

Discovery Elementary School Positive Behavior Plan



Student Edition

2017 – 2018

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Discovery Elementary School

Positive Behavior Plan

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Discovery Elementary's Vision

Providing quality education through state of the art technology.

Discovery Elementary's Mission

The mission of Discovery Elementary is to provide a safe and nurturing environment that enhances learning and ensures the highest education through state of the art technology. We will inspire all students to achieve social and academic excellence.

Discovery Elementary's Belief Statements

- ❖ We believe the education of a child is the responsibility of the student, the school, the home, and the community.
- ❖ We believe all students will rise to the level of expectations of the classroom and school.
- ❖ We believe in recognizing individual differences and diverse capabilities and meeting their needs accordingly.
- ❖ We believe curriculum and instruction based on research enhances student achievement.
- ❖ We believe in providing a safe and nurturing environment.
- ❖ We believe a student's self-esteem is enhanced by positive relationships and mutual respect among students, faculty, staff, parents, and community.
- ❖ We believe frequent monitoring ensures continuous quality improvement.
- ❖ We will prepare all students for the knowledge-based, technologically-rich and culturally diverse 21st Century.
- ❖ All children have a right to an education that allows them to develop their maximum academic, social, and emotional potential.

Discovery's Behavioral Expectations:

- | | |
|---|--------------------------|
| S | Safe at all times |
| H | Honest |
| A | Appropriate |
| R | Respectful & Responsible |
| P | Proud |

RIGHTS AND RESPONSIBILITIES

STUDENTS

RIGHTS	RESPONSIBILITIES
To attend a safe and orderly school.	To abide by all rules of behavior and conduct.
To receive daily instruction that is competent, well-planned, and geared to the student's individual needs.	To attend school daily, arrive on time, prepared with materials and ready to work.
To be treated with respect by all students and school personnel.	To treat all teachers, students and staff with respect.
To receive the extra help required to overcome knowledge deficiencies or learning disabilities.	To be diligent to make an honest effort in all class work assigned: "to try".
To receive ongoing assessments of progress.	To keep accurate records of academic progress.
To receive personal guidance, encouragement, and any special assistance as needed.	To communicate any concerns or problems with appropriate personnel.

PARENTS

RIGHTS	RESPONSIBILITIES
To be informed of my student's progress on a regular basis.	To check the student's Daily Planner, sign interim reports, review report cards, and attend conferences with appropriate personnel.
To be involved in my student's education.	To provide educational support by ensuring my student attends school daily, arrives on time, and is prepared to learn.
To have my student attend a safe and orderly school.	To support school rules, and work cooperatively with the school, and to avoid confrontational and adversarial resolution of grievances.
To be properly informed of all ongoing school issues.	To be familiar with and follow school procedures and to take initiative to obtain information from proper sources, i.e. PTA, SAC, SAF in an appropriate manner.

TEACHERS

RIGHTS	RESPONSIBILITIES
To work in a safe environment conducive to teaching and learning.	To come to school prepared to teach all students regardless of their knowledge and background.
To receive the logistical support required to provide optimum learning in the classroom.	To provide well-planned and well-conceived instruction each day.
To receive support from parents in the teaching/learning process.	To provide assessments, data, and feedback to students and parents.
To have distractions from educational tasks kept to an absolute minimum.	To know and follow school policy and procedures CHAMPS.
To be treated with respect by all students, parents, and school personnel.	To treat all students, parents, and school personnel with respect.

Uniform Policy

Our Unified Dress Code Policy consists of the following:

- Docker style pants/shorts/skorts/jumpers must be black or khaki.
- Collared, polo-style shirts must be turquoise, white, gray, or black.
- School logo on a collared polo shirt is preferred.
- Any socks or leggings (worn under uniform) must be in solid uniform colors.
- Jeans/denim material is PROHIBITED except for School Spirit Fridays when worn with a school spirit shirt.
- Baggy pants, sagging pants, cargo pants, basketball shorts, crazy printed socks are PROHIBITED.
- Caps are allowed for P.E., weather conditions, religious reasons, and medical reasons only.

In the event your child comes to school wearing inappropriate attire, you may be contacted and asked to bring appropriate clothing to school.

Consequences of not adhering to Discovery Elementary's Unified Dress Code Policy are:

- 1st Offense - Warning/Letter
- 2nd Offense - Parent contacted for change of clothes
- 3rd Offense - Detention
- 4th Offense - Internal Suspension

Parents may request exemption from the mandatory uniform policy by completing a waiver. The application for exemption must be completed in full and submitted to the school principal within the first ten (10) school days of the student's initial attendance.

