

Sherwood Forest Building Discipline Plan

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1. Sherwood Forest Philosophy of Discipline

We believe that students can make positive choices and enjoy the satisfaction of doing their best. We assume that students take pride in doing their best at work and at play. We believe that students want to be held accountable and expect interventions and consequences when they make inappropriate choices and decisions regarding their own behaviors. The purpose of discipline is to provide guidance for changes in behavior, which indicate growth and development over time. We believe that teachers and students reach their optimal potential in positive environments which foster appreciation, respect, safety, orderliness and responsibility. Students are expected to be safe, kind and productive at all times.

2. Students' Bill of Rights

Students' Bill of Rights

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

Students in our school have the right to:

- ◆ Learn in a disruption-free environment.
- ◆ Know what is expected of them at all times in every area of the school.
- ◆ Be protected from physical harm.
- ◆ Have their positive behavior recognized.
- ◆ Have their personal property protected.
- ◆ Have their concerns heard.
- ◆ Be treated with kindness and caring.

3. Teach Expectations to Students:

Assemblies ~

While attending assemblies, it is expected that students will: (1) Walk to the assembly in accordance to the hall expectations, (2) Enter quietly, (3) Sit with bottom on the floor, legs crossed and hands in one's lap, (4) Sit in rows in designated areas, (5) Focus on the presenter, (6) Respond in an appropriate voice when greeted or requested as an entire audience, (7) Show appreciation with courtesy and cooperation, (8) Applaud at the appropriate times with hand clapping only (not verbal), (9) Dismiss quietly and at individual teacher's directions.

Consequences/Interventions:

Verbal Warning

Individual will be removed and sent to the office

Entire group or class will be asked to leave

Bathrooms ~

Safe	WASH your hands
Respectful	Keep it CLEAN. QUIET voices.
Responsible	REPORT problems. RETURN promptly.

Hallways ~

Safe	WALK to the right, eyes forward
Respectful	QUIET; hands, feet and objects to yourself
Responsible	HALL PASS; go straight to your location

Lunchroom ~

Safe	WALK; Hands, feet and food to yourself.
Respectful	Use inside voices; Follow signals promptly; Use good manners.
Responsible	Raise your hand for help; Clean up your area; Clean table/voices off for dismissal.

Consequences/Interventions:

1. Group consequences when noise level for the lunchroom is too high:
 - a. Reminder over microphone to lower voices.
 - b. Warning over microphone that we'll move to "Red Light" (voices off) for 3 minutes if another reminder is needed.
 - c. Red Light (voices off) for 3 minutes

2. Individual consequences when student is not following rules
(Examples; one or more of these consequences could occur):
 - a. Reminder
 - b. Assigned Seating
 - c. Time out
 - d. Two-minute loss of recess
 - e. Recess Reflection

Playground ~

It is expected that students will use "Rock-Paper-Scissors" to solve a disagreement on the playground. In addition, students are instructed to use Kelso's Choices to solve small problems or conflicts that arise on the playground or at school. Those choices are:

- Share and take turns.
- Talk it out.
- Ignore it.
- Apologize.
- Wait and cool off.
- Go to another game.
- Walk away.
- Tell them to stop.
- Make a deal.

General playground expectations include:

- (1) Play within the boundaries of the yellow line to the fence.
- (2) Keep within the eyesight of the playground supervisors.
- (3) Keep hands and feet to oneself.
- (4) Bring only labeled personal items that are school-like equipment or school supplies.
- (5) The blacktop area is reserved for playing on playground equipment and for games like four-square, basketball, jump rope, and wall-ball. For safety reasons, running across the blacktop is not allowed.
- (6) Tag football, soccer, baseball, kickball and running games are allowed on the field.
- (7) Jump ropes are used for jumping only.
- (8) Gum and food are not allowed on the playground (with the exception of popcorn and treat days).

On the playground equipment, the following expectations are in place:

Bars: Count to 100 by saying, “One and two and three and four and five and. . .”
Use two hands and at least one knee on the bars.

Horizontal Bars and Rings: Go in one direction, one student at a time, using hands (no feet or legs). Do not sit or stand on top of the bars.

