

Wendell Elementary Handbook

2017-2018



Wendell Elementary School
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Approved by the Wendell School District
Board of Trustees on 6-21-2016

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Wendell Elementary School

OUR SCHOOL'S MISSION STATEMENT:

We, the students, staff, families, and community of Wendell Elementary will endeavor to learn and grow together in a safe and hospitable learning environment. In this environment, we will work together, to develop academic, ethical behavior, and personal responsibility - each to his/her own potential.

Wendell Elementary School Staff



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| | | |

Wendell Elementary School Staff



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| | Maintenance | |

REGISTRATION INFORMATION

Birth Certificate

State of Idaho requires a certified copy of the birth certificate or other reliable proof of identity and birth date be presented within 30 days of enrollment (ID-Code Section 18-4511). The policy at Wendell Elementary School is that parents/guardians have 30 days to provide proof that a birth certificate has been ordered (cancelled check or money order receipt). If the office does not receive a copy within 30 days from the start of class, the child's enrollment will end until we receive the certified copy.

Immunizations

Idaho School Immunization Law requires that upon first admission **and prior to attendance** in an elementary school, parents must provide the school with proof of immunization. Exemptions to the immunizations requirement will be allowed for medical, religious, or personal reasons. (Section 30-4801, Idaho Code). The policy at Wendell Elementary School is that parents/guardians have 2 weeks from the start of school to have immunizations up-to-date or the child's enrollment will end until needed immunizations are current. If you are in need of any documentation in regards to your child's immunization records, please call the office.

Emergency Information

In case of an emergency, each student is required to have on file in the school office with the following information:

- 1) Parent(s) or guardian(s) name(s);
- 2) Complete and up-to-date address;
- 3) Home phone number and/or parent(s) work phone number (**CONNECTED AND WORKING**);
- 4) Emergency phone number of friend or relative (**CONNECTED AND WORKING**);
- 5) Physician's name and phone;
- 6) Medical alerts and information (**please provide a note from your child's doctor's office**)
- 7) Other authorized person(s) allowed to pick-up the child (older sibling, neighbor, babysitter, etc).

GENERAL INFORMATION

Attendance

Attendance at Wendell Elementary School is imperative in order for a student to receive a quality education. Our administration and staff cannot be held accountable for educating unless the students are present at least 90 percent of the instructional time. This is stated in Policy #522 of the WSD Policy Manual. Parents will be notified of excessive absences by a **series of letters**. Meetings with the WES Attendance **Committee** (principal, parent, classroom teacher, Gooding Co. officer, etc) will also occur.

Absence Defined

A. Excused Absences

1. An excused absence from school with the approval of the student's parent or guardian. Oral or written communication from the parent or guardian is required within three (3) school days of the absence. Parents/guardians are encouraged to contact the school on the day of the absence.
2. **One absence will be added for every three tardies.**
Students entering school after 7:55am will be counted tardy. Students leaving school before 3:30pm will be marked absent half a day.
3. **Work not completed before the absence must be made up within the guidelines for the makeup work. Applications for pre-arranged absences are available in the office.**
4. **A series of letters will be mailed to students who have excessive absences. Letter three will involve the WES Attendance Committee.**

B. Truancy

Truancy is an absence without the consent of the student's parent, guardian, or school officials. Class work, homework, and exams missed while truant will not be allowed to be made up for a grade. Truancy is a major disciplinary violation and the student's parent or guardian will be notified.

Absence - Makeup School Work

Students are responsible for their classroom work when they are absent from school. Assignments missing before an absence are due immediately when the student returns to school. Assignments missed during the absence are allowed three days for each day absent to turn in missed assignments. Talk to the classroom teacher for exact due dates.

Absence Retained Policy

Students who are absent for 10 percent of instructional time risk the possibility of grade retention. If the WES Attendance Committee finds the excessive absences inexcusable, grade level retention will be recommended. If the parent or guardian wishes to appeal the retention decision, a written appeal must be presented to the WES Attendance Committee within five (5) days of being notified of retention due to attendance violations (WSD Policy #522).

