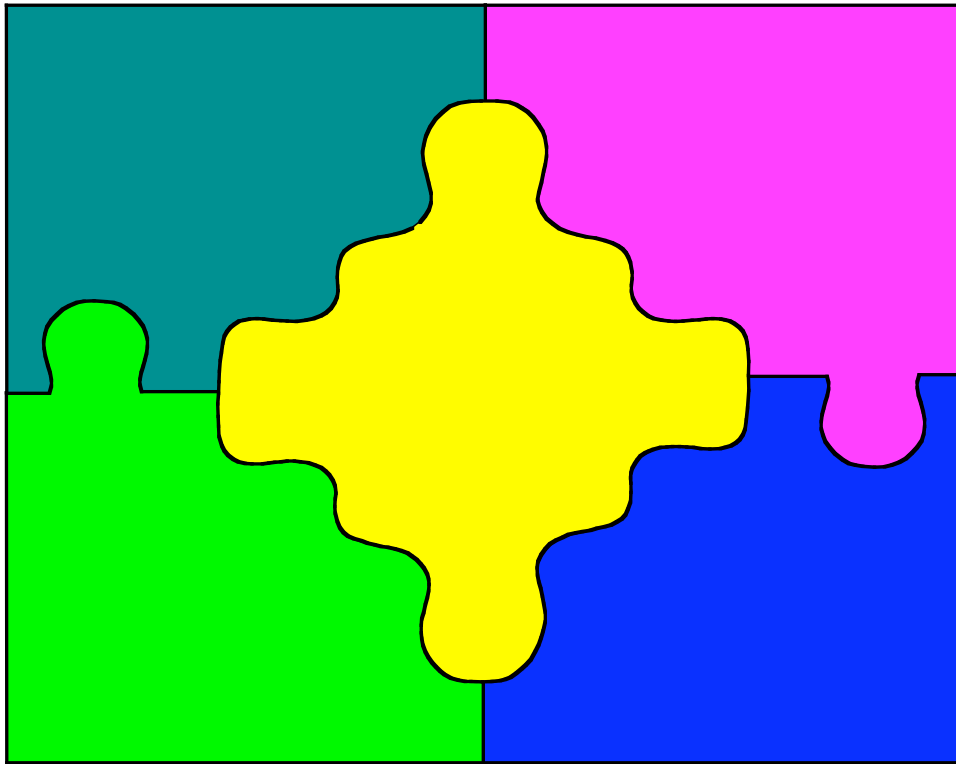


Wekiva Elementary School

Behavior Policy and Procedure Manual



2009-2010

Seminole County Public Schools

Wekiva Elementary Behavior Policy Manual

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MISSION STATEMENT

We will work as a team to promote a positive learning environment that ensures cooperation, mutual respect and optimum development of the whole child.

GUIDELINES FOR SUCCESS

All staff and students at Wekiva Elementary will work together to help everyone reach their fullest potential. Everyone will be treated with dignity and respect. Any behavior or action that helps someone grow and mature will be encouraged. Staff will keep students focused on our school guidelines, which follow:

WEKIVA CARES....



Cooperation
Accountability
Respect
Encouragement
Leads to . . .
Success

SEMINOLE COUNTY PUBLIC SCHOOLS **KEYS TO YOUR CHARACTER**

July **Courtesy**
August **Respect**
September **Honesty**
October **Courage**
November **Gratitude**
December **Generosity**

January **Responsibility**
February **Caring**
March **Knowledge**
April **Fairness**
May **Patriotism**
June **Service**

ROLES AND RESPONSIBILITIES

Staff

Our staff accepts the responsibilities for teaching behavior and encourages all students to develop the skills and attitudes needed to develop self-confidence and to maximize learning.

1. Classroom teachers

Teachers will focus on teaching and encouraging responsible behavior rather than trying to 'control' irresponsible behavior.

This will be accomplished by helping students see how their behavior relates to our school-wide guidelines emphasizing cooperation, accountability, respect, and encouragement, leading each child to success.

Three basic principles of management and discipline will be implemented by all teachers.

