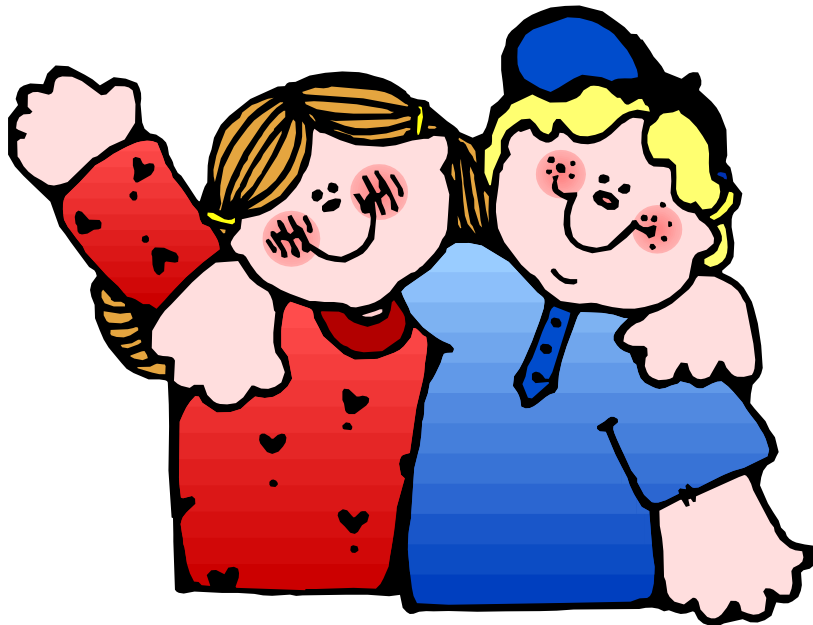


Bernice Vossbeck Elementary

**1301 Bridgeview Drive
Lynden, WA 98264
(360) 354-0488**



DISCIPLINE PLAN

Dear Parents:

Our primary goal is for your child to have an enjoyable and successful school experience. We believe you, as parents, have a major role in your child's education. Your continual interest in your child's progress and success is essential.

We are continually working toward creating an environment where courtesy and kindness prevail. While at school, we will ask your child to work on five school guidelines. These guidelines are explained on the following page. Please take a moment and discuss our guidelines and rules with your child. You and your child should then sign the bottom portion of the guideline letter and return it to the classroom teacher.

Communication between parents, students, and teacher is critical. Should problems arise, we will work with you to find solutions.

Should you have questions or concerns, please feel comfortable in contacting your child's teacher or our principal. It is with great anticipation that we look forward to working with you and your child.

Sincerely,

Bernice Vossbeck Elementary School Staff

Dear Bernice Vossbeck Elementary Students:

Each one of you is very special to us. We want you to be happy at school and to learn all that you possibly can. We have identified five guidelines that will help us all be successful.

AS A VOSSBECK STUDENT, YOUR RESPONSIBILITY IS TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED, WITH RESPECT AND COURTESY:

Guideline One: BE RESPONSIBLE.

All through your life you must decide how you will act. Therefore, we expect you to do what is right whether anyone is watching you or not. This is called "being responsible." It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

Guideline Two: ALWAYS TRY.

The best way to learn something new is to practice until you can do it. If someone is unwilling to try, they cannot practice. When you first try to do something it is often difficult, but if you keep trying, it gets easier and easier.

Guideline Three: DO YOUR BEST.

When you do a job or an assignment, do your very best. While you are working on something, ask yourself, "Is this the best I can do?" If you give a job your best, you learn more and feel more responsible than if you just slide through the job. If you make mistakes, but did your best, your teacher can help you learn from your mistakes.

Guideline Four: COOPERATE WITH OTHER PEOPLE.

Cooperation includes being polite, treating people with respect, accepting differences between people, dealing with disagreements through STP Program (Stop, Think, Plan), and encouraging others to do their best.

Guideline Five: RESPECT THE RIGHTS AND PROPERTY OF OTHERS.