Accidents, Illnesses, Medication

School personnel will administer minor emergency care to students who become ill or who are injured on school property. A parent or the person listed as the emergency contact will be notified. Any further treatment and expenses associated with that treatment will be the responsibility of the parent. Students who need to take medication prescribed by a physician **must have a completed medication form on file signed by the physician.** All medicines will be kept in a locked area in the office.

CHILDREN WHO ARE ILL SHOULD BE KEPT HOME.

Backpacks

Students can use **backpacks** to bring school books and papers to and from school. It will be stored in the student's classroom during the school day. WSD #542 states that a teacher can search a student(s) backpack when "necessary to preserve the good order and discipline of the school."

Bicycles/Scooters/ Skateboards

ALL bicycles are expected to be locked in the bike racks located at the front of the building. Scooters and skateboards will be stored inside the building near the front doors. **Rules are: students will** walk their bicycle, scooter, or skateboard on the school

sidewalks and through the crosswalk when coming to and leaving school. **Students not following rules** will be prohibited from bringing bicycles, scooters, or skateboards and assigned detention to monitor sidewalks after school until 4:00.

Cell Phone Usage and Electronic Devices

No cell phones are allowed. They must be turned off at all times. If a student chooses to bring a cell phone to school, they accept responsibility for them. School personnel will not devote any time or effort to recover lost or stolen cell phones. If the cell phone is visible or is heard, it will be confiscated. The following consequences will be enforced for the misuse of cell phones:

- ❖ 1st offense- the student must pick up the cell phone/listening device at the office at the end of the school day.
- ❖ 2nd offense- the student's **parent/guardian** must pick up the cell phone at the office at the end of the day.

Change of Address/Telephone Numbers

Please notify the school **immediately** of any changes in address or phone numbers at home and at work.

Classroom Parties

Holiday/Seasonal events may be scheduled at the teacher's discretion. You may bring treats to your child's classroom to celebrate his/her birthday if advance arrangements are made with the teacher. Following District Policy #569 only commercially prepared and packaged products or products which have been prepared by the district food services are acceptable. **Please do not bring gum as a treat.**

Contacting Your Child's Teacher

If you would like to speak to your child's teacher, please call either before classes begins or after the students are dismissed. Otherwise, you will be directed to the teacher's voice mailbox.

Electronic Devices: see Cell Phone Usage

Emergency Closure Days

Every effort will be made to notify parents of an unexpected early closure, but please keep in mind that telephones may not be working. If the school district deems it necessary to close school prior to boarding buses in the morning, local radio, and television stations will carry announcements of such closures. Also, the Wendell School District will use its Alert System to notify parents by cell phone, text, or email. It is very important parents and guardians inform the school of cell phone changes.

Evacuation Procedures

Fire drills are conducted monthly. In case of a bomb threat or other disaster requiring the evacuation of the building, students will walk to a safe, comfortable location. Based on information from outside sources, students will either be sent home or back to school. Please keep the school informed of phone number changes. The district's Alert System will be used to keep parents informed.

Field Trips

Field Trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. Parents will receive notices of field trips and must return a signed permission slip. A suggested contribution may be stated prior to the trip.

Hot Breakfast & Lunch Program

Breakfast and hot lunch are served daily at Wendell Elementary School and it is free to all students. Students are not allowed to trade food or take food out of the lunchroom.

Internet Usage Agreement

The Wendell School Board has established a district wide policy (#698) governing the use of computers and accessing the Internet. Before any student may use the Internet a parental permission slip must be provided to the appropriate instructor on a yearly basis. Any student violating the policy may have all computer privileges revoked.

Lost and Found

We cannot be responsible for lost items. Please check lost and found for lost articles. The lost and found bin is located in the front foyer of the school.

Media-Opt Out Agreement

Parents have the option to withhold their child's pictures from any public use. This district agreement will be signed yearly by all students' families.