- a. At the beginning of the new school year, and as necessary throughout the school year, students will be taught how to behave responsibly in each type of classroom activity.
- b. Teachers will strive to interact frequently with each student when the student is behaving appropriately.
- c. When misbehavior occurs, teachers will calmly and consistently implement mild classroom consequences. The focus of interactions with each student will be primarily positive with a ratio of at least 3 positive interactions to every 1 correction required (refer to 100 Phrases of Praise).

2. Administrative staff

The role of the administrative staff in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission – student success.

- a. The administrative staff will have a thorough working knowledge of this manual and provide assistance to the staff in implementing the Wekiva Behavior Policy Manual.
- b. The administrative staff will frequently monitor the cafeteria procedures.

3. Teacher assistants, office, custodial and cafeteria staff

All staff has an equal and contributing part in the teaching of responsibility and discipline at Wekiva Elementary. Our guidelines of cooperation and respect include all students and all staff. Through positive interaction with students, support staff members will encourage students to

“**C**ooperate” with others, be “**A**ccountable,” show “**R**espect,”
“**E**ncourage” others to do their best to achieve “**S**uccess.”

Student Assistance Team

The Student Assistance Team will include a member of the administrative team, a guidance counselor, classroom teachers, a special area teacher, and possibly a teacher assistant. A member of the administrative staff and a guidance counselor will be constant members of the Student Assistance Team. Members of the team will be chosen according to student needs and staff expertise.

BEFORE SCHOOL PROCEDURES

1. Students will arrive no earlier than 8:05 a.m.
(A letter of arrival/dismissal time procedures will be sent home with the student if they arrive prior to this time. **Staff members should send any students arriving early to the office** to receive the letter. The administration will contact parents of repeat offenders.)
2. Students will sit against the wall outside their classroom.
 - Pick one spot to sit and stay in that spot
 - Use a quiet voice (Quiet “neighbor”, “six inch” voice)
 - Keep hands, feet, and objects to yourself
3. At 8:35 a.m. bell, students will enter the classroom in an orderly manner.
 - Face forward, walk forward
 - Keep hands to yourself
 - Walk in quietly.
4. When walking in hallways (both inside and outside of the building) – **walk on the right without talking.**
5. Use a respectful voice, when talking to an adult or another student.

Unacceptable Behavior:

Moving away from your spot or roaming around the building

Walking through the media hallways

Touching: kicking others, hugging, grabbing

Being too loud

Inappropriate words: put-downs, cursing, teasing

Consequences:

1. *First offense*
 - On-duty staff member notifies teacher of misbehavior
 - Appropriate loss of classroom privilege
2. *Second offense*
 - Significant loss classroom privileges and write/draw Before School Procedures
 - Parent Before School Procedures Report is sent home with student work attached

LINE/HALLWAY PROCEDURES

Hallway – any common walkway, inside or outside of the building.

1. Walk silently.
2. Walk on right side of hallway.
3. Leave enough space so you do not step on the person in front of you.
4. Face forward, walk forward, keep hands to your side.
5. Step out of line to tie a shoelace, then go to the end of the line.
6. Stop and wait for any class entering a doorway or already walking through the hallway.
7. Any student reaching the door first always holds the door for any teacher or guest on our campus.
8. All faculty, staff, and students will politely greet others they pass in the hallways.

CONSEQUENCES:

1. *First offense*
 - Practice proper Line Procedures
 - Appropriate loss of classroom privilege
2. *Second offense*
 - Significant loss classroom privileges and write/draw Before School Procedures
 - Write/draw Line Procedures
 - Line Procedure Report sent home (by Specials teachers if offenses occur in Specials) with student work attached.