Everyone must know that Bernice Vossbeck Elementary is a safe and supportive place to be. Any behavior that could hurt someone will not be allowed. Examples of respecting property include caring for our school, play equipment, and personal property of classmates and staff.

The adults at Bernice Vossbeck Elementary will help you achieve success at school. We will do this by helping you solve problems and by protecting your right to learn. We look forward to a good year, and we are happy to have an opportunity to work with you.

BERNICE VOSSBECK ELEMENTARY SCHOOL RULES



Each classroom teacher will use the information on the following pages to teach students what constitutes responsible behavior in common areas (playground, halls, restrooms, and lunchroom), at assemblies, and before and after school. Expectations will be taught and retaught as needed. The younger the students, the more time teachers will spend discussing, modeling, practicing, and role playing these expectations.

Given the complexity of the expectations, students should not be asked to memorize them. All students will receive instruction and information on how to behave responsibly in these different settings. If problems occur in any area, staff will resume lessons on responsible behavior in that setting. Because each setting is unique, separate rules have been developed so that staff and students may have a clear understanding of appropriate behavior for each setting.

<u>Settings:</u>	Playground	Courtyard
	Halls	Assemblies
	Restrooms	Before and After School
	Lunchroom	

Because different adults supervise these areas, it is important to have consistent expectations for responsible behavior. With clear expectations, the Bernice Vossbeck staff can focus on encouraging student responsibility and reduce the need to correct misbehavior. In addition, it is important to have consistent consequences so students know what to expect if they choose to misbehave. In each setting, the consequences for infractions will be one of the following:

- ◆ Supervisor will give a verbal reprimand and remind the student of the expectations
- ◆ Student will do positive practice (have student do it the right way)
- ◆ Student(s) involved will use the Stop, Think, Plan method ("STP")
- ◆ Student will be assigned a time-out
- ◆ Student will complete a Better Choice Plan (see attached samples)
- ◆ Student will be referred to the principal

Since most students choose to be responsible, cooperative people, it is our intent to frequently reward these students. Students who routinely follow the expectations will be encouraged, complimented, and reinforced for having good behavior. A few examples of reinforcement are: extra recess time, verbal praise, special recognition in the classroom, special visits from the supervisors or principal to compliment the entire class, or school-wide incentive programs.

Responsible Playground Behavior:



PLAYGROUND RULES

GOAL: Students will play safely in all games and on all equipment.

1. Rough play is not allowed on the playground including wrestling or any aggressive gestures.
2. When the bell rings at the end of recess, students will stop what they are doing and immediately line up at their assigned location. They must wait there to be dismissed to class by a supervisor.
3. Students will settle differences peacefully using the Stop, Think, Plan method ("STP") and the Path to Peace.
4. Students will show respect for others and follow instructions given by staff.
5. Students will stay outside during all recesses, unless they have a pass. (The one exception is our gym & library may be open during lunch recess depending on weather conditions.)
6. Students will stay away from puddles and mud.
7. Students will leave rocks, bark, sticks, and other dangerous objects alone.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will take turns on equipment.
10. Students may not leave the playground to use the restroom without permission.
11. No food is allowed on the playground.
12. Students will leave knives, guns, and other unsafe objects at home.
13. No toys are allowed at school.
14. Balls may not be kicked in the covered area or against the building except for the designated spot.
15. Balls may not be thrown against the building or on the roof.
16. Students will not climb or hang on nets, goals, fences, or backstops.
17. No snowball throwing is allowed.
18. Students will follow established playground rules.



Supervision Responsibilities:

1. All supervisors will be assigned to an area and will be expected to circulate about the playground, as needed.
2. Supervisors will carry a small first aid kit while on duty and maintain a first aid kit in the equipment room.
3. Playground supervisors will teach the playground rules to each class.
4. Supervisors will be visible and interact positively with students.
5. When a student violates a rule, supervisors will apply an appropriate consequence.
6. Students who are uncooperative will be referred to the principal.
7. **CRISIS PROCEDURE**
Send a responsible student to the office for help if:
 - A. There is a severe injury or medical crisis
 - B. There is a fight, a physically dangerous act, or an illegal act
 - C. A student leaves the school site without permission
 - D. There is an unidentified adult on site

Teaching Responsibilities

During the first week of the school year, and for the first week a new procedure is implemented, each classroom teacher will conduct a lesson on playground behavior. These lessons will consist of a discussion of the rules. The teachers should actually take the students on a tour of the playground to discuss off-limit areas and spend time teaching and role playing the Stop, Think, Plan method, our school's conflict resolution strategy.

