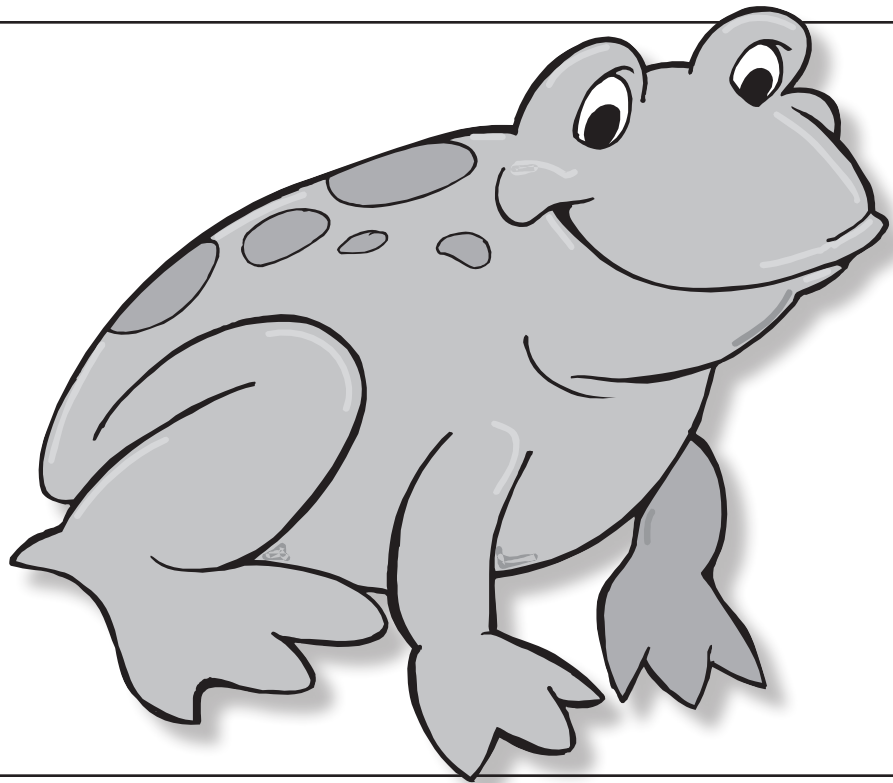


Thoreau Elementary
8224 N.E. 138th St.
Kirkland, WA 98034

(425) 823-4350
(425) 814-4986 fax
www.lwsd.org/thoreau



Henry David Thoreau Elementary

Discipline Policy 2008-2009

Lake Washington School District

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Thoreau Elementary Behavior Expectations



School is a place where students come to get an education.

We think they should be able to learn in a school that is safe and orderly. At Thoreau, we insist on this because we want the best for your child. Open, honest communication with you is the best way we know to achieve this goal.

Students, parents, and the school must share responsibility for creating the best possible school setting. The school must provide quality staff and programs to help children succeed in a complex world. Parents must help their children learn to take responsibility for their actions. Students must respect themselves, the school, staff members, and their classmates. Thoreau Elementary School has set the guidelines in this packet to insure a positive environment for learning and growing.

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My linda Mallon
Principal

Lake Washington School District
Dr. Chip Kimball
Superintendent

Board of Directors
Nancy Bernard
Christopher Carlson
Douglas Eglington
Jackie Pendergrass
Ravi Shahani

Behavior Expectations
Revised September 2008

Lake Washington School District complies with all federal and state statutes and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, marital status, sexual orientation, age, disability, or disabled or Viet Nam veteran status. This holds true for all district employment and opportunities.
www.lwsd.org

Thoreau Elementary - Responsibility

Students can show responsibility by:

- Coming to school each day
- Being prepared to learn
- Showing respect for staff members in the building at all times
- Showing respect for classmates
- Being well mannered
- Using good language
- Walking quietly in the halls
- Keeping all personal items in proper places
- Using items that belong to others only with their permission
- Seeking alternative, peaceful ways to resolve conflicts
- Not bringing disruptive, harmful, or illegal things to school
- Respecting School Property

