

HALF DAY SCHOOL UNIVERSAL EXPECTATIONS

Be a HAWK!

H - Honest A - Accepting W - Willing K - Kind-hearted

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.

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.

Universal Expectations for Half Day School students are in place to provide:

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

UNIVERSAL EXPECTATIONS

Schoolwide Academic Expectations

- Arrive at school and to class on time
- Stay on task in class
- Have needed materials ready
- Classwork is to be completed and turned in on time
- Homework is to be completed and turned in on time

Schoolwide Behavior Expectations

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

- Follow classroom, playground, bus and lunch rules
- Listen and follow directions FIRST time given
- Respect feelings and property of others, including school property
- Keep hands, feet, and objects to yourself
- Fighting, hitting, pushing, or kicking are not tolerated
- Use appropriate language
- Walk in the halls at all times and use indoor voices
- Violent language and/or drawings are not permitted

UNIVERSAL EXPECTATIONS cont'd

Hallway/Common Area Expectations

In addition to the earlier behavior expectations, students are expected to:

- Use quiet voices
- Use walking feet → NO running
- Move with a purpose
- Stay to the right of the hallway
- Close lockers quietly
- No electronics while moving in the hallway
- Hands and feet to yourself
- Be respectful of the learning happening around you

Lunchroom Expectations

In addition to the earlier behavior expectations, students are expected to:

- Remain in assigned seats
- Put all waste in the garbage/recycling bins
- Wait to be dismissed from your table
- Have appropriate conversations
- Include and make room for others
- No sharing food

Recess/Gaga Expectations

In addition to the earlier behavior expectations, students are expected to:

- Include others
- If a disagreement occurs, follow **STEP**
(State the problem, Think of solutions, Explore consequences, Pick the best solution)
- Stay in physical boundaries of the playground
- Return recess equipment
- No electronics
- Hands and feet to yourself
- Review the rules before beginning to play
- Play fairly and demonstrate good sportsmanship

Bathroom Expectations

Half Day School has -Gender Specific- and -Gender Neutral- bathroom options for students.

In addition to the earlier behavior expectations, students are expected to:

- Select a bathroom choice that suits them
- Check in with a teacher before heading to the bathroom
- Use the bathroom responsibly
- ONLY go to the bathroom IN the toilet
- Leave the bathroom the way you would want to find it
- Make appropriate choices when in the bathroom
- Remember to flush the toilet – be sure to check!
- Always wash your hands

UNIVERSAL EXPECTATIONS cont'd

Bus Expectations

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 earlier behavior expectations, students are expected to:

- Follow directions/safety procedures from the driver or monitor
- Enter and exit the bus in orderly manner
- Avoid physical playing and rough conduct
- No eating, drinking, gum chewing on bus
- Remain seated at all times
- Keep arms, legs and head inside the bus
- Do not play musical instruments
- Respect others

CONSEQUENCES

Note: All expectations are based on a Schoolwide 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.

General Consequences

An organized system of consequences will be implemented when a student's actions violate a schoolwide behavior expectation. 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.

- ◆ Student conference - reprimand and counseling
- ◆ Communications to parents (*written or phone call*)
- ◆ Denial of privileges
- ◆ Assign administrative detention(s)
- ◆ Student/parent conference
- ◆ In-school Time-out
- ◆ Suspension

Bus Consequences

- ◆ Student/Administrative conference
- ◆ Parent notification (*written or phone*)
- ◆ Assigned seat
- ◆ Detention(s)
- ◆ Parent conference
- ◆ Bus suspension (1-3 days) 1st instance, (4-5 days) 2nd instance, (6-10 days) 3rd instance
- ◆ 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 (or see something electronically) 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 Guidelines

LPVSD103 supports our 1:1 Teaching and Learning program for use of electronic devices in the classroom. The use of cell phones and/or smart phones is prohibited during the school day. The use of non-district supported devices such as smart watches and/or activity trackers are permitted, but should be focused on supporting the student's academic and/or health goals.

- During school hours, cellular network enabled devices should be limited to supporting instructor directed teaching and learning activities. This includes all personal handheld and wearable devices.
- No electronic devices (including iPads and/or headphones) are to be used during passing periods, lunch or recess.
- If non-instructional devices, outside of smart watches or activity trackers have to be brought to school, they should be turned off and stored in lockers.
- Parents/Guardians should NOT try to contact students during the school day via their personal devices. If a child needs to be contacted for an emergency, parents should contact the school's front office.
- Any picture or video recording of other District 103 students, faculty or staff is strictly prohibited, unless explicit permission is given from a faculty or staff member.
- Before and after school hours, students may use personal devices to communicate with parents or caregivers.
- Devices may be used on the bus. If usage becomes disruptive, appropriate recourse will be taken.

Any student-owned electronic devices brought to school are the sole responsibility of the student. Students will be required to surrender any personal devices that faculty or staff believe is being used inappropriately or in violation of the above parameters. Consequences for violation of these guidelines will be in accordance with the student discipline section outlined in the **Student-Parent Handbook**.

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