Classroom teachers will teach the definition of "rough play." (One example would be if a student wants the play to stop, the other students should respect that desire.)

If problems begin to recur, teachers will be asked to resume conducting short lessons on playground rules and conduct.

Student teachers and playground supervisors will be taught playground rules, expectations, consequences and reinforcers by the principal or another designated staff member.

Responsible Hallway Behavior:

1. Students will walk safely through the hallways and will not touch doorways and walls.
2. Whisper voices will be used in the hallway.
3. During recess, students must have a pass to be in the halls.
4. If any adult requests that a student correct a behavior, the student will do as asked.
5. Everyone will be treated with respect.
6. No students should be in the halls prior to 8:50 a.m. unless they have a pass or an adult escort.
7. Students should go directly home after dismissal from school.

Supervision Responsibilities of Staff

1. The entire staff is expected to help supervise hallways before school.
2. While in the halls, adults will interact positively with students.
3. If a student violates a rule, use a respectful but firm voice to inform the student of what s/he should be doing. Point out the appropriate behavior the student needs to exhibit.
4. For repeated infractions, have the student go back and walk, or delay the student with a time-out.
5. If a student refuses to follow instructions, inform the student that s/he can choose to follow instructions or be referred to the principal for being uncooperative. Uncooperative students should be escorted to the principal's office. If the student refuses to accompany the adult, make no attempt to physically take the student. Simply inform the principal of the incident.
6. Teachers will be responsible for escorting their classes to and from P.E., Music, Computers, the Library, and to the dismissal area after school.

Teaching Responsibilities:

During the first week of the school year and as needed, there will be a lesson on hallway expectations. These lessons should be conducted in a way that helps students understand why procedures have been implemented (i.e., safety, respect, setting a calm tone for entering class). Teachers will take students into the halls to practice appropriate procedures.

The principal or another designee will review hallway expectations with student teachers and assistants.

Responsible Restroom Behavior:

1. Use restrooms at the beginning or end of recess.
2. Use restrooms appropriately and leave them clean.
3. Put toilet paper in the toilet. (Conserve paper.)



HALLWAY RULES

GOAL: The hallways will be a safe and quiet environment where people interact with courtesy and respect.

Responsible Hallway Behavior:

1. Students will walk safely through the hallways and will not touch doorways and walls.
2. Whisper voices will be used in the hallway.
3. During recess, students must have a pass to be in the halls.
4. If any adult requests that a student correct a behavior, the student will do as asked.
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The principal or another designee will review hallway expectations with student teachers and assistants.

Responsible Restroom Behavior:

1. Use restrooms at the beginning or end of recess.
2. Use restrooms appropriately and leave them clean.
3. Put toilet paper in the toilet. (Conserve paper.)
4. Flush the toilet.
5. Leave stalls unlocked after use.



RESTROOM RULES

GOAL: The restrooms will be clean and safe.

6. Wash your hands with only 1 pump of soap. Turn off the water.
7. Use only 3 pumps on the paper towel dispenser and put all paper towels in the garbage can.
8. Leave the restroom as soon as you finish.

Supervision Responsibilities of Staff:

1. When dismissing students for recess, have them go to the restroom first. Remind students that "Restrooms will be clean and safe."
2. If a student violates a rule, use an appropriate consequence.
3. If a student has many infractions, have the student call the parent to notify them that s/he will be staying after school to assist in cleaning the restroom.
4. If a student refuses to follow your instructions, inform the student that s/he can choose to follow your instruction or be referred to the principal for being uncooperative. Uncooperative students should be escorted to the principal's office. If the student refuses to accompany you, make no attempt to physically take the student. Simply inform the principal of the incident.