Arrival Expectations

Safe During Arrival:

- Arrive at school no earlier than 7:20 AM
- Enter building through doors located on the west side (bus loop area)
- Walk into the building quietly
- If you are eating breakfast, go directly to the cafeteria and stand quietly on the blue lines
- Wait in cafeteria at assigned tables during breakfast until dismissed at 7:30 AM
- Arrivals after 7:30 AM should go straight to designated waiting area unless eating breakfast
- Breakfast ends at 7:50 AM except for late public school bus arrivals

Organized During Arrival:

- Make sure all materials are in backpack (lunch boxes, jackets, etc.)
- Deposit lunch money in cafeteria account before going to classroom
- Parents are strongly encouraged to make online payments

Accountable During Arrival:

- Arrive at school on time (between 7:20 AM – 7:55 AM)
- Go straight to designated area when dismissed from the cafeteria
- Have a book to read while you are waiting for your teacher
- Anyone arriving after the 8:00 AM bell will be marked tardy

Respectful During Arrival:

- Keep hands, feet, and objects to yourself
- Use an indoor voice
- Respect others' personal space
- Respond appropriately to adult directions

Walker/Biker Arrival Procedures

Riders:

- Riders must walk bikes when on school property
- Stay on sidewalk
- Lock bikes
- Enter building through west door (near bus loop)

Walkers:

- Walk on sidewalk

- Enter building through west door (near bus loop)
- Walkers can enter through the front doors of the building starting at 7:50 a.m.
- On rainy days students may enter through the front doors

Hallway Expectations

Hallway Safety:

- Must have hall pass
- Walk with a partner
- Keep hands, feet & objects to yourself
- Walk on the right side of the hallway on the third tile from the wall
- Look straight ahead

Organized in the Hallway:

- Keep backpack closed
- Stay with your class

Accountable in the Hallway:

- Go directly to your destination
- Set a good example by being a role model and always do your best

Respectful in the Hallway:

- Respect others' personal space
- Walk silently
- Show appreciation for the artwork and bulletin boards displayed

Cafeteria Expectations

Cafeteria Safety:

- Keep hands, feet & objects to yourself
- Eat your own food, no sharing food
- Raise hand for assistance
- Walk at all times

Organized in the Cafeteria:

- Know your cafeteria number (or wear your lunch tag)
- Deposit money into account in the morning

Accountable in the Cafeteria:

- Focus on eating your food
- Follow cafeteria procedures
- Clean up after yourself

Respectful in the Cafeteria:

- Wait your turn
- Use a soft voice
- Respond to monitors' signal for silence
- Give your attention to the cafeteria personnel while in Serving Zone
- Keep silent in Serving Zone
- Respect others' personal space

Cafeteria Procedures

- Enter the cafeteria quietly through the east doors (near P.E. area)
- Students bringing lunch, when signaled, walk to your table
- Students buying lunch will follow the line to the serving door, stop at the line, and wait for further instructions
- Keep silent in the Serving Zone
- Give your attention to the cafeteria personnel
- Walk to your table
- Remain seated facing forward
- Use a soft voice
- Talk only to those next to you
- For assistance, raise your hand and wait
- No sharing food
- When finished, pick up all trash, close milk cartons, and wait for permission to dump your tray
- Walk quietly to the somat and stop at the line on the floor. Wait for further instructions
- Place aluminum cans and plastic containers in the garbage cans
- Place all uneaten food on trays and into the somat carefully
- Walk single-file to your assigned pick up area and wait for your teacher quietly
- Exit cafeteria through doors by the music room

Cafeteria Incentives And Consequences

Points will be earned based on students' behavior. Points are tracked for each table using a cup system. Teal cups earn four points, green cups two points, yellow cups one point, while red cups do not earn points. Students begin on the green cup and move up or down in points in correspondence to their behavior as a group. A charting system will be displayed in the cafeteria so students can see their progress. Once per week, points earned by each class will be shared on morning announcements. The top scoring classes at each grade level will be honored with the distinction of being named "Cafeteria Champs" and will receive double reward.

Points will be used as followed:

1. Each day, class points will be earned and charted. Each class can earn up to four points per day.
2. Weekly, classes earning 16 points for the week will receive five Dolphin Dollars the last day of the week. (Points must be earned in the same calendar week.) Cafeteria Champs will earn double reward for a total of ten Dolphin Dollars.
3. Students will redeem their Dolphin Dollars for privileges and rewards at the Dolphin Dollar Store.