Big Toy: All enough space for people around you. Wait your turn. Slide feet first, bottom down. No running or tag on or near the Big Toy.

Swings: Push from the back only. Straight forward swinging, use two hands, sitting on bottom only. Swing height limit not to exceed the black pad. Do not twist. Count to 100 by saying, “One and two and three and four and five and. . .”

Consequences/Interventions:

- Verbal Warning and Discussion
- Time-Out on the Wall
- Loss of Playground Privileges
- Walk with the Playground Supervisor
- Recess Reflection
- Refer to Administration

Notes: If items are brought to school, they are brought with the understanding that students bring and share at their own risk. Sherwood Forest is not responsible for personal items. Examples of unacceptable playground items are: aluminum bats, racquets, baseball cards, hard balls, racquet balls, electronic games, cameras, head set, tape players, umbrellas, etc...

Classroom: Each individual teacher has a systematic plan for classroom management with rules and consequences. Rules and expectations are posted, taught, practiced and reviewed. Each student is expected to follow the classroom plan and the directions of the teacher.

Consequences/Interventions:

- Verbal Warnings
- Classroom Management Plan and Consequences
- Recess Reflection
- After-School Detention
- Refer to Administration

Bus Rules

1. The driver is in full charge of the bus and passengers at all times. Passengers must obey the driver promptly.
2. Students shall give their correct name promptly and willingly when asked by the bus driver.
3. Quiet conversation will be permitted while students are riding the bus unless this privilege is abused.
4. Students should talk to the driver only when necessary.
5. Students are to remain seated while the bus is in motion and are not to get on or off until the bus has come to a full stop.
6. A student may be assigned a seat in which he/she will be expected to remain at all times while on the bus.
7. No students will smoke, ignite matches or lighters, or use any type of flame or sparking device on the school bus.
8. Items that may cause injury to others, such as sticks, breakable containers, any type of firearms, straps or pins extending from clothing are not allowed on the bus. Also, no animal is permitted on the bus except "seeing-eye" dogs.
9. Students must arrive at the bus stop no less than five (5) minutes and no more than ten (10) minutes prior to the expected arrival time of the bus.
10. Students should not stand or play on the roadway while waiting for the bus to arrive.
11. While at the bus stop of loading zone, students are to remain at a safe distance from the bus until it is completely stopped.
12. Students must leave the bus in an orderly manner. They must not cross the roadway without first verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times.
13. Students must cross only in front of the school bus and never behind it.
14. Students will refrain from pushing, shoving or striking other passengers while on or near the bus or engaging in other unsafe activities.
15. Bus windows are to be left closed unless permission is granted by the bus driver to open them.
16. Students are not to extend head, hands, or arms out of the windows whether the bus is in motion or standing still.
17. Students must refrain from throwing objects on or at the bus or out of bus windows.
18. Students will refrain from using vulgar or obscene language and/or gestures.
19. Students shall have a "Bus Pass" issued by the appropriate school authority prior to being allowed to:
 - a. Board or leave the bus except at his/her regular stop.
 - b. Ride a bus other than the one to which they are assigned.
 - c. Ride an activity or late service bus.
20. Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large objects.
21. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor.
22. Eating on a school bus is not permitted except when specifically authorized and supervised, i.e., field trips.
23. Students are not to sit in the driver's seat at any time, nor shall students be to the immediate left or right of the driver while the bus is in motion.
24. In the event of an actual emergency, students must follow emergency exit procedures as established for emergency exit drills.
25. The parent/guardian will reimburse the Federal Way School District for damage to school busses resulting from student misconduct.

Consequences for Bus Rules Infractions

Below are the steps that bus drivers will take when a student does not follow the Bus Rules either on the bus or at the bus stop:

- Student will receive a verbal documented warning.
- Student will be given an assigned seat.
- Student will be given a write-up, which is to be signed by the student's parent and the Principal and returned to the bus driver the following day.

Further infractions will result in additional consequences as determined by the Principal. Every effort will be made to correct any misbehavior while the student is on the bus.