Parents can help students to take responsibility by:

- Learning from mistakes and not repeating misbehavior
- Helping children get up in the morning to arrive at school on time
- Supporting school staff in helping children develop a sense of respect for authority
- Impressing upon children that school is a place to learn
- Supporting the idea that taking what doesn't belong to another child is wrong
- Teaching and discussing good health habits regarding alcohol, drugs, and tobacco
- Helping children develop a sense of respect for themselves and others
- Helping children to develop alternative, peaceful methods of resolving conflict
- Impressing upon children not to bring disruptive, harmful, or illegal things to school
- Cooperating with school staff to improve the child's behavior

Our school can help parents and students by:

- Helping children understand that continued misbehavior disrupts the educational process
- Communicating expectations for students
- Keeping accurate records of student attendance
- Communicating regularly with parents
- Showing respect for students
- Reinforcing good behavior
- Planning structured activities
- Modeling appropriate behavior
- Creating learning environments to help students behave and use their time properly
- Keeping classrooms neat and orderly
- Encouraging students to participate in good health habits and physical fitness
- Discouraging the use of tobacco, alcohol, and drugs
- Providing a school environment where students feel safe and comfortable
- Establishing an atmosphere of open communication for students to seek help from staff
- Reporting and identifying behavioral problems
- Involving parents

Thoreau Elementary - School Values

Our philosophy is to help young people grow in a positive environment. Discipline is a combination of student self-control and a tool to allow staff the opportunity to demonstrate fairness, understanding, and consistency. Keeping our perspective and maintaining a healthy sense of humor will help all of us make Thoreau a better place. We are committed to helping all students learn and practice self-discipline and to understand that all of us must be responsible for our actions.

Our School Values:

1. The student learns from his/her problems.
2. The student establishes ownership of the problem.
3. The student will be required to make decisions.
4. The student will solve the problem so it doesn't make a problem for others.
5. The student will resolve the problem with the party involved.
6. The student and situation will be dealt with on an individual basis.
7. The student's dignity and self-esteem will be a prime consideration.
8. Students are made aware of the limits allowed.
9. An equal balance of empathy and natural/logical consequences replace punishment whenever possible.

School and Playground Expectations

Building Rules

1. Bicycles must be walked on school grounds. (Helmets and locks required.)
2. Arrival to school should be no earlier than 15 minutes prior to the starting time. Students should wait in their class line.
3. Students are to conduct themselves in hallways and lines in a quiet and orderly manner.
4. Profanity and rude language will not be allowed.

Playground Rules

1. Use equipment properly and safely
2. Include others in games.
3. Do not leave the playground or re-enter the building without permission.
4. Fighting and rough play are not acceptable.
5. Respectful language is expected (no profanity or back-talk.)
6. Use school equipment only, unless otherwise noted.

Taboo Things at School

1. Toys, radios, cd players and other electronic devices. (unless requested by the teacher).
2. Sports equipment.
3. Gum or candy, unless approved.
4. Pets, unless prearranged with the teacher.
5. Unnecessary money.
6. Matches, knives, fireworks, or weapons of any kind (including toys).
7. Illegal Drugs or alcohol. (All medications must be checked in at office.)
8. Skateboards or in-line skates.
9. Inappropriate clothing (e.g. designs with profanity, controlled substance advertisements for beer, tobacco, or similar items)
10. Cell phones should not be used at school. Students need to use the office phone while at school.

Discipline Process

Solve Problems

Thoreau students are taught to solve problems. Examples of techniques used include:

1. Talk it over and listen to others
2. Apologize: "I'm sorry," or "I didn't mean it," in a sincere fashion.
3. Ask a friend or grown-up for help.
4. Take turns.
5. Share.
6. Ignore it/Walk away.
7. Write a Plan.
8. Find something else to do.
9. Use "I" messages ("I feel _____, when you _____, because _____")
10. Other...

