

ELEMENTARY HANDBOOK

2019-2020

JOHNSON ELEMENTARY

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Scottsburg, IN 47170

812-752-8923

<http://jes.scsd2.k12.in.us/>

LEXINGTON ELEMENTARY

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Lexington, IN 47138

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SCOTTSBURG ELEMENTARY

49 North Hyland Street

Scottsburg, IN 47170

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VIENNA-FINLEY ELEMENTARY

445 East Ivan Rogers Road

Scottsburg, IN 47170

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DISTRICT MISSION STATEMENT

Scott County School District 2 is an innovative community of learners dedicated to helping ALL students find their Path To A Brighter Future.

DISTRICT VISION STATEMENT

Scott County School District 2 produces 21st Century learners contributing to the global community.

DISTRICT PRECEPTS

- Respect authority.
- Honor your parents and family members.
- Treat your classmates, teachers, and school staff with respect.
- Speak kindly to and about others.
- Resolve conflicts without using violence.
- Tell the truth.
- Save sex for marriage.
- Stay drug and alcohol free.
- Leave other people's property alone.
- Avoid being jealous of what others have.

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ATTENDANCE, TARDINESS & EARLY DEPARTURES

Attendance Procedures

Indiana State law requires all children of elementary school age to attend school every day. Students are expected to be on time for classes in order to benefit from instructional programming and to develop the good habits of self-discipline, responsibility, and punctuality. Good attendance is vital for students to do well in school. Please remember that a phone call on the day of the absence or a signed note from the parent explaining a student's absence is required within 48 hours of the student absence. Upon returning to school, it is the student's responsibility to check with his/her teachers to make up work and tests.

A student is considered absent half day in the morning if he/she arrives after 10:00. A student is considered absent half day in the afternoon if he/she leaves before 1:00. Parents should arrange medical appointments so their children do not miss any part of the school day. Parents of students who accumulate 4 absences (excused or unexcused) will receive communication from the principal. Parents of students who accumulate seven (7) absences (excused or unexcused) will receive communication from the district attendance officer. Parents of students who accumulate 10 or more absences (excused or unexcused) may be referred to the Scott County Attendance Review Board (SCARB). Parents of students who accumulate 20 or more absences (excused or unexcused) may be retained.

Absence Types

- Certified: Medically Documented, Court, Bereavement, Admin. Waiver, Nurse Check
- Excused: Parent notified illness, personal, lice over 24 hours
- Unexcused: Truant

Tardiness & Early Departure

Tardiness interrupts the instructional day, so it's very important students arrive on time. Students should report to the office when they arrive after school has started. Students who have missing assignments due to tardiness may need to complete their work during recess, if necessary. Students with eight (8) tardies/early departures (excused or unexcused) will receive communication from the building principal. Students with 14 tardies/early departures (excused or unexcused) will receive communication from the district attendance officer. Students with 20 or tardies/early departures may be referred to the Scott County Attendance Review Board (SCARB).

Students are considered to be departing from school early when they leave before dismissal time. Students must be signed out at the office prior to leaving early. In the interest of safety, only the individuals listed on the consent form will be allowed to sign students out.

Perfect Attendance

Every school day is important and Scott 2 encourages students to be present every school day. Students are recognized for achieving perfect attendance during each grading period and for the school year. All absences, INCLUDING WAIVER DAYS, will be considered an absence when considering a student's attendance for this recognition. Students must meet the following guidelines in order to qualify for perfect attendance awards:

Grading Period

- Student must not be absent for any whole or partial day during the grading period.
- Student must not have more than one (1) tardy **or** early departure during the grading period.

School Year

- Student must not be absent any whole or partial day during the entire school year.
- Student must have achieved perfect attendance each grading period.

GRADES, REPORT CARDS, AT-HOME PRACTICE, HOMEWORK & CONFERENCES

Grading Scale

A+ = 100-99	B+ = 89-88	C+ = 79-78	D+ = 69-68
A = 98-92	B = 87-82	C = 77-72	D = 67-62
A- = 91-90	B- = 81-80	C- = 71-70	D- = 61-60
			F = 59-0

Report Cards

Report cards will be sent home with all students at the end of each grading period. Progress reports will also be distributed periodically throughout the year. Please feel free to call about your child's progress at any time during the school year to set up an appointment to talk with the teacher. Your child's progress may also be checked online by using Harmony. Contact the school office if you need assistance accessing the program.

At-Home Practice

All students will be provided opportunities for at-home practice of skills (reading, spelling, vocabulary, etc) to reinforce what is learned in school. Practice opportunities should be just that, practice. This practice is not intended to be a strain on family time, nor should it be a negative experience for any child. Parents are encouraged to communicate with their child's teacher if additional practice materials or items are desired.

Homework

In addition to at-home practice, students in 4th and 5th grade will be assigned some homework which will be graded by their teacher and will impact their class grades. Assigned homework, which is required to return to school for a grade, should not exceed a total of: 15 minutes to complete for 4th graders; or, 30 minutes to complete for 5th graders on any given day. Homework is intended to be graded practice students are required to complete and, whenever possible, parental involvement is strongly encouraged. A quiet place for students to complete homework away from the TV and other distractions is best. If your child is absent from school, homework may be requested by calling the school office by noon of the date of absence. Homework may be sent home with another