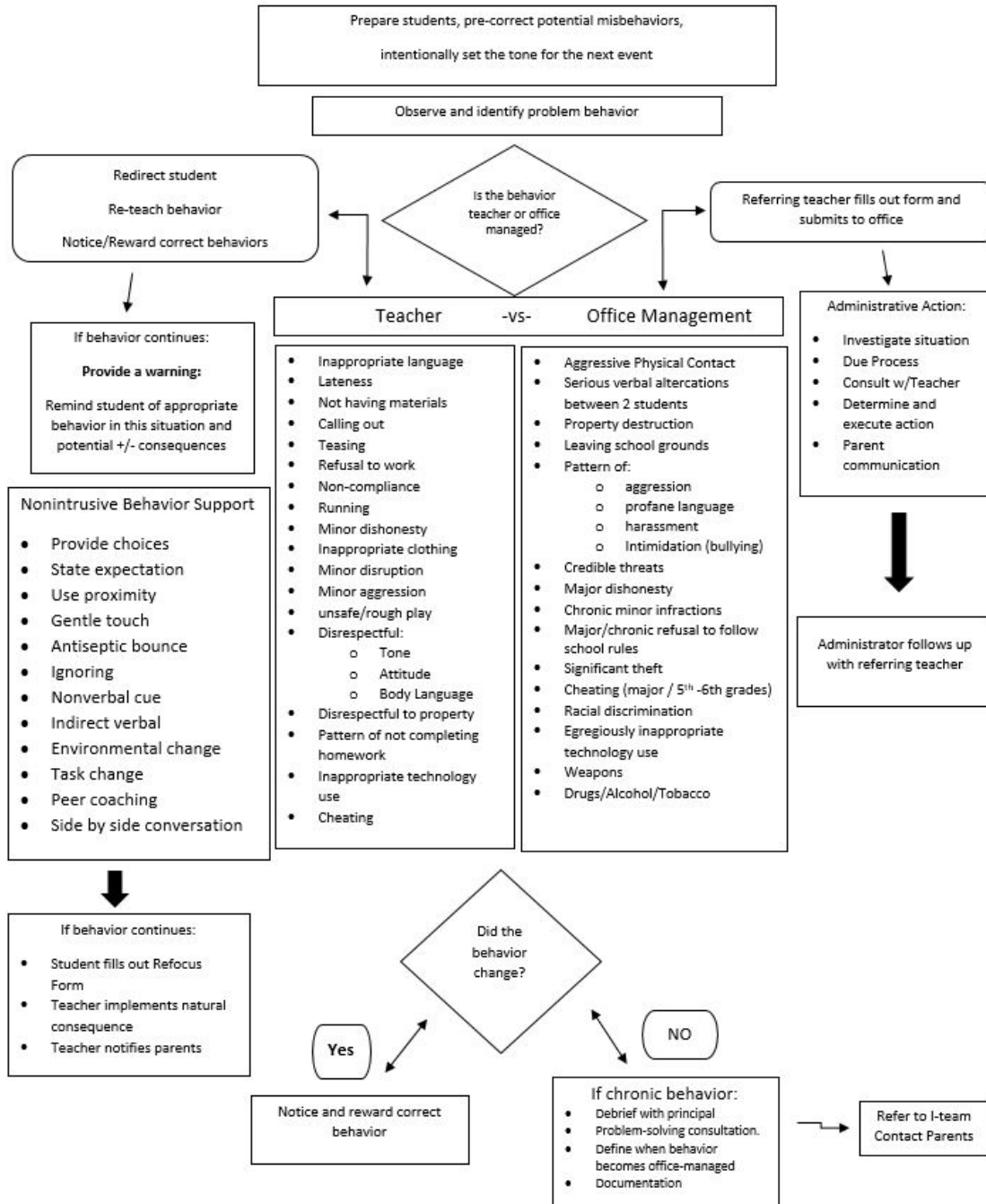


# General Guidelines for Teacher-managed versus Office-managed behaviors

## West Homer Elementary / Fireweed Academy Student Behavior Management Process



## West Homer Elementary / Fireweed Academy Office Referral Form

Entered into PS Log

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

Referring Staff Member: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Others Involved: \_\_\_\_\_

**Incident Location:**

- Classroom       Playground       Lunchroom       Bathroom       Hallway  
 Music             Library             PE                     Bus

Expectations	Office Managed Behaviors	Teacher's Notes about Incident
<b>Be Respectful</b>	<input type="checkbox"/> Serious verbal altercation between students <input type="checkbox"/> Property Destruction <input type="checkbox"/> Pattern of Abusive/Profane language <input type="checkbox"/> Major/chronic refusal to follow school rules <input type="checkbox"/> Cheating (major or 5/6 grades) <input type="checkbox"/> Intimidation/Harassment/Bullying <input type="checkbox"/> Credible threats <input type="checkbox"/> Significant Theft <input type="checkbox"/> Significant Classroom Disruption <input type="checkbox"/> Significant Challenge to Authority	
<b>Be Responsible</b>	<input type="checkbox"/> Egregiously inappropriate tech use <input type="checkbox"/> Chronic classroom managed behaviors/attach evidence of 3+ incidents and how they <u>were handled</u>	
<b>Be Safe</b>	<input type="checkbox"/> Aggressive physical contact/ Fighting <input type="checkbox"/> Weapons <input type="checkbox"/> Leaving school grounds <input type="checkbox"/> Drugs/alcohol/tobacco	