Cafeteria Expectations

1. Students will stay in their seats with knees under the table and feet on the floor.
2. Students will keep hands, feet, and objects to themselves.
3. Students will use quiet neighbor voices when talking.
4. Students will raise their hands to get help.
 - to open something in their lunch
 - silverware, napkins, condiments
 - water fountain
 - sick or hurt
 - bathroom
 - report a spill
5. Students will use good manners.
 - I will say “please” and “thank you” when asking for napkins, etc.
 - I will ask politely to go to the restroom (only in an emergency situation), “May I go to the bathroom?”
 - I will say, “excuse me”, if I accidentally bump someone.
 - I will have good table manners when eating.
 - I will not show my food while chewing.
 - I will not talk with food in my mouth.
 - I will not play with my (or any other student’s) food.
 - I will eat my own food. I will not share my food with others.
 - I will use a respectful voice when talking to an adult or another student.
 - If I drop something on the floor, I will clean it up.
 - I will use a napkin to wipe my face before returning to class.
6. Everyone will stop talking immediately when the intercom or microphone is used.
7. Everyone will treat others with dignity and respect.
 - I will politely wait for my turn in the lunch line for assistance and at clean up time.
 - I will listen politely to what my lunch neighbors have to say without speaking over their voices or making fun of their ideas, thoughts or comments.
 - I will occupy only my space at the lunch table, being careful to not lean into anyone else’s area.
 - No one will raise his/her voice at another person.
8. Food is not allowed outside of the cafeteria without permission from the cafeteria supervisor or classroom teacher.
9. Lunch visitors will sit with their children only at the designated tables or outside picnic tables. Other students are not permitted to leave their assigned table. Siblings may attend lunch with parents, but must be supervised by parents at all times and must use the outside cafeteria picnic tables.
10. All classes will follow the schedule. Teachers will arrive on time and dismiss on time.

Cafeteria Procedures

1. Each student will receive an account number. Students must memorize the number. Teams decide what method to use to help students learn their numbers. Each team will receive a printout of lunch numbers at the beginning of the year.
2. Students should bring lunch money and checks with them to the cafeteria at lunch time. Checks should include the lunch account number. Students may not return to the classroom for money.
3. Students should not bring schoolwork to the table. Playground equipment for use during outside physical activity time should not be at the table. If it is necessary to bring these items to the cafeteria, they should be neatly placed near the exit door.
4. The students will enter the cafeteria quietly.
5. Students bringing lunch will go directly to their table (or the waiting area if the table is not yet cleaned), those buying items go directly to the serving line.
6. Those students buying items will pick up utensils, milk or juice, snacks and/or lunch items then proceed through line. Students in grades 2-5 may buy no more than 2 snacks. Students in grades K and 1 may buy snacks only with a parent permission note. Students may not buy snacks for friends.
7. All students will carry lunch with two hands.
8. Students will give their number and name to the cashier before being seated.
9. Students will stay in their seats and raise their hands if they need assistance.
10. Students should raise their hand to notify an adult of a spill. Custodial staff will clean up floor spills as quickly as possible.
12. At dismissal, cafeteria teachers will announce dismissal of each class. Students will wait to line up and exit the cafeteria with their teacher.
13. When leaving the cafeteria, students will gather up trash and personal belongings from the table and floor. There should be no trash left on the table.
14. Classes exit the cafeteria quietly.

Cafeteria Infractions and Consequences

***“It is not the severity of consequence that will change behavior,
it is the certainty of consequence.”***

Unacceptable Behavior:

1. Disrespect to cafeteria supervisor or adult volunteers (immediate office referral)
2. Getting out of seat without permission
3. Inappropriate sitting
 - kneeling on seat
 - standing at seat
 - kicking the table
4. Inappropriate noise level
 - yelling
 - screaming
 - talking to students at other tables
 - repeated loud talking
5. Inappropriate words
 - cursing
 - put downs
 - teasing
 - vulgar language
6. Bothering/touching others
 - pushing
 - kicking
 - hugging
 - grabbing
 - playing with hair
 - clapping rhymes and games
7. Playing with food
 - touching other students' food
 - taking another student's food
 - mixing food the student does not plan to eat
 - cutting tray with utensils
 - pouring milk or juice over food
 - deliberately opening mouth when full of food
 - throwing food
8. Stealing Food (immediate office referral)
 - taking extra items
 - taking juice, chips, ice cream, cookies etc. when you do not have money to pay for them
 - hiding items in clothing, bags, under trays etc.
 - not stopping at the register to give your number

Consequences for Unacceptable Behavior

1. Removal from the table/reported to classroom teacher
2. Cafeteria Procedures Report sent home for parent signature
3. Assigned seat in the cafeteria
4. Discipline referral to office

Cafeteria Rewards

Cafeteria ABCS Awards

Verbal praise and communication with classroom teacher

Positive reinforcements will be determined by each grade level.