Medication

State law prohibits (WSD #561) schools from dispensing any medication unless there is a signed release from the doctor and parent. Copies are available at the office. If your child needs to take over the counter medication (cough drops, chap stick, essential oils, etc) during school hours, please leave the medication in the office, in its original container, clearly marked with the student's name, and a dated note from the parent. It is not to be stored in a student's personal belongings. The office **CANNOT** provide any medication to the students i.e. aspirin, Tylenol, Benadryl, cough drops etc. **Students with medical problems which require injections during the school day are required to keep the medication and needles in the office. Please let your child's teacher know if your student is on any type of prescription medicine. This includes sun screen.**

Parent Parking, Drop-Off, Pick-Up Areas, Bus Zones

PARKING AREA in front of the school as painted, designated slots. Parking is also available along the fence line.

DROP-OFF ZONES BEFORE SCHOOL for students are located:

- In front of the building (horseshoe driveway)
- On the south side of the building (2nd Ave E)
- If you are going to walk your student into the school and/or talk to any school staff member, please use the parking area in front of the building or along the fence line (3rd Ave E)
- **PLEASE DO NOT PARK IN DROP-OFF ZONES**

PICK -UP ZONES AFTER SCHOOL for students are located in the following areas:

- Pre-school, Kindergarten, and 1st grade students are to be picked-up on the south side (2nd Ave E) of the building
- 2nd, 3rd, and 4th grade students are to be picked-up in front (horseshoe driveway) of the building
- 3:50 all students will wait in the front of the school, near the office, to be picked up
- **PLEASE DO NOT PARK IN THE PICK-UP ZONES**

BUS DROP-OFF/PICK-UP: Buses will be dropping off and picking up students on the north side (4th Ave E) of the building

- **DO NOT DROP-OFF OR PICK-UP YOUR STUDENT IN THE BUS ZONES, PLEASE GO TO THE APPROPRIATE AREAS MENTIONED ABOVE.**

Parent Volunteers

All volunteers must sign in at the office and get a badge. You are important to us at Wendell Elementary School. If you are interested in volunteering in our school, please see your child's classroom teacher or the office staff.

Parent Custody Issues

If you have a court order, please bring a copy of the court order to the school office. Unless your court order is on file with us, we must provide equal rights to both parents.

Progress Reports to Parents

Parent/Teacher Conferences are held two (2) times per year for grades Preschool through Fourth. Progress Reports are used to communicate grades and are sent home half-way through the semester. Report cards are sent home at the end of each semester. Parents and students can also access grades on PowerSchool with a username and password. See the office for more details.

Recesses/Staying In

There is morning, afternoon, and a lunch recesses. Children are not allowed to stay in during recess or lunch hour unless they have a note signed by a parent (**for medical reasons ONLY**) or unless they have permission from their teacher. A note from the doctor is required for students who need to stay in more than **two consecutive days.**

Inside Recess During Extreme Weather

In cases of extremely cold weather, the following procedure will take place:

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1. The office staff will monitor the weather report via an Internet weather reporting site (there are several to choose from that are updated frequently). This site will not only report precipitation levels, it will also report current temperatures, including wind chill factors.
2. If the temperature or the wind chill is at the specified levels listed below, the decision will be made to either maintain the regular recess schedule for that period, shorten the recess to 10 minutes (if normally 15 minutes), or cancel outside recess and call for the students to be in gym walking or walking the halls.
 - Fifteen degrees above zero or LOWER = in-class recess for the period.
 - Above +16 degrees to +25 = shortened recess for that period.
 - Above +26 degrees = regular recess schedule.

Teachers may also, at their discretion, keep students in their own classes (or make arrangements to combine classes) during any recess time as they deem prudent. This policy affects only 10:00 a.m. recess, lunch recess, and 2:00 p.m. recess periods.

School Hours and Supervision of Students

School hours for grades 1-4 on Monday, Tuesday, Wednesday, and Thursday are 7:40 a.m. to 3:35 p.m. Kindergarten and Preschool hours on Monday, Tuesday, Wednesday, and Thursday are 7:40 a.m. to 11:15 a.m. and 12:15 p.m. to 3:35 p.m.

