
- Other consequences specific to a situation may take place

Please note: The use of verbal and/or written threats and/or gestures, or bullying, are against the principles of the school and will result in serious consequences. The Principal is responsible for determining the appropriate consequence for such instances.

My parent(s) or guardian and I have read and understand the Code of Behavior and Respect. I will keep one signed copy of the Contract and return a second copy to my teacher to be kept on file in the school office.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

### **Very Serious Situations**

The following behaviors or actions may threaten safety or school order in a disturbing manner. Although these actions are few and far between, they are serious and therefore require immediate adult response.

1. Intentionally inflicting injury on another person, either physically (biting, using hands, feet, or objects such as rocks, sticks, snowballs) or verbally (using racial, religious, or personal slurs).
2. Intentionally destroying/stealing property.
3. Leaving school grounds without permission.
4. Consequences: The behavior is reported to the principal, parents are notified, and appropriate action is taken. Parents may be required to come to the school for a conference. If a student's presence could pose a danger of physical harm to the student or to others, the student may be removed from class or be sent home following parent notification.

### **Additional Information/Special Situations**

If the principal determines that a formal suspension is necessary, the procedures stated in the Belmont Public School Committee's Policy 5144A will be followed.

The principal or any person in charge has the right to inspect a student's desk or personal belongings if he/she feels this is necessary in order to protect the safety of any students.

For any student with an individualized Education Plan (I.E.P.) under Chapter 766 of the Massachusetts General Laws and Massachusetts Department of Education policy, it will be indicated in the I.E.P. if that student cannot be expected to meet the school behavior code or if the student's handicapping condition requires modification of the code.

The school does not discriminate based on a student's race, color, sex, religion, national origin, or disability. Any questions in this regard may be addressed to the Assistant Superintendent for Curriculum and Instruction, Belmont Public Schools, 644 Pleasant Street, Belmont, MA 02178.



**MARY LEE BURBANK SCHOOL**

**CODE OF BEHAVIOR AND RESPECT**

**CONTRACT**

**I have read the Burbank Student handbook with my family. I understand what is expected of me and I will do my best to follow this handbook so that I can make the best of my time at Burbank School.**

---

**Student Signature**

---

**Parent (s)/Guardians (s)**

---

**Date**