Supervisor Responsibilities

1. Two or three staff members will supervise the dining area.
2. Administration will visit regularly.
3. Teachers will assist in the dining area if the grade level assistant is absent.
4. All supervisors will be assigned a section of the dining area to supervise.
5. All supervisors will circulate through their area and interact with students in a friendly manner.
6. If a student violates a rule, supervisors will use a firm, respectful voice to tell the student what he/she should be doing.
7. If a student refuses to follow directions or argues, the student will be calmly told that he/she can choose to follow the direction or be referred to the office.
8. If a student refuses to go to the office, no attempt should be made to physically move him/her. Simply contact the administration.

Other Cafeteria Issues

1. High School peer counselors should not join students in the cafeteria.
2. Students at outside activities needing to use the cafeteria restrooms need to travel with a buddy.
3. Visitors must sit at the visitor tables in the cafeteria or the outside tables.
4. Lunch visitors will sit with their children only at the designated tables or outside picnic tables. Other students are not permitted to leave their assigned table. Siblings may attend lunch with parents, but must be supervised by parents at all times and must use the outside cafeteria picnic tables.

Cafeteria Training and Practice Procedures **for Students and Teachers**

1. Teachers will end instruction approximately 10 minutes prior to lunch in order to teach, review and discuss cafeteria procedures. Students should wash hands and use the restroom before going to the cafeteria.
2. Teachers will review lunch menu for the day (on KNN as well) and remind students to pick up utensils, and all lunch items before being seated.
3. Students will line up for lunch in the following order:
 1. Not buying anything
 2. Buying only milk or juice or a snack (limited to 2 snacks)
 3. Buying a whole lunch (salad, sandwich, tray)
4. Review and discuss cafeteria expectations and procedures daily for the first two weeks of school and the first week back after winter vacation. Review weekly during the year.
5. Students will not bring pencils, papers, books, hats, crowns, special headbands, or other items to the cafeteria.
6. Guests will eat with their student at a designated table or outside.
7. Schedules must be followed accurately. There is a tight time schedule in the cafeteria. Wekiva school time is announced on KNN each morning; please be sure classroom clocks and watches match the school time. It is especially important that students are picked up on time.
8. After lunch, teachers will pick up their students and receive a report from the cafeteria supervisor.

During the first week of school, teachers will stay with their classes and teach the following:

- Students must remember to bring lunch items and money to the cafeteria.
- Students must enter the cafeteria quietly and remain quiet while waiting in line. Students must remember to pick up milk, utensils, napkin and condiments.
- Teach young students how to open items (cartons, jugs, etc.).
- Teach what to do with an item if they don't want it or are finished with an item.
- Teach cafeteria expectations and review daily.
- Students must use quiet neighbor voices and know how to monitor their own noise level.
- Students must clean up their lunch area, and stand next to stool (hold lunch tray with 2 hands, bag and juice separately) in preparation for dismissal.
- Students must line up to exit and walk quietly.
- Students must throw items away correctly (use all three trash cans, hold lunch tray with 2 hands, bag and juice separately, no "slam dunking").

DISMISSAL PROCEDURES

At 2:45 p.m., teachers will begin closure activity for the day.

1. At 2:55 p.m. (1:55 p.m. on Wednesday), students will be ready for dismissal with backpacks ready to go.
2. A staff member from each grade will lead bus riders to the bus ramp and supervise dismissal as long as needed.
3. Bus riders will sit in designated area for their bus until directed by staff member to board the bus.
4. A staff member from each grade will lead all car riders to parent pick-up ramp and supervise dismissal as long as needed.
5. Car riders will sit in designated area **for their grade level** on pavement while watching for their cars:
 - K – Sitting against the Kindergarten wall
 - 1st - Sitting against the Kindergarten wall
 - 2nd – Sitting on the middle walk
 - 3rd - Sitting on the middle walk
 - 4th - Sit lined up against Speech/Autistic wall
 - 5th - Sit lined up against Speech/Autistic wall
6. Students will listen to hear their name called, avoiding distractions (such as insects, toys, plant-life and food). Students will wait behind the red line until the vehicle comes to a complete stop and a staff member directs them to the car.
7. Walkers and bike riders will be dismissed by the teacher at the classroom door. Adults picking up primary students at **Back Door Dismissal** must be on the security card, provide proper ID and/or know the security code until these adults are known by face. Teachers are not to dismiss students to unknown adults without proper verification and should call administration if there is a problem. All teachers not assigned to other duties will stand at doors and monitor students as they leave campus.
8. Students will stay on sidewalk, walking on the right, stopping for others as needed.
9. On-duty staff members will report student misbehavior to classroom teacher. Teacher will take appropriate steps to follow up.
10. Discuss inclement weather day procedures at Open House and Parent Night.