School Visitors/Checking Out Students

ALL visitors **MUST** sign in at the office. Parents are always welcome to visit the school for purpose of observation. Advance arrangements should be made with the teacher. If a student is to be picked up before school is dismissed, the parent must first sign the child out at the office. Please **DO NOT WALK DOWN THE HALLWAY to get your child.**

Sending Money to School

Money sent to school should always be enclosed in an envelope with your child's name, grade, and teacher's name.

Student Dress Code

Students must maintain an appearance which is not distracting to teachers or other students. **Inappropriate** school wear includes that following clothing: spaghetti strap tops, halter or tube tops, short-shorts or mini-skirts (length must be at fingertips), clothing items which display words, slogans, or pictures which advertise drugs, alcohol, or sex; or which contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems; or which may infer membership in gangs. Hats of any type are not to be worn in the building except for special school-wide occasions. For dress code violations, the classroom teacher will call the office and they will call home requesting a change of clothes for the student immediately. As needed a parent-administrator conference may be arranged.

Student Insurance

The school district does not provide medical insurance to cover injuries to students. However, student accident insurance is available at a nominal cost for those students who wish to purchase it.

Suggested Students' Supplies

Grade-level lists are available from the school and on the web site. If unable to provide supplies, please see classroom teacher and/or office.

WENDELL ELEMENTARY SPECIAL SERVICES

- **Computer Lab**
Students will visit the computer lab weekly for grades K-4. Students have access to online services, word processing, and other computer application programs. Internet usage form must be signed.
- **English as a Second Language**
Students who qualify for the ESL program will be given help with English as a Second Language and tutorial help in subject areas.
- **Media Center**
Students will visit the Media Center (Library) weekly. Books are due the next time the students go to library. Fines are levied for books that are late, damaged, or lost.
- **Migrant Education**
Students who qualify for the Migrant Program will be given any additional help as needed.
- **Music Program**
All students take part in music classes weekly. Second and Third graders perform in an annual Christmas Musical. Fourth graders learn to play a recorder.
- **Physical Education**
Students will participate weekly.
- **Special Education/Resource**
A resource program is available to meet the needs of identified Special Education students. This includes a pre-school program to help in early childhood development.
- **Student Counselor**
A certified counselor is available half-time. Services are available at teacher/parent request.
- **Student Support Services**
A speech therapist is available four days a week and a school psychologist two days a week for testing.
- **Title 1**
Title 1 tutorial services are offered for students in reading or math in a pull-out/in-class model.

GUIDELINES FOR STUDENT BEHAVIOR

We think children should be able to learn in an environment that is safe and orderly. Students, parents, and the school must share the responsibility for creating the best possible learning atmosphere.

Please review the following behavior standards with your child:

On and around school playgrounds:

- Play only on designated playground areas.
- Follow instructions of all staff members.
- Sliding on ice patches is not allowed.
- NO dangerous games such as Red Rover or **Tackle** Football.
- Knives and other dangerous objects, including items that resemble dangerous objects are not allowed.
- Settle differences peacefully, without fighting. Threats, name calling, insults, putdowns, swearing or inappropriate gestures will not be tolerated.
- Fighting, spitting, tripping, hitting, kicking and using foul language are not appropriate behaviors on the playground or anywhere else.
- No dangerous/violent hand motions including gun hand motions, sword fighting, knife slicing, etc.
- Please take all balls, Frisbees, etc. to the **East End** of the playground.
- Eat all food in the cafeteria. Cafeteria food is not allowed outside. No food is allowed outside.
- Toys are not allowed at school.
- **Gum is not allowed at school.**

Ladder bars

- Hang from bars only.
- No standing or sitting on top of bars.
- No “Cherry Drops” (flipping over)
- No one should be under the bars when students are hanging from them.

Slide

- **WALK** up the **slide ladder**, one person at a time.

