

# HALF DAY SCHOOL STUDENT EXPECTATIONS

*Each school has discipline procedures that are developmentally age appropriate. All procedures for student discipline and bullying are aligned with the District 103 Board Policy including 7:190, 7:20, 7:230. These policies provide detailed information and can be found in their entirety at, [www.d103.org](http://www.d103.org).*

**The philosophy of discipline at Half Day School is guided by the following assumptions:**

- ✓ Students, parents, and our community share with the schools the responsibility for discipline.
- ✓ School personnel are responsible for providing an educational program which contributes to good citizenship and discipline.
- ✓ School personnel have a responsibility to develop a discipline plan which includes positive reinforcement as well as consequences to promote acceptable behavior.
- ✓ Students will be expected to comply with school regulations, follow the course of study, and acknowledge the authority of school personnel.

**All behavioral standards for Half Day School students are in place to provide:**

- ✓ a classroom environment conducive to learning,
- ✓ a playground atmosphere that allows for the enjoyment of physical activity,
- ✓ a pleasant environment during the lunch period,
- ✓ a safe and pleasant bus ride.

## **RULES & EXPECTATIONS**

### Schoolwide Academic Standards

1. Arrive at school and to class on time
2. Stay on task in class
3. Have needed materials ready
4. Classwork is to be completed and turned in on time
5. Homework is to be completed and turned in on time

### Schoolwide Behavior Standards

(applicable on all school property, including buses, and bus stops and offsite school functions)

1. Follow classroom, playground, bus and lunch rules
2. Listen and follow directions FIRST time given
3. Respect feelings and property of others, including school property
4. Keep hands, feet, and objects to yourself
5. Fighting, hitting, pushing, or kicking are not tolerated
6. Use appropriate language
7. Walk in the halls at all times and use indoor voices
8. Gum is not allowed at any time
9. Hats may not be worn inside the building (with exception of school spirit days)
10. Violent language and/or drawings are not permitted.

### Lunch Standards

In addition to the above behavior standards, students are expected to:

1. Be on time for lunch
2. Proceed to and be dismissed from the lunchroom in an orderly manner
3. Remain in assigned seats as instructed by lunch supervisors
4. Completely clear tables, benches, and the floor areas by the tables of all food and garbage
5. Do not throw food or any other objects at any time
6. Deposit all garbage in the trash containers

# RULES & EXPECTATIONS cont'd

## Recess Standards

In addition to the above behavior standards, students are expected to:

1. Enter and exit the playground in an orderly manner
2. Remain in designated playground boundaries
3. Play appropriate games ("play fighting" is not allowed)
4. Include others

## Bus Standards

Students are under the jurisdiction of the school and must comply with these expectations on their way to and from the bus stop, at the bus stop, and on the bus. In addition to the above behavior standards, students are expected to:

1. Follow all safety procedures outlined by the bus driver
2. Enter and exit the bus in an orderly manner
3. Remain seated until it is time to leave the bus
4. Keep head, hands and feet inside the bus at ALL times
5. Not block the bus aisle
6. Respect emergency doors, windows, or any part of the bus equipment
7. Not throw objects in the bus or out of the window
8. Not eat food on the bus
9. Bring only appropriate objects on the bus
10. Ride only the bus to which assigned

*Note: All standards are based on a School wide Discipline Plan; however, each teacher implements his/her own individual classroom expectations and has the discretion and latitude to determine when consequences are to be administered.*

# CONSEQUENCES

## General Consequences

An organized system of consequences will be implemented when a student's actions violate a schoolwide behavior standard. Consequences progress in severity, and can include, but not be limited to a verbal warning, a 30-minute detention, an In-school Time-out, or a suspension from school.

1. Student conference - reprimand and counseling
2. Communications to parents (*written or phone call*)
3. Denial of privileges
4. Assign administrative detention(s)
5. Student/parent conference
6. In-school Time-out
7. Suspension

## Bus Consequences

1. Student/Administrative conference
2. Parent notification (*written or phone*)
3. Assigned seat
4. Detention(s)
5. Parent conference
6. Bus suspension (1-3 days) 1st instance, (4-5 days) 2nd instance, (6-10 days) 3rd instance
7. Permanent loss of bus riding privileges

## Detention Procedures

1. Detention notification will occur the day the consequence is received
2. Students articulate verbally why consequence was assigned
3. If applicable, paper is to be returned the following day with parent signature
4. If the student is unable to serve a detention on the assigned date or time, parents are asked to call the teacher or administrator who assigned the student detention. Arrangements will be made for a more convenient time. If a student fails to serve a detention, he/she will be referred to the principal. Students will be assigned an additional detention as a consequence. Failure to serve these two detentions may result in more severe consequences, including suspension from school.