Before School Procedures Report

Student _____

Date _____

**Goal: The walkways at Wekiva Elementary will be safe and orderly.
Supervision is provided from 8:05-8:40. Students may not arrive before 8:05.**

Your child had repeated difficulty in the following areas:

1. Students will arrive no earlier than 8:05.
2. Students will go directly to their classroom area sit against the wall outside the classroom. Students are expected to stay in one spot.
3. Students will keep hands, feet, and objects to themselves.
4. Students will treat others with dignity and respect.

The appropriate behaviors have been taught, reviewed, and practiced repeatedly. Please review the above line procedures with your child at home.

Please sign and return to your child's teacher

Before School Procedures Report

Student _____

Date _____

**Goal: The walkways at Wekiva Elementary will be safe and orderly.
Supervision is provided from 8:05-8:40. Students may not arrive before 8:05.**

Your child had repeated difficulty in the following areas:

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3. Students will keep hands, feet, and objects to themselves.
4. Students will treat others with dignity and respect.

The appropriate behaviors have been taught, reviewed, and practiced repeatedly. Please review the above line procedures with your child at home.

Please sign and return to your child's teacher

Line/Hallway Procedures Report

Student _____

Date _____

Goal: The walkways at Wekiva Elementary will be safe and quiet.

Your child had repeated difficulty in the following areas:

1. Students will walk silently to prevent disturbing other classes.
2. Students will keep hands, feet, and objects to themselves.
3. Students will treat others with dignity and respect.

The appropriate behaviors have been taught, reviewed, and practiced repeatedly. Please review the above line procedures with your child at home.

Please sign and return to your child's teacher

Line/Hallway Procedures Report

Student _____

Date _____

Goal: The walkways at Wekiva Elementary will be safe and quiet.

Your child had repeated difficulty in the following areas:

1. Students will walk silently to prevent disturbing other classes.
2. Students will keep hands, feet, and objects to themselves.
3. Students will treat others with dignity and respect.

The appropriate behaviors have been taught, reviewed, and practiced repeatedly. Please review the above line procedures with your child at home.

Please sign and return to your child's teacher

Cafeteria Procedures Report

Student _____ **Date** _____

Goal: The cafeteria at Wekiva Elementary will be a pleasant, safe, and clean environment where everyone interacts with courtesy and respect.

Your child had repeated difficulty in the following areas:

1. Students will stay in their seats and raise their hands to get help.
2. Students will keep hands, feet, and objects to themselves.
3. Students will use quiet neighbor voices when talking.
4. Students will stop talking immediately when the intercom or microphone is used.
5. Students will treat others with dignity and respect.

The appropriate behaviors have been taught, reviewed, and practiced repeatedly. Please review the above cafeteria procedures with your child at home.

Please sign and return to your child's teacher

Cafeteria Procedures Report

Student _____ **Date** _____

Goal: The cafeteria at Wekiva Elementary will be a pleasant, safe and clean environment where everyone interacts with courtesy and respect.

Your child had repeated difficulty in the following areas:

1. Students will stay in their seats and raise their hands to get help.
2. Students will keep hands, feet, and objects to themselves.
3. Students will use quiet neighbor voices when talking.
4. Students will stop talking immediately when the intercom or microphone is used.
5. Students will treat others with dignity and respect.

The appropriate behaviors have been taught, reviewed, and practiced repeatedly. Please review the above cafeteria procedures with your child at home.

Please sign and return to your child's teacher

Everything You Wanted To Know About Discipline At Wekiva



When to write a discipline referral:

- Intentional injury of another
- Disrespect to adult
- Any serious misbehavior
- Repeated minor misconduct if classroom consequences and teacher interventions are not successful. (once a referral is written, the teacher has “referred” the incident to the administration to address and have transferred their responsibility)

What happens with a discipline referral?