Monitors will be charting behavior infractions that occur in their section. Sentence strips with seating assignments will be used to ensure proper seating and record any specific student behavior concerns.

Consequences for Cafeteria Infractions (Individual):

1. Warning
2. Time-out
3. Loss of a classroom privilege
4. Parent Contact
5. Detention

Procedures for Cafeteria Infractions (Individual):

1. Student will be moved to the time-out area.
2. The cafeteria monitor will fill out a cafeteria referral for inappropriate behavior.
3. The cafeteria monitor will communicate infractions to the teacher.

4. Cafeteria referrals will be placed in Administrator's mailbox.
5. The referral will be processed within 24 hours and will be sent home for parent signature.
6. Returned copies will be given to the teacher to file.
7. After three referrals, the student will not be allowed to eat in the cafeteria for a period of time.

Recess Expectations

Safety at Recess:

- Follow playground procedures
- Remain on school grounds
- Follow game rules
- Inform adult of unsafe behavior or incidents

Accountable at Recess:

- Line up quickly when signaled (example: teacher raises his/her hand)
- Listen for instructions
- Be responsible for jackets and other belongings
- Put equipment away when finished

Respectful at Recess:

- Respect school property
- Share equipment
- Use positive talk
- Take turns
- Use good sportsmanship
- Use appropriate voice levels

Playground Procedures

Playground Equipment:

- Exit equipment carefully
- Cross bars should be crossed using hands only
- One person on cross bars at a time
- Hands and feet to yourself while on equipment
- Go up the ladder, and down the slide

Dismissal Expectations

Safety during Dismissal:

- Walk with class to designated dismissal area
- Follow hallway expectations

Organized during Dismissal:

- Be packed and ready to go
- Keep materials in backpack until arrival at home
- Dismissal schedule:

Time	Grade Level	Dismissal
1:50 PM	Pre-K, Kindergarten & 1 st Grade	School bus riders and private bus riders are picked up by staff
1:52 PM	Pre-K, Kindergarten & 1 st Grade	Car riders and walkers arrive at designated dismissal area
1:54 PM	2 nd & 3 rd Grade	Car riders and walkers arrive at designated dismissal area
1:56 PM	4 th & 5 th Graders	Arrive with car riders and walkers at designated dismissal area

Teachers will drop off their aftercare students at their assigned locations before walking outside with their car riders and walkers.

Respectful during Dismissal:

- Keep hands, feet, and objects to yourself
- Use soft voices
- Respect others' personal space
- Respond appropriately to directions
- Actively watch for your car

Bus Dismissal

Procedures:

- Students in K & 1st wait in your designated area until you are picked up (1:48 PM)
- Students in 2nd, 3rd, 4th, & 5th grade walk with their teacher to the designated bus area (cafeteria)
- Walk in a single file line to your bus
- Leave personal space for people around you when entering the bus

Bus Expectations

Safety on the Bus:

- Remain seated in your assigned seat until bus comes to your stop
- Keep hands and objects inside the bus, and out of the aisle

Accountable on the Bus:

- Keep backpack, lunch kits, hands, feet, and all other materials out of the aisle
- Board or exit the bus only at your stop
- Keep all materials inside backpack until arrival in classroom or home
- Keep all food and drinks in backpack until off of the bus
- No eating or drinking on the bus

Respectful on the Bus:

- Follow bus driver instructions
- Use soft voices
- Keep hands, feet, and objects to yourself
- Speak respectfully to others

Car Rider Dismissal

Procedures:

- Walk quietly in line with the teacher on duty to the appropriate dismissal area
- Sit or stand in the designated area
- Watch for your ride and listen to be called
- Stay on the sidewalk until your ride stops
- Older students remain with the younger sibling until ride arrives

Walker/Biker Dismissal

Procedures:

- Walk quietly in line with your teacher to the appropriate dismissal area
- Remain on sidewalk when leaving school
- Stay on sidewalk behind crossing guard
- Wait on the sidewalk at the intersection until the traffic stops and you are told to cross



2017-2018

Discovery Elementary School
Positive Behavior Plan Acknowledgement Form

Your signature below indicates that you have read and understand the Discovery Elementary School Positive Behavior Plan and Uniform Policy. Please sign and return to your child's teacher by Tuesday, August 29, 2017.

Student Name _____

Teacher _____ Grade _____

Student Signature _____

Parent Signature _____

Date _____