## Immediate Referrals to the Office

Due to the severity of a behavior, the following may warrant an immediate removal from the classroom and referral to the office. These behaviors include, but are not limited to:

- bullying
- aggressive behavior, physically or verbally
- hitting or fighting
- possession of a weapon or illegal substance
- gross misconduct that cannot be tolerated in a school setting
- school vandalism

## **District 103 Procedures for Students at Risk For Aggressive Behavior and/or Bullying**

In School District 103, bullying is defined as intentional, repetitive, and aggressive physical, verbal, and/or nonverbal conduct by one or more students which would harass, humiliate, abuse, or otherwise victimize one or more students. The District has adopted a set of Administrative Procedures to guide our response to bullying incidents. Procedures are flexible and may be modified by the building principal but are intended to provide consistency throughout the District.

The plan for responding to students who bully should take into account the bullying behavior and describe appropriate interventions. While inappropriate or hurtful behavior must be stopped and prohibited, the ultimate goal of the intervention plan is to change the child's behavior.

### OVERVIEW

The District 103 plan is based on a tiered response. The suggested process for intervening with a student involved in bullying requires that school personnel determine the appropriate level of intervention based on the nature, frequency, and duration of the behavior.

The plan provides opportunities for a student to change his/her behavior based on understanding its impact on others. The District's plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. Appropriate consequences are also assigned.

The school district has a statutory requirement to develop a response to bullying behavior, and parental objection or disagreement with an intervention plan, either in whole or in part, does not relieve the school district of its responsibility to respond and intervene or prevent school personnel from exercising their authority.

## DESCRIPTION OF INTERVENTIONS/CONSEQUENCES

Reflective activities encourage a student to think about what happened and the role he or she played in the incident. Social Learning activities engage a student in positive social interactions with his/her peers and provide opportunities to make a positive contribution to the climate of a school, reconcile with the student who has been mistreated, and learn and practice positive social behaviors. Restorative activities allow the student to make reparation for any harm done to another.

### **Interventions may include but are not limited to:**

- student conference with school personnel
- conflict resolution
- student self-reflection
- parental contact
- apology letter
- perform and record acts of kindness
- behavior contract or incentive program
- referral to school social worker or psychologist
- required participation in behavior development lessons
- interventions as defined per the student's individualized education plan or behavior plan

### **Consequences may include but are not limited to:**

- loss of privilege(s)
- parent-student conference
- restricted interactions
- restricted schedule
- assigned seat or location
- repair or replacement of damaged property
- financial restitution and/or payment for any damage to property
- school-based social service consequences
- detention
- in-school time-out or alternative day assignment
- out-of-school suspension
- expulsion
- consequences as defined per the student's individualized education plan or behavior plan

## COMMITMENT TO SCHOOL SAFETY

As a student of Half Day School, I pledge to help ensure that my school is a safe place to attend and to learn in. With my pledge, I promise to share with a teacher, social worker, or administrator any information that could result in someone being injured or harmed. If I am uncertain of the seriousness of the concern, I will report it and allow the adults to make that judgment. I believe that my school should be a place where all students are treated with respect, receive a quality education, and feel safe. I understand that when I report a concern my name will remain confidential.

- I believe that Half Day School should be a place where all students feel safe and treat each other with respect.
- I will not bully or tease anyone.
- I will do all I can to stop the bullying of others
- I will tell an adult right away if I hear someone say that they will hurt another person.
- I will tell an adult right away if a student brings something to school that could hurt someone.

## Electronic Devices/Bring Your Own Technology (BYOT) Guidelines

Lincolnshire-Prairie View School District 103 allows the use of certain electronic devices (with the exception of smart phones) only for specific, teacher-directed instructional purposes. The use of cell phones, smart phones or other electronic devices as described in the chart below is prohibited during school hours. Devices are to be turned off and stored in lockers. Students should use school phones to contact parents. Parents—if you need to reach your child in an emergency, please contact the school office. Please review the chart below which describes the devices students are allowed to have or use during the school day.

Allowed to be used in class (with teacher permission)	Allowed but must be kept in locker	Not allowed at all
Nook (including reading at indoor recess) Kindle (including reading at indoor recess) iPad or iPad-mini Android tablet	Smart phone (iPhone, Android-based phone, etc)	Wrist-based smart watch Google Glass

- Electronic devices are *not* permitted at lunch or during indoor/outdoor recess.
- Devices may be used on the bus. If usage becomes disruptive, some recourse may be taken.
- Before and after school hours, students may use cell phones to communicate with parents or caregivers.
- Taking photos and videos of peers and/or posting them on social media during school hours or on the bus is prohibited.
- Any student-owned electronic devices brought to school are the sole responsibility of the student. **Staff reserves the right to confiscate electronic devices being used inappropriately and/or during prohibited times.** Students who bring their own network-using device such as an iPad may be asked to register the device with the technology support staff for network monitoring.
- BYOT iPads, iPad-minis, Android tablets, Kindles, and Nooks may be used with permission of the teacher. BYOT devices that are capable of 3G/4G must have cellular services disabled.
- Consequences for violation of these guidelines will be in accordance with the student discipline section outlined in the Parent-Student Handbook.

Half Day School  
Student Expectations  
Commitment to School Safety  
Electronic Devices/BYOT Guidelines

I have read the **Student Expectations, Commitment to School Safety** and the **Electronic Devices/Bring Your Own Technology (BYOT) Guidelines** and acknowledge my responsibilities as a student of Half Day School.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
Date