

Procedures Responsibilities and Expectations (2018-19)

Arrival/Dismissal

Written Goal: The arrival of student and staff members at Western Elementary will ensure a safe, civil and orderly environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Greet others
- Only handle your own belongings
- Use a level 2 voice in the gym, cafe, & library

Responsible

- Keep your things together
- Be ready to leave

In control

- Stay with your group
- Walk in a single file line
- Walk only on sidewalks
- Keep hands, feet, and objects to yourself

Do your best

- Leave with all your belongings
- Follow the rules at all times

Earn & give respect

- Respect others personal boundaries
- Keep your belongings in your backpack

Arrival

- Student may arrive and enter the building at 7:00 AM.
- All bus riders who come to school will enter through the front door.
- All car riders will need to enter through the back door next to the cafeteria.
- All students are expected to **walk** to all locations in the school building
- Upon entering the building students will remove headwear, hats and sunglasses.
- Discard all open food and drinks before entering the building.
- *All personal technology/telecommunication devices must be put away and out of sight upon entering the building.*

Cafeteria Breakfast Schedule

- Each grade level will eat breakfast at their designated time. When the students arrive at school, they are to go directly to their designated location that week and will eat breakfast at the times listed below:
 - 7:00 – K thru 2nd grade
 - 7:20 – 3rd & 4th grade
 - 7:40 – 5th & 6th grade

This schedule is subject to change and adjustment throughout the year. Students arriving after their designated breakfast time will get their breakfast, take it to their house and eat it there.

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Dismissal

- The bell will ring at 3:15 PM for parent pick-up
- Students will walk on the right hand side of the hallway, up the main hall and directly to the cafeteria.
- Students will sit by grade level at designated tables.
- Students will be at a Level 0 voice level.
- Students will move quickly to the parent pick-up line when their name is called.

Correcting Minor Misbehavior

1. Verbal reminder (state the desired behavior).
2. Positive Practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequences.
4. Implement teacher/team-level consequence from supervising adult.
5. Office referral for non-compliance, or for dangerous/illegal behavior.

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Hallway

Written Goal: The hallways of Western Elementary will be a safe, quiet and orderly environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Keep your place in line
- Use a level 0 voice

Responsible

- Go directly to your destination
- Walk safely

In control

- Walk in a single file line on the right side of all hallways
- Keep hands, feet, and objects to yourself
- Hands behind your back or have signal up
- Stand or sit on the floor against the wall

Do your best

- Follow the rules at all times
- Be a person of integrity
- Pick up trash laying in the hallway

Earn & give respect

- Be courteous to individuals and classes when meeting in the hallway
- All students will move quickly and quietly while in the hallway.
- All students will stay on the right side of the hallway in whichever direction they are traveling.
- All students will follow the rules listed above.

Correcting Minor Misbehavior

1. Verbal reminder (state the desired behavior).
2. Positive practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequence.
4. Implement teacher/grade-level consequence from supervisor.
5. Office referral for non-compliance, or for dangerous/illegal behavior.

Procedures Responsibilities and Expectations (2018-19)

Cafeteria

Written Goal: The cafeteria of Western Elementary will be a safe, clean, and orderly environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Say please and thank you
- Keep your place in line
- Use a level 2 voice

Responsible

- Get all utensils and napkins while in line
- Clean up your area (tables or floor)

In control

- Walk
- Wait patiently in line
- Eat your food
- Keep hands, feet, and objects to yourself

Do your best

- Get all items when going through the line
- Raise your hand and wait for an adult
- Eat your food quickly

Earn & give respect

- Use proper table manners
- Be kind and courteous to all adults

- Students will be escorted by a teacher to the cafeteria. All teachers will eat with their homeroom classes during lunch for the first 4 days of school (Aug. 8-13th) to help teach students proper cafeteria behaviors.
- While in the hallway, students will be in a single file line with a voice **level 0** so as to not disturb other classes that are in session.
- Student will remain in the cafeteria during the entire lunch period unless given permission by supervising adults.
- Students will choose a seat at their designated tables to sit and eat. Once a student chooses their seat, they will stay there until dismissed.
- Students will remain at their table until dismissed by their supervisor.
- When dismissed students will discard their trash and place their tray in the window. They will then walk to their appropriate line where the supervisor will send to the hallway to meet their teacher.

Correcting Minor Misbehavior

1. Verbal reminder (state desired behavior).
2. Positive practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequence.
4. Implement teacher/team-level consequence from supervising adult.
5. Office referral for non-compliance, or for dangerous/illegal behavior.