**Possible**

- Motivation/Student Position:**     
  Obtain Peer Attention       Obtain Adult Attention       Avoid Tasks  
 Obtain Items/Activities       Other Motivation       Avoid Peers

**Administrative Decision:**

<input type="checkbox"/> Conference with Student <input type="checkbox"/> Conference with Student & Parent <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Reprimand	<input type="checkbox"/> Time in Office/Conference <input type="checkbox"/> Parent Contacted <input type="checkbox"/> In-School Suspension (ISS)	<input type="checkbox"/> Detention <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Out-of-School Suspension (OSS) <input type="checkbox"/> Other _____
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**Administrator Notes:**

## WHE/FIREWEED Expectations

Be Respectful  
Be Responsible  
Be Safe

### Recess Expectations

All children are expected to go outside for recess. This would include misty days and days when it is raining lightly. If there is heavy rain, or it is below -10 degrees Fahrenheit (applying wind chill factor) recess will be indoors. Children well enough to come to school will be expected to go outside for recess. A doctor's written request is the only reason a student will be allowed to stay in for recess. Please make sure your child is dressed appropriately for the weather!

1. Students are NEVER to be on the playground unless a duty teacher is present.
2. Students are to go directly outside. They are to remain outside until the bell rings or a teacher indicates that it is time to line up and re-enter the building. If for any reason a student needs to return to the classroom or needs to use the restroom, they must get permission from the duty teacher. Students are to enter the building for the purpose requested ONLY and return to the playground promptly. Upon return, students need to report to the duty teacher.
3. Stay in sight of the duty teacher.
4. The following behaviors are not allowed:
  - punching, tripping, tackling, wrestling, pushing, playing Red Rover, or throwing rocks, sand, snow, ice, "cherry dropping," twisting the swing, jumping from peak of swing, standing on slide or swing, climbing up slide, sliding on ice, or splashing water, play fighting
5. Slides: There should only be one person at a time on the slides. That person is to ascend only by the steps and descend only by sliding down the slide bed in a sitting position. The next person in line is to wait at the bottom of the steps until the person sliding has begun her/his descent. There should be no students interfering with a student's descent including no pushing and shoving. No one is to put sand on the slide bed, nor should anyone be standing around, or playing in, the slide landing area.
6. Swings: Only one person to a swing and that person must remain seated. No jumping out of swings.
7. Tether ball: The tether balls are to be struck only by the hand. They are not to be kicked, "sat on" or "swung on".
8. Baseball bats and hardballs are not permitted at recess.
9. No ice skates, roller blades, scooters or skateboards are allowed on the playground.
10. No food or gum is allowed on the playground during lunch recess.
11. Team games such as soccer and touch football should be played in designated areas.
12. All students line up as soon as the whistle is blown.
13. Keep away from dumpster area and storage sheds.
14. All Fireweed students will walk outside to the North end of the building and enter there after recess.
15. Follow sledding rules.

### SLEDDING Expectations

1. Students may sled only in the designated sledding area and only with the direct supervision of a duty teacher.
2. Students must be wearing hats, coats, boots, and gloves or mittens and snow pants.
3. Only roll-up plastic sleds are allowed.
4. Students may not slide without a sled.
5. Only one student at a time may ride on the sled.
6. Students may not go down the hill head first.

### SNOW CREATIONS Expectations

1. Snow: Students are encouraged to play safely when we have snow and ice. Building snow figures, sculptures, forts, etc. is permitted. Use of snow or ice as a projectile, of any kind -- thrown, kicked, or conveyed in any other fashion, in any direction -- is not permitted. No whitewashing or pushing someone into the snow. Respect and help preserve what anyone else has built.
2. Students should respect (not destroy) creations made by others.
3. Fifth and sixth grade students may not take over forts until third and fourth graders are done with recess.
4. Students may be on the hills with permission of the duty teacher.

## **LUNCHROOM Expectations**

While in line and at the tables, students' behavior should be orderly, respectful and appropriate. Students should have the opportunity to eat their lunch in a pleasant, stress-free environment. The following rules will be in effect:

- Use normal conversation voices. No yelling or shouting.
- Keep your hands and feet to yourself.
- Use good table manners.
- Never throw food in the lunchroom.
- Remain seated. Raise your hand if you need to talk to the teacher on duty.
- Walk into and out of the lunchroom.
- Do not cut or shove in line. Students may not give cuts to friends.
- Exchanging and trading food between students is not allowed.
- Students will wait to be excused. Students are responsible for cleaning their own areas.
- Buying food from other students is not allowed.
- On some days snacks are sold. Students are allowed to purchase two (2).

## **DRESS CODE**

- Hats are to be worn outside only (there will be exceptions to this rule: hat day, costumes and other announced days/times)
- No skin below the collar bones should be exposed
- No spaghetti straps or open back tops, and tank top straps need to be 2 inches in width (unless another garment is worn over as a cover-up)
- No exposed midriff
- Skirts need to be long enough to cover the knee cap (unless tights, pants, etc. are worn under the skirt which exceeds the minimum length)
- Shorts need to touch the top of the knee
- Tights must have shorts or a skirt over them
- No exposed undergarments
- Appropriate language and/or graphics on all clothing
- No chains, spikes, of any other accessory that could be used as a weapon
- No skates, heel skates or skateboards