

# Shelburne Community School 2005-2006 Guidelines for School Behavior

**EACH CHILD IS VALUABLE AND WORTHY OF RESPECT. THESE GUIDELINES ARE MEANT TO HELP CHILDREN MAKE GOOD DECISIONS ABOUT SCHOOL BEHAVIOR, AND TO CONSIDER THE CONSEQUENCES OF ANY POOR CHOICE THEY MIGHT MAKE.**

## K-3 GUIDELINES

### **BEHAVIORS:**

1. Be kind and respectful.
2. Respect materials and equipment and use them properly.
3. Listen when someone is speaking.
4. Follow an adult request, promptly and politely.

### **CONSEQUENCES:**

1. Verbal warning.
2. Needs to leave the group. When in control, may return.
3. Lose appropriate activity. The student and the reporting adult develop a written plan. This plan goes home to be signed.
4. Conference with student, team, and parent to discuss or develop a written plan. (Possible child study referral.) (Consequences of any further incidents are referred to the 4-8 Level II consequences.)

## 4-8 GUIDELINES

### TEACHER/TEAM - LEVEL I

### **BEHAVIORS:**

1. Do not interrupt or prevent anyone's learning, including yours.
2. Use common sense, courtesy, or safe behaviors.
3. Use school or personal property or materials appropriately.
4. Do not bring unsafe, damaging or disruptive material to school.
5. Do not bring gum, candy or junk food to school.
6. Wear appropriate, non-disruptive, and safe clothing.
7. Be on time for school or class.
8. Stay in designated area at all times.
9. Obey playground, cafeteria, and bus rules.
10. Be respectful to yourself, others and school property.
11. Make up all work missed if absent from school.
12. Do not leave a classroom except by permission of the teacher. Do not request permission if there is already someone out of the room. Loitering under any circumstances is forbidden.

13. Signs will not be posted anywhere in the building without permission from the principal's office.
14. Radios, cell phones, beepers, video games, etc. are not to be brought to school unless permission is given by a teacher (field trip, etc.)
15. Hats and coats are not to be worn in school. Hats should be taken off at the 7:50 a.m. admittance bell and not worn until school is dismissed at 2:35 pm.

### **CONSEQUENCES:**

1. Warning and discussion with teacher.
2. Team detention or logical consequence.
3. Team detention and plan.
4. Team detention, plan and conference with student, team and parents.
5. Consequences for any further Level I incidents are Level II. After 20 days with no reports, consequences are dropped back to Level 1.

## ADMINISTRATIVE LEVEL II (grades 4-8)

### **BEHAVIORS:**

1. Do not refuse a reasonable request from an adult.
2. Do not fight or play fight or have physical contact.
3. Do not threaten, intimidate or insult anyone.
4. Keep other people, the school and personal property safe and free from harm.
5. Do not steal.
6. Use polite and acceptable language and gestures.
7. Do not lie or be dishonest.
8. Attend all classes.
9. Do not leave school grounds without permission.
10. Attend assigned detentions and before and after school teacher requests.
11. Use printed, pictorial, audio and electronic materials which are appropriate for school use and directly related to your school learning.
12. Repeated violation of any school rule.
13. You are expected to move from class to class without delay. Loitering, visiting, stopping at bathrooms without pass slips can cause later arrival to class and are, therefore, not acceptable activities.

### **CONSEQUENCES:**

*Lying about your involvement in an incident is a separate offense.*

- Logical consequences which may include:

- \* Missed class time made up after school
- \* Payment for replacement or repair cost

- \* Lunch detention
- \* Community service work in school or elsewhere in the community
- \* Positive Behavior Practice Sheet
- \* Consequence developed with parents that takes place at home

- Consequences from Level I.

### **CONSEQUENCES FOR REPEATED OFFENCES:**

- Discussion with student, Principal, and parents plus any of the following:

- \* 1/2 day of in-school suspension and plan
- \* 1 day of in-school suspension
- \* 1 day out-of-school suspension
- \* 2-5 days out-of-school suspension
- \* 5+ days of out-of-school suspension and staffing

### **CONSEQUENCES FOR ANY FURTHER LEVEL II INCIDENTS ARE REFERRED TO LEVEL III :**

After 20 days with no reports consequences drop back to Level II.