Range of Consequences

Since students are made aware of the limits allowed and an equal balance of empathy and natural/logical consequences replace punishment whenever possible, the following types of disciplinary actions may occur, but are not limited to:

(note: no sequential order is implied)

- Problem solving assignments
- Loss of privileges
- Time in Help Center
- In-house suspension
- Parent notification
- Parent conference
- Referral to Guidance Team
- Referral to Discipline Committee
- Contracts
- And as a last resort, home suspension and/or expulsion

Discipline Process

In the case of extreme acts of violence, threats, and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long term suspension or emergency expulsion in accordance to district rules and regulations. In no situation will any student be allowed to threaten the health, safety, and welfare of fellow students and/or staff members. Under any of these or similar circumstances, district procedures will be followed. A report completed by the principal will be sent to parents summarizing allegations, investigation results and assigned consequences.

Student Discipline Forms Requiring Parent Signature

In order to communicate together, we have developed the following system:
(See Samples Attached)

Recess Communication Slip

Recess Communication Slips record and communicate behavioral problems between school staff members about the situation.

Behavior Reflections Form

A **Behavior Reflections Form** assigned by a staff member, completed by the child and signed by the parent to reinforce communications and returned to school for resolution.

Rules Violations Slip

Rules Violations Slip completed by the principal, if a discipline issue has been referred to the principal for resolution.

Thoreau Staff uses four additional forms to increase communication between staff members when issues of discipline occur. These forms do not require a parent signature and often the discipline matter is handled by the classroom teacher.

Speeding Tickets

These tickets are issued for hallway disruption. A student loses 15 minutes of recess automatically when issued a Speeding Ticket.

Lunchroom Tickets

These tickets are issued for lunchroom misconduct. A student loses 15 minutes of recess automatically if issued a Lunchroom Ticket.

Help Center Pass

These passes are used for communication purposes between the classroom teachers and the Help Center supervisor.

Office Pass

These passes are used for communication purposes between the classroom teacher and the office staff.

Henry David Thoreau Elementary Behavior Self-Reflection - Primary

Name _____ Date _____

Expectation(s) Not Met

- | | | |
|--|---|--|
| <input type="checkbox"/> Respect your school's purpose | <input type="checkbox"/> Respect others | <input type="checkbox"/> Respect property |
| <input type="checkbox"/> Obey school personnel | <input type="checkbox"/> Be safe | <input type="checkbox"/> Follow school rules |

Before

What was I supposed to be doing?

Action/Behavior

What did I do?

Consequence

What happened because of my behavior?

Practice

What will I do to practice positive behavior?

Student Signature

Staff Signature

Parent Signature *(Please sign and return to Thoreau Elementary)*

white: parent / yellow: office

Henry David Thoreau Elementary Behavior Self-Reflection - Intermediate

Name _____ Date _____

Expectation(s) Not Met

- | | | |
|--|---|--|
| <input type="checkbox"/> Respect your school's purpose | <input type="checkbox"/> Respect others | <input type="checkbox"/> Respect property |
| <input type="checkbox"/> Obey school personnel | <input type="checkbox"/> Be safe | <input type="checkbox"/> Follow school rules |

Situation

Tell what happened that caused the problem. Include names. Please use complete sentences.

Choice You Made

Start with the word I and tell what you did. Use complete sentences.

Effects

What problems did you cause for others, your classmates, teachers or yourself?

The Plan

What will you do differently?

Student Signature

Staff Signature

Parent Signature *(Please sign and return to Thoreau Elementary)*

white: parent / yellow: office

Henry David Thoreau Elementary School Rule Violations Slip

Name _____ Date _____

Classroom teacher _____ Given by _____

School Rule(s) Violated

Respect your school's purpose Respect others Respect property
Obey school personnel Be safe Follow school rules

Describe rule violation

Consequence assigned

This is the ___ instance of a school rule violation(s). Excessive violations will lead to the development of a formal behavior plan.