Zero Tolerance

The District has a zero-tolerance policy regarding the following behaviors (Procedure 3300P). As always, the safety of every student on the bus is our top priority.

- Vandalism
- Arson
- Theft
- Fighting
- Assault

Items Not Allowed on the Bus

For reasons of safety, health and in order to comply with state law and district policies, the following items are not allowed on a school bus.

- Glass objects; bottles, jars, etc.
- Live animals, bugs, worms
- Skateboards and baseball bats
- Any item which cannot be transported easily or which creates a safety concern.

4. Instruction/Prevention

- a. “Caught Doing Something Good” slips
- b. Positive encouragement and recognition (individual and group)
- c. Classroom behavior management plans (See “Classroom Expectations” above)
- d. Building-wide use of Michael Grinder’s Non-Verbal Management Strategies (ENVoY – Educational Non-Verbal Yardsticks)
- e. Grades K-5 classroom instruction in Kelso’s Problem-Solving Choices
- f. Grades 1-3 classroom instruction in Conflict Resolution through Children’s Literature
- g. Grades K-5 classroom instruction in Harassment & Bullying Prevention
- h. Grades K-2 classroom instruction in Second Step (feeling identification, empathy, and problem-solving)
- i. Grades 3-5 classroom instruction in Steps to Respect (conflict resolution)
- j. Small-group guidance with school Counselor (goal-directed and based on student need)
- k. Individual sessions with school Counselor (based on referrals and student need)

5. Inform Parents of Procedures:

A summary of building discipline procedures is included in the Grades K-1 Student Folders and in the Grades 2-5 Student Planners. A “Sherwood Forest Discipline Policy” letter is sent to all parents in the first-day packet, and is signed and returned by parents. Our discipline procedures will also be shared with parents through the school newsletter.

6. Train Staff in Uniform Application of Procedures:

- ◆ New playground staff attend district training
- ◆ New staff members attend “new staff orientation” and review school discipline policy
- ◆ Staff annually review school discipline policy

7. Definition of Terms

- a. **Fighting** ~ The act of quarreling involving bodily contact is prohibited.
- b. **Intimidation** ~ Intimidation of school personnel or other students by threat of force or violence is prohibited. (NOTE: By school Board policy, threats involving statements like “I’m going to kill you!” will be taken seriously, and will result in expulsion.)
- c. **Malicious Harassment** ~ Derogatory action or intimidation of another person in a way that places that person in reasonable fear of harm to his/her person or property; or disrupts the learning environment. (See Policy 3207)
- d. **Sexual Harassment** ~ Any unwanted attention of a sexual nature is prohibited, including jokes, comments, notes, pictures, touching, stalking, and bullying.
- e. **Defiance** ~ Students must obey the lawful instructions of school personnel.
- f. **Disruptive Conduct** ~ Willful conduct which creates a disturbance on school premises or interferes with the educational process is prohibited.
- g. **Verbal Abuse** ~ The use of disrespectful or threatening language to school personnel or other students is prohibited.

8. Guidelines for Progressive Discipline

Except for “severe violations,” we use the following guidelines for progressive discipline:

____ **Minor Offense** – Verbal conversation, warning, or 5 minutes time out

____ **Violation 1-5** – Referral to “Reflection Room” and one day of missed afternoon recess

____ **Violation 6-10** – Referral to “Reflection Room” with missed p.m. recess and After-School Detention (30 min.)

____ **Violation 10** – Referral to “Reflection Room” 30-minute After-School Detention, and parent conference (to determine behavior plan and consequences for any future offenses)

In the “Reflection Room,” students miss a 40-minute recess while they write a Behavior Reflection. A copy of the Reflection is sent home for the parent to sign, and another copy is given to the principal and the classroom teacher. Students are expected to return the signed copy of the Reflection on the next school day or they owe an additional recess.

Please note that “severe violations” are handled outside of this progressive discipline policy. Examples include a fight, a closed-fist punch, possession of a weapon, a threat to harm or kill, intentional harm, verbal abuse, defiance, or disruption to the learning environment. These behaviors result in immediate parent contact and possible suspension or expulsion from school.