- Administrator speaks with student
- Administration investigates incident
- Administrator will often ask for more information from teacher or other students
- Administration will call parent
- Administration will follow Code of Conduct Matrix and use possible consequences:
 - Detention (lunch, PAM, or after school)
 - Apology letter
 - Call to parent
 - Letter to parent (if unable to contact)
 - Behavior Plan and/or contract
 - Natural consequence if applicable
 - In School Suspension
 - Saturday school in lieu of suspension
 - Suspension from school

Techniques for Better Classroom Discipline

By Thomas McDaniel (*A Primer on Classroom Discipline*)

- Focusing – Get attention of all
- Direct Instruction – Tell students what will be happening, teach expected behavior
- Monitoring – Circulate and check on progress
- Modeling – Model courteous, prompt, enthusiastic, in control, patient and organized behavior
- Non-Verbal Cuing – Use facial expressions, body posture, hand signals, and other cues
- Environmental Control – Maintain a warm, cheery, personal classroom
- Low-Profile Intervention – Intervene quietly and calmly, anticipate problems
- Assertive Discipline – You are the boss. Enforce clear rules consistently
- Assertive I-Messages – “I want you to..., I expect you to..., I need you to...”
- Humanistic I-Messages – Description, effect, feeling “When you talk while I talk I have to stop teaching which frustrates me.”
- Positive Discipline – Ample use of praise, clear expectations

Suggested Classroom Interventions:

- Time out in classroom
- Call to parent
- Note to parent written by child
- Note to parent written by teacher
- Time out in neighboring classroom
- Loss of special privilege
- Before/After School detention with parent permission
- Referral to Student Assistance Team
- Student Conference with Administration
- Discipline Referral to Office (Samples in Guidance)
- Behavior Plan (Work with Guidance to develop plan)

Student Assistance Team

- Team of teachers offering support and suggestions
- Includes previous teachers, if applicable
- Refer early to get ideas
- Referral forms found in Guidance
- Refer to SST if applicable

Other Resources

- Professional Library
- The Solution Book in Guidance
- Reference books in Guidance

Teacher Attributes for Character Educators

By Mary Williams (Character Education Researcher)

- Teachers really care about student learning
- Teachers really listen
- Teachers model behavior
- Teachers’ actions **perceived** to be sincere and live according to values
- Ethic of care – mutual trust and respect
- Supportive - collaborative environment
- Not authoritarian - students share control
- Authentic tasks and assessment
- Activities are student-centered
- Focus on mastery, process & critical thinking
- Students are engaged in learning
- Students are motivated to work hard

PE Playground Suggested Safety Rules

- *Do not pick up sticks or throw sand
- *Always use two hands on all equipment
- *Never jump from high places, always climb down
- *Do not climb on top of monkey bars
- *Do not hang on bars without hands
- *Do not sit on top of the fireman's pole
- *When digging in the sand, remember not to dig near the base of the playground equipment and always fill holes when finished
- *Use recess equipment as intended-jump ropes for jumping, basketballs for dribbling/shooting
- *Do not hang from the basketball hoops or nets
- *Ask permission to use restrooms or drinking fountain
- *Never chase balls or equipment into the road-the sidewalks are our boundary

Cafeteria Playground Suggested Safety Rules

- *Boundaries are set by the "mosquito bush", picnic tables, and sidewalk along easement
- *When using the rock wall, always start from the side near the shed. Climb toward the other end, remembering not to climb over the wall or sit on top of the wall. If you should fall off or get tired, go back to the end of the line. Always climb down without jumping from high up on the wall. Take turns by waiting until the person in front of you is at the second section of the wall. Do not pass above or below the person in front of you on the wall.
- *Slides are for traveling down only
- *Climb up steps, bars, mini-rock wall
- *Never jump from high places
- *When digging in the sand, remember not to dig near the base of the playground equipment and always fill holes when finished
- *Do not block someone else's way onto the equipment
- *If classroom equipment is provided, please return all equipment before going inside
- *Be cautious when playing tag games-never push or pull on clothing
- *Tackle football is prohibited. Please use the footballs for throwing, catching, and running games
- *Never enter someone's yard to get a ball. Let a teacher know if a ball becomes lost in a yard or out of the boundaries.