Parent was called

Parent could not be reached. Student will take form home, have his/her parent or guardian sign it below, and return it the next school day. Parent is welcome to contact school office for discussion of the rule violation slip.

Parent: Please discuss with your child the importance of following school rules.

Comments

Student Signature

Staff Signature

Parent Signature

(Please sign and return to Thoreau Elementary)

white: parent / yellow: office /pink: teacher

Henry David Thoreau Elementary
Office Pass

Name _____

Teacher _____

Date _____ Time _____

Reason

- | | |
|---|---|
| <input type="checkbox"/> Temperature | <input type="checkbox"/> Head injury |
| <input type="checkbox"/> Upset stomach | <input type="checkbox"/> Injury |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Classroom disruption |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Incomplete work |
| <input type="checkbox"/> Uncooperative behavior | |
| <input type="checkbox"/> Disrespectful/rude to classmate or teacher | |
| <input type="checkbox"/> Other _____ | |

Action Taken

- | | |
|--|--|
| <input type="checkbox"/> Temperature _____ | <input type="checkbox"/> Time out: _____ minutes |
| <input type="checkbox"/> Head injury form | <input type="checkbox"/> Missed recess(es) _____ |
| <input type="checkbox"/> Ice pack | <input type="checkbox"/> Behavior/Violation Slip |
| <input type="checkbox"/> Parent called | <input type="checkbox"/> Community service |
| <input type="checkbox"/> Sent home | <input type="checkbox"/> Stay until work is done |
| <input type="checkbox"/> Back to class | <input type="checkbox"/> Principal |
| <input type="checkbox"/> Wash and band-aid | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Other _____ | |

Comments

Henry David Thoreau Elementary
Help Center

Name _____

Teacher _____

Date _____ Time _____

Reason for coming

- To finish work
 Behavior
 Other _____

Expectation for student

- Stay entire period
 Finish work then can leave
 Other _____

Help Center

Teacher _____

Comments concerning student

- Quiet and worked hard
 Quiet and did not work
 Disruptive behavior
 Read
 Other _____

Henry David Thoreau Elementary
Speeding Ticket

Name _____

Teacher _____

Reported by _____

Date _____ Time _____

I failed to show respect when I:

- Ran in the halls
 Talked in the halls
 Touched displayed student work
 Disrupted other classrooms
 Failed to follow staff directions
 Was in the halls without permission
 Did not keep hands and feet to myself
 Other _____

I understand the consequence, I go to the office during recess for 15 minutes.

white: teacher / yellow: office

Henry David Thoreau Elementary
Lunchroom Ticket

Name _____

Reported by _____

Teacher _____

Date _____ Time _____

I failed to show respect when I:

- Ran in the lunchroom
 Used a loud voice
 Used inappropriate table manners
 Disrupted other tables
 Failed to follow staff directions
 Got up from the table without permission
 Threw away my trash in an irresponsible manner
 Other _____

I understand that as a consequence, I go to a timeout chair during recess for 15 minutes.

white: teacher / yellow: office

Henry David Thoreau Elementary Recess Communication Slip

Henry David Thoreau Elementary
Recess Communication Slip

Name _____
Playground staff _____
Date _____ Time _____

Reason for write-up

- Obscene or abusive language
- Rough Play
- Touched displayed student work
- Repeat offenses (throwing items, poor sportsmanship)
- Harassment, bullying, intimidation
- Fighting/hitting another student
- Disrespect/disobedience toward playground staff
- Other _____

Student Signature _____

Parent Signature _____

Required
This slip must be signed by a parent, returned to school, before this student is allowed to return to recess.
(Please sign and return to Thoreau Elementary)
white: parent/ yellow: teacher