Teaching Responsibilities:

At the beginning of the school year and as needed, there will be a lesson on the proper use of restrooms. The rules specified above can serve as the basis for this lesson.

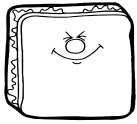
During the first week of the new school year, plan on walking students to restrooms at the beginning of each recess and state the restroom goal before students enter. Stand outside restroom doorways during your class's use. Note positive things to reinforce and areas to be improved. Discuss this information with the class.

The principal or another designee will review restroom expectations with student teachers and assistants.

Responsible Cafeteria Behavior:

Coming to Lunch and Lunch Line

1. Teachers must escort the class to the lunchroom line.
2. While in line, students will keep hands, feet, and other objects to themselves.
3. Students will buy lunch or milk before they sit down.
4. Students must sit at assigned tables.



LUNCHROOM RULES



GOAL: The cafeteria will be a safe and clean environment where people interact with courtesy and respect.

Lunch Area Procedures:

1. Students will use quiet voices when talking.
2. Students will keep hands, feet, and other objects to themselves.
3. Students will stay in their seats and raise their hands to get help.
4. Students will eat their own food quietly and use good manners.
5. Students will walk in the lunch area.
6. Everyone will treat others with respect.



Dismissal from Lunchroom:

1. Students will clean up their own area and return to their tables.
2. At the appointed dismissal time the supervisor will check each table and dismiss students if the table and floor are reasonably clean.
3. When dismissed, students will leave quietly.
4. Lunch boxes will be left in the cafeteria's storage boxes.
5. Students are to remain on the playground unless they are given permission to enter the building.

Supervision Responsibilities

1. There will be supervisors for the cafeteria. Supervisors, including cooks, will be trained.
2. All supervisors will circulate through the cafeteria, interacting with students in a friendly manner.
3. If a student violates a rule, supervisors will use an appropriate consequence.
4. If a student refuses to follow your instructions, inform the student that s/he can choose to follow your instruction or be referred to the principal for being uncooperative. Uncooperative students should be escorted to the principal's office. If the student refuses to accompany you, make no attempt to physically take the student. Simply inform the principal of the incident.

Teaching Responsibilities:

At the beginning of the school year and as needed, classroom teachers will teach the rules and expectations.

The principal or another designee will review lunchroom rules and expectations with student teachers and assistants.

Responsible Courtyard Behavior:

1. Students will walk along the gym wall when walking through the courtyard.
2. Students will walk through the courtyard without touching doorways, windows, and walls.
3. Students will not disturb classes or go near the classrooms.
4. Whisper voices will be used in the courtyard.
5. Students may not loiter in the courtyard.
6. Students will not bounce balls in the courtyard.

Supervision Responsibilities



COURTYARD RULES

GOAL: The courtyard will be a quiet environment.

1. The courtyard will be supervised by the playground and lunchroom staff as necessary.
2. If a student violates a rule, supervisors will use an appropriate consequence.
3. If a student refuses to follow your instructions, inform the student that s/he can choose to follow your instruction or be referred to the principal for being uncooperative. Uncooperative students should be escorted to the principal's office. If the student refuses to accompany you, make no attempt to physically take the student. Simply inform the principal of the incident.

Teaching Responsibilities:

At the beginning of the school year and as needed, classroom teachers will teach the rules and expectations. Students should be shown the courtyard and where they should be walking when in the courtyard.

The principal or designee will review courtyard rules and expectations with student teachers and assistants.

Responsible Assembly Behavior:

1. Students will enter quietly and follow their teacher's directions regarding where to sit.
2. Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.
3. When the leader goes to the microphone and says, "May I have your attention please," stop talking and look at the person at the microphone.
4. Students will listen politely, be respectful, and show appreciation appropriately.
5. Students will remain seated until their teacher gives them the signal to stand and follow the teacher from the assembly area.

Supervision Responsibilities:

1. All teachers will attend every assembly unless prior arrangements have been made with the principal. Classroom teachers should attend with their classes. All support staff should be distributed throughout the audience to assist the classroom teachers with supervision.
2. Model appropriate behavior for your students.
3. If a student is misbehaving, use an appropriate consequence.