Procedures Responsibilities and Expectations (2018-19)

Restrooms

Written Goal: Assemblies at Western Elementary will maintain a safe, clean, and orderly environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Use level 1 voice
- Respect the privacy of others

Responsible

- Flush toilet
- Wash your hands with 1 or 2 pumps of soap
- Keep water in the sink

In control

- Go quickly, leave quickly
- Keep hands, feet, and objects to yourself

Do your best

- Pick up after yourself
- Follow the rules at all times

Earn & give respect

- Respect the privacy and personal space of others
- Respect school property

- Students will enter the restroom with permission from their teacher either individually or during a whole class break.
- Students will follow the rules listed above
- Student monitors will be polite and not argue with students at any time
- Students will exit the restroom and quickly and quietly return to their class or group.

Correcting Minor Misbehavior

1. Verbal reminder (state the desired behavior).
2. Positive practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequence.
4. Implement teacher/grade-level consequence from supervising adult.
5. Office referral for non-compliance, or for dangerous/illegal behavior.

Procedures Responsibilities and Expectations (2018-19)

Playground

Written Goal: The playground at Western Elementary will be a safe, encouraging, inclusive and fun environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Take turns
- Use kind words and actions
- Say excuse me when running into someone
- Check on others if they are hurt
- Apologize even if it's an accident

Responsible

- Play safely
- Clean up your trash
- Bring in all equipment and clothing

In control

- Be aware of your surroundings
- Show good sportsmanship
- Keep hands, feet, and objects to yourself

Do your best

- Take care of equipment
- Follow the rules at all times

Earn & give respect

- Play fair with everyone
- Respect school property and leave it better than you found it
- Respect others' personal boundaries

- Teachers will escort students outside to the playground by using the crosswalk area of the parking lot.
- Students will play within the fenced in area of the playground
- Students will be respectful of other students and their boundaries. If a student does not want to play with someone or does not want to be involved in an activity/game/group, this that students right. Other students should then respect their wishes and play elsewhere.
- If equipment is taken outside by a class/student, that equipment should then be brought back in by the same class/student.
- All clothing should be picked up and brought inside to the lost and found by the last class on the playground.

Correcting Minor Misbehavior

1. Verbal reminder (state the desired behavior).
2. Positive practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequence.
4. Implement teacher/grade-level consequence from supervising adult.
5. Office referral for non-compliance, or for dangerous/illegal behavior.

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Classroom

Written Goal: The classroom at Western Elementary will be a safe, encouraging, inclusive, engaging and fun environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Look at the teacher when being spoken to
- Encourage classmates
- Say please, thank you, yes/no ma'am, yes/no sir
- Raise your hand for permission

Responsible

- Keep up with your belongings, clean up after yourself
- Put materials in proper place

In control

- Keep hands, feet, and objects to yourself
- Use appropriate voice levels at appropriate times

Do your best

- Always come to school prepared
- Be ready to learn
- Be willing to try and give effort

Earn & give respect

- Comply with directives first time asked
- Treat others the way you want to be treated

- The classroom is a place for learning and all students shall be ready to learn and comply with the directives of the teacher.
- Students will be respectful of their peers and teachers at all times.
- Transitions from one subject to the next shall be quick.
- All students will be prepared with all books and supplies when entering the classroom.
- The classroom may have other rules and expectations which are to be followed

Correcting Minor Misbehavior

1. Verbal reminder (state the desired behavior).
2. Positive practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequence.
4. Implement teacher/grade-level consequence from supervising adult.
5. Office referral for non-compliance, or for dangerous/illegal behavior.

Procedures Responsibilities and Expectations (2018-19)

Bus

Written Goal: The bus at Western Elementary will be a safe environment where people interact with courtesy and respect.

Organizational and Behavioral Expectations:

Polite

- Say please, thank you, yes/no ma'am, yes/no sir
- Say excuse me if you bump into someone
- Greeting and thanking bus drivers and monitors

Responsible

- Keep up with all your belongings
- Pick up trash
- Follow directions given

In control

- Keep hands, feet, and objects to yourself
- Stay in seat and face forward
- Keep a single file line while loading the bus

Do your best

- Follow the rules at all times

Earn & give respect

- Respect others' personal boundaries
- Respect school property and leave it better than you found it

- Students shall talk at a safe and respectful voice level while on the bus as not to distract the driver from watching the road.
- Students will remain seated, with feet out of the aisle, and face forward for safety purposes while riding the bus.
- Students will comply with the driver or monitors directives the first time asked and without decent.

Correcting Minor Misbehavior

1. Verbal reminder (state the desired behavior).
2. Positive practice (have the student practice the desired outcome).
3. Verbal restatement of expectation and possible consequence.
4. Implement teacher/grade-level consequence from supervising adult.
5. Office referral for non-compliance, or for dangerous/illegal behavior.