## SCHOOL LEVEL III

*Most Level III offenses violate Board Policy and State laws as well as school rules. Some consequences necessarily involve the Board, the policy and other outside agencies.*

### **BEHAVIORS:**

1. Referral from Level II.
2. Do not possess, distribute, use or threaten with, illegal or dangerous substances, materials or weapons in school, on school grounds or at any school function.
3. Do not pull the fire alarm unless there is a fire.
4. Do not threaten or report a false disaster scare.
5. Attend school every day that school is in session, unless you are ill, have an emergency, or unless your parents have contacted an adult at school in advance for an excused absence. Do not become truant.
6. Do not engage in physical violence (fighting or any behavior considered to be a simple assault), physical contact, or violence resulting in injury or damage.
7. Do not become verbally or physically abusive, using sexual, racial, or harassing language. (See Board Harassment Policy)
8. Do not engage in deliberate destruction of property.
9. Do not attempt to access computer programs other than those you have created or that have been created for student use. (See also Electronic Technology Behaviors)
10. Do Not Bully Others

11. Do not engage in sexual or lewd behavior or any indecent exposure.
12. No academic dishonesty such as cheating or plagiarism.
13. Any repeated behavior.

**CONSEQUENCES:** Consequences for Level III are not listed in order here; they are applied according to the severity of the offense. IN CASES RELATED TO ILLEGAL SUBSTANCES AND SEXUAL HARASSMENT, CONSEQUENCES WILL BE CONSISTENT WITH THE SCHOOL BOARD'S POLICY. COPIES ARE AVAILABLE FROM THE OFFICE UPON REQUEST AND ARE PRINTED IN THE CALENDAR HANDBOOK

- Immediate removal from the class, recess, school, or school events by the principal.
- Five day or more loss of school privileges, including lunch/recess, after school activities, assemblies, field trips, dances. Phone and/or personal conference with student, team, Principal, parents and guidance.
- One to five days out of school suspension and conference.
- Six to ten days suspension.
- One additional day of out of school suspension will be added for each additional Level III report, up to ten days.
- Recommendation to School Board of suspension beyond ten days.
- Recommendation to School Board of expulsion from school.

**Additional, possible consequences:**

- Behavior Plan
- Confiscation according to school board policy.
- Contact local police and/or state police.
- Change of school program/placement.
- Any Level I or II consequence.

**CAFETERIA, PLAYGROUND, BUS RULES**

THE SAME RULES THAT APPLY DURING THE REST OF THE DAY, APPLY DURING LUNCHTIME, ON THE PLAYGROUND, AND ON THE BUS. ONLY THE SPECIFIC RULES THAT APPLY TO THE AREAS ARE WRITTEN HERE.

**CAFETERIA RULES**

**Behaviors**

1. Walk at all times.
2. Bring only nutritious food to school.
3. Dispose of your trash in an environmental, safe way.
4. Return your tray and utensils to the cleaning window.
5. Talk in a normal voice. Do not shout at people at other tables.
6. Do not take other people's food. Eat your own

7. food unless someone offers you some of theirs.
7. Do not throw food, play with food, or use food in any creative way.
8. Stay seated until dismissed to recess.

**Consequences**

1. Warning.
2. Conference with paraprofessional.
3. One day of lunch detention.
4. Three days of lunch detention.
5. Five days of lunch detention.
6. Referral to Team Level.

**PLAYGROUND RULES**

**Guidelines**

The general guidelines for playground activities focus on four principles:

- Play safe
- Play fair
- Have fun
- Respect playground supervisors, other children, and the environment

**Behaviors**

1. Stay within the playground limits. When crossing to Davis Park, stay back from the curb and wait for an adult to cross with you.
2. When equipment lands in the road or on the roof, wait for an adult to get it.
3. Use the bathroom before you go outside to play. Ask permission to go inside if it is necessary. Only one person at a time may go inside.
4. Wear your coat outside unless you have permission to go without it.
5. Use playground equipment appropriately. To clarify this guideline, the following rules have been developed to help insure the safety of students. IT IS NOT SAFE FOR STUDENTS TO:
  - \* Slide on the ice
  - \* Throw snowballs
  - \* Run on the playground structure
  - \* Play on the piles of snow that border the parking lot
  - \* Jump from high places on the playground structure to the ground
  - \* Sit, stand, or walk on the gazebo railing
  - \* Jump off the swings

USE THE SLIDES IN AN APPROPRIATE AND SAFE MANNER

**Consequences**

1. Warning.
2. Conference with paraprofessional.
3. Time out on the playground.
4. One day of lunch detention.
5. Three days of lunch detention.

6. Five days of lunch detention.
7. Referral to Team Level, and/or school detention.

**BUS RULES**

**Guidelines**

Be respectful, listen to and follow an adult's request, promptly and politely.

**Behaviors**

1. Ride or walk to and from school using your assigned bus or route. If you need to ride another bus, or walk if you usually don't, you must have written permission from your parents or guardian.
2. Remain seated in the forward position.
3. Keep the aisles free from hands, feet, and objects.
4. Do not litter on the bus.
5. Do not eat, drink or chew on the bus.
6. Do not throw any object on, at, or out of the bus.
7. When getting off the bus, wait until the bus has come to a full stop.
8. Get off at your assigned stop, and always cross in front of the bus if necessary.
9. Do not talk while the bus is stopped at railroad crossing.