Tag

- Play tag in appropriate areas only (east end of the playground), away from other playground equipment..

Retrieving toys from the street

We will try to retrieve them after school.

During assemblies

- Walk **quietly** to and from the classroom
- Sit on you back pockets with **legs crossed** (no kneeling on knees)
- Be courteous to the speaker and those seated around you.

In the cafeteria

- Practice good table manners, keep your area clean.
- Eat all food in the cafeteria.
- Use inside voices
- Sit with your class
- Wait to be dismissed

In the restrooms

- Use restrooms only at designated times except in an emergency or for medical reasons.
- Keep the bathrooms as clean as you found them.
- Toilet paper goes in the toilet; not on the floor.
- Wash your hands with **soap**. Sanitizer is not enough to clean your hands well.
- No climbing on the stalls
- Use inside voices

In the hallways

- Walk **quietly** on the **right** side of the hallway.
- Keep voices **quiet** or **silent**

WSD Board Approval 6/20/2017

- Each teacher or two grade level teachers pick up students from lunch recess

During emergency drills

- Follow the teacher’s instructions quickly and quietly, and stay with your group.

School phone

- Students may use the office phone for **emergency reason only.**

School-Wide Management

Wendell Elementary School’s management system includes five separate Citizenship Expectations (focus areas) that we value:

- Compassion
 - Care for and treat others the way you want to be treated.
- Personal Best
 - Always strive to do your best so you are proud of your accomplishments.
- Responsibility
 - Do the right thing and take ownership for your choices and actions.
- Honesty
 - Being truthful in all you say and do.
- Respect
 - Being kind and courteous in actions and words to yourself, others, and belongings.

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Each week we focus on one of these expectations with highlighted examples.

A Focus Behavior is a part of our School-Wide Management system. They are:

- The prevention of physical abuse or aggression.
 - Physical Abuse is defined as: “Purposely hitting, shoving, or striking another person with your body or object.”
- Verbal abuse
 - Any negative comment, put-down, threat, profanity, and/or body language, said, done, or written to another person is a violation of respect.

Citizen Expectations in Various Environments Matrix

| | Lunch Room | Hallways | Playground and Sidewalks | Classroom | Restroom |
|-----------------------|--|--|--|---|--|
| Respect | 1) Talk to friends only between bites. Swallow your food before speaking 2) Chew food with your mouth closed 3) Always use quiet voices 4) Hands to yourself 5) Throw away all trash 6) Let anyone sit by you, not just friends | 1) Quiet, other students are in class learning | 2) Walk on sidewalks 3) Bring in equipment 4) Let anyone play 5) Use equipment properly 6) No markers or pencils outside | 1) Follow rules 2) Step over others' belongings 3) When others are speaking, raise your hand for your turn 4) Keep work area clean 5) Return items to proper places | 1) Flush the toilet after use 2) Put toilet paper in the toilet 3) Put paper in the trash container 4) Keep talking to a minimum |
| Responsibility | 1) Pick up all garbage 2) Eat your lunch 3) Clean up messes | 1) Walk on the right side of the hallway | 1) Bring in equipment 2) Report incidents 3) Follow playground rules | 1) Bring back homework 2) Pay attention | 1) Wash hands after use 2) Pick up after yourself 3) Report facility malfunctions |
| Honesty | 1) Finish eating food in the lunchroom 2) Eat your own food | 1) Do the right thing | 1) Play fair 2) Follow rules 3) Own up to mistakes | 1) Do your own work | 1) Report problems if needed |
| Compassion | 1) Use nice manners 2) Be kind to each other | 1) Be quiet 2) Walk nicely | 1) Let anyone play 2) Include others 3) Be a friend to everyone 4) Invite others to join in | 1) Help others when allowed 2) Use kind words | 1) Wait your turn |
| Personal Best | 1) Use best manners | 1) Show others how to walk in hallways | 1) Be active 2) Follow School Rules | 1) Always do your best...handwriting, labeling, ect. 2) Pay attention to details | 1) Take care of business and return to class 2) Wash hands before returning to class |

BUILDING DISCIPLINE PLAN

Wendell Elementary School's Philosophy of Discipline and Motivation: Staff and students work together to help every person in the school reach his/her full potential. Student behavior, which disrupts the process or which infringes upon the rights of other individuals **will not be tolerated.**

Appropriate Behavior: Behavior, deeds, or academic achievements, which lead to excellence, are noted through positive phone calls and notes sent home to parents.