Teacher Responsibilities:

Every classroom teacher will be given a handout the day before the assembly. This handout will include: the type of assembly, the



ASSEMBLY RULES

GOAL: Students will demonstrate respectful behavior during assemblies

content and objectives, the agenda and time (including estimated duration), and learning activities to use before or after the assembly (when available). If appropriate, classroom teachers will have a follow-up lesson about the content of the assembly.

Prior to each assembly, teachers will discuss the agenda and review the assembly rules with the students. If appropriate, practice how to show appreciation. Encourage your students to use the restroom before assemblies to minimize disruptions. Teachers should be seated with their students during the assembly. After each assembly, teachers will discuss student behavior at the assembly with their class.

Responsibility Before School and After School:

1. Students should arrive after 8:45 a.m.
2. No student is allowed in the classroom before 8:50 a.m.
3. After 8:50, students report directly to their classroom.
4. Students should be picked up no later than 3:15 p.m.

Supervision Responsibilities:

1. Teachers must walk their classes to the buses.
2. Walkers and bikers need to report to the southwest corner of the building. A staff member will be on duty there. After the buses leave, those students will be dismissed.
3. No students may board buses until the bus doors are open. Open doors mean that students may safely board because all buses have arrived and are parked.
4. Teachers need to walk out to the yellow line and watch for running. Running children will wait in the time-out area.
5. All teachers must supervise the bus area until all of their students have boarded.
6. A staff member will be on duty to supervise students waiting for parent pickup.

Teaching Responsibilities:

During the first week of the school year, teachers will conduct a lesson on before and after school behavior. The lesson will consist



BEFORE and AFTER SCHOOL RULES

GOAL: Students will arrive and depart school in a safe and orderly manner

of a discussion of the rules. Teachers should have their classes practice appropriate before and after school behaviors.

Bernice Vossbeck Elementary School BETTER CHOICE PLAN

Student Name _____ Teacher _____ Date _____

1. Circle the poor choice you made:

- a. I was not responsible.
- b. I did not cooperate with other people.
- c. I did not respect the rights or property of others.

Explain what you did:

I

2. The consequence for my poor choice is:

(must be approved by the teacher or staff member)

- _____ Write a letter of apology
- _____ Lose _____ recess(es)
- _____ Stay after school (student must call home)
- _____ Other

3. Instead of making this poor choice again, I will make a better choice and:

Better Choice Plan

Kindergarten - First Grade - Second Grade

I made a poor choice today and I:

_____ hurt someone.
_____ teased.
_____ didn't follow directions.
_____ other _____

I know I need to follow the rules and if I was upset I should have:

_____ taken two deep breaths.
_____ counted to ten.
_____ asked the person to stop.
_____ walked away.
_____ asked an adult to help.

Now as a consequence I need to:

_____ apologize.
_____ miss _____ recesses.
_____ talk to the principal.
_____ have my parent(s) come to school.
_____ other _____

Also, I need to have my parent/guardian sign this so that the school knows I told them about my poor choice. I know that I won't be able to go back to recess until I return this form with a parent/guardian signature.

Student Signature

Date

Staff Signature

Date

Parent/Guardian Signature

Date

➤ An explanation and details can be found on the back.

Better Choice Plan

Third Grade - Fourth Grade - Fifth Grade

I made a poor behavior choice today , I _____

_____.

I should have followed the rules and _____
_____.

If I was upset I should have:

- _____ taken two deep breaths.
- _____ counted to ten.
- _____ asked the person to stop.
- _____ walked away.
- _____ asked an adult to help.

Now as a consequence I need to:

- _____ write a letter of apology.
- _____ miss _____ recesses.
- _____ talk to the principal.
- _____ have my parent(s) called.
- _____ have my parent(s) come to school.
- _____ other _____

Also, I need to have my parent/guardian sign this so that the school knows I told them about my poor choice. I know that I won't be able to go back to recess until I return this form with a parent/guardian signature.

Student Signature

Date

Staff Signature

Date

Parent/Guardian Signature

Date

➤ An explanation can be found on the back.