**Consequences: Infractions are handled through the School Bus Drivers and Transportation Supervisor.**

1. Warning (Conference with Transportation Supervisor, and call home to Parents. A letter is sent home to document incident and review bus rules.)
2. Referral to Team Level, lunch detention, and/or school detention. (Logical consequences/restitution will be determined by Bus Driver and Transportation Supervisor. A letter is sent home to document incident and review bus rules.)
3. Assigned seat. (A letter is sent home to document incident and review bus rules.)
4. One to five day loss of bus privileges depending upon the severity and safety concerns of the incident. Parents/guardian will be asked to participate with student in Restorative Justice Conference before bus privileges are regained.
5. Referral to Administrative Level. This can mean loss of bus privileges for the remainder of the trimester or the remainder of the year.

**A student may be removed from the bus when that student's behavior represents a serious threat to the health and safety of fellow passengers and/or the driver. The bus will either return the student to school or the bus will be met by an administrator or a designee.**

## USE OF ELECTRONIC TECHNOLOGY

### **BEHAVIORS:**

1. Use the Internet, software, and computer menus, for responsible academic learning directly related to your schoolwork.
2. Respect the privacy of your own and other people's files.
3. Do not violate or attempt to violate the security system;

do not "go behind" any restricted menus.

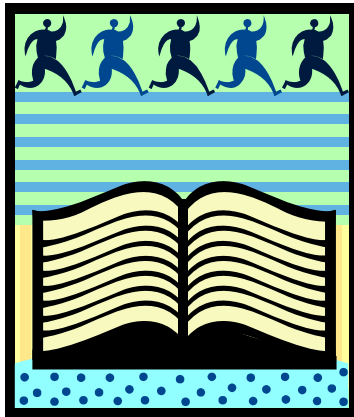
4. Do not interfere with system performance, access information not directly related to your school work, enter someone else's file (with or without permission), or use someone else's password.

5. Do not change any operating commands in the system.

### **CONSEQUENCES:**

1. Warning, discussion, and consequence under Level I, II or III depending upon incident.
2. Restricted technology use "with one-on-one adult supervision.
3. Restricted technology use for a specific time period (e.g. not able to use any computer for one week, one month, etc.)

(The principal and authorized personnel may confidentially inspect files content when there are reasonable grounds for concern about rule violations.)



## **RESTORATIVE JUSTICE:**

We reserve the right to utilize Restorative Justice as a means to conference through disciplinary behaviors at Shelburne Community School.

Restorative Justice is a philosophy that focuses on responsible relationships in the context of community. This philosophy views certain infractions as violations of relationships between people. Examples of these types of infractions are: fighting, stealing, threatening false disasters, physical violence, verbal abuse, deliberate destruction of property and harassment. Restorative Justice seeks to help the offender experience the connection between his/her behavior and the relationship he/she has with the individual or community. The goal shifts to identifying responsibilities and meeting the needs of victims. This is accomplished through dialogue facilitated by a trained mediator from the community. By repairing the harm he or she has done to the relationship, he or she is "restored" to the community. Restorative Justice is a safe, respectful process that helps all participants bring closure to difficult incidents of harm. The offender takes responsibility for his or her actions in a safe and supportive context. The victim is empowered by being able to express their feelings and have the harm done to them repaired. The emotional catharsis that is created by a formal restorative conference is a powerful learning experience with lasting results. Even when used informally in a "mini-conference", the restorative philosophy helps students realize their effect on others and enables them to feel restored in their community.

### **SEARCH AND SEIZURE RELATING TO STUDENTS (BY SCHOOL PERSONNEL OR LAW ENFORCEMENT PERSONNEL)**

#### **STATEMENT OF PHILOSOPHY**

The boards of school directors of the member entities of the Chittenden South Supervisory Union recognize their

responsibility to protect the rights and safety of its students. At the same time, they acknowledge the duties and rights of school personnel to maintain school property and take appropriate measures that are in the best interest of the total school population and the physical facilities.

### **GENERAL PROVISIONS**

1. Desks, lockers textbooks, and other materials or supplies loaned by the school to students remain the property of the school and may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal, assistant principal, or superintendent of schools that a law or school policy is being violated.
3. Searches of students' persons or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee and, whenever possible, in the presence of another school employee of the same sex as the individual being searched.
4. School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board policy on the interrogation of students by law enforcement officers has been complied with.
5. Copies of this policy will be distributed to students when they enroll in school. A copy of this policy will be included in the student handbook given to students prior to or at the beginning of each school year.