Minor Infractions-Inappropriate Behavior-Teacher's Responsibility: (running in hall, splashing water at fountain, bouncing a ball in hall, name-calling, teasing, etc) although discipline styles vary, the following guidelines are used, at the teacher's discretion:

- **1st action referral:** Warning- The staff member and student discuss the situation.
The student will show/demonstrate the citizenship expectation and demonstrate the expectation by stating, "I'm sorry for not being (citizenship expectation). Next time I will _____." Classroom teacher will be informed.
- **2nd action referral:** The student is given time out. The teacher and the student discuss the situation.
The classroom teacher will document the offense.
The classroom teacher calls home and explains in a positive way the citizenship expectation challenge and asks for input.
The student will demonstrate the correct citizenship expectation.
- **3rd action referral:** The student misses recess time or is given noon detention. The teacher and the student discuss the situation, and parent will be called.
Staff member will fill out a Focus Behavior Sheet.
The principal, the teacher, the student, and the student's parent/guardian will meet.
An Informal Plan will be established.
- **4th action referral:** The student misses two recesses or is given noon detention, and may also miss the next classroom or school wide activity. The teacher and student discuss the situation. The teacher calls the parent.
The principal, the teacher, the student, and the parents/guardian meet to create a Behavior Intervention Plan.

Major Infractions-Severe Behavior Action Process-Principal/Teacher's Responsibility: (bullying, fighting, swearing, biting, defacing school property, obscene gestures, climbing on bathroom stalls, verbal threats, defying authority or being argumentative, and possession of an illegal substance or a weapon)

- **1st severe action referral:** The student must meet with the teacher and principal and may be assigned to one-half day of In-School Suspension. The student **will also miss** the next classroom or school wide activity. The principal informs the parent.
- Staff member will **re-teach** regarding the behavior, then call the office, or send the student to the office. **The classroom teacher will be notified immediately.**
- The Principal then talks to the student and the student will write/draw what happened with an apology to those affected.
- The principal will call the student's parents/guardians. The parent will be reminded that the student is responsible for any work missed in class.
- The classroom teacher will send a behavior report home to the parents/guardian that explains the Focus Behavior, as well as informing them that the student is expected to make up missed work. Parents must sign the report and the student must return it to his/her teacher.
- **2nd severe action referral:** The student is assigned to one to two days of In-School Suspension and must meet with the principal to determine individual consequences. A parent/student/teacher/principal conference is held, and the student may miss the next scheduled classroom or school wide activity.
- **3rd severe action referral:** The student is assigned to two or three days of In-School Suspension/Out-of-School Suspension or until a student/parent/teacher/principal conference is held to develop a Behavior Contract.
- Formal Behavior Plan will be established by the parent, teacher, principal and/or counselor.

*WSD Policy 506.5 regarding Student Discipline may be implemented under certain conditions.

Individual Consequences: may include missing a determined amount of recess, service commitments, etc. **Behavior Contracts** may include removal from common areas (lunchroom and playground) or assignment to In-School Suspension until the behavior changes.

Due Process for Students: All students have the right to due process. Parents or guardians may request a phone call or meeting with the referring staff member, teacher, or principal.

Out-of-School Suspension: The principal may suspend students. The student will receive written or verbal notice of the charges and will have an opportunity to present their view of the alleged misconduct. The principal will notify the parent/guardian of the suspension in person or by letter. The Superintendent will be notified of the Out-of-School Suspension.

Expulsions: The principal may recommend to the School Board that a student be expelled. Expulsions may be for a length of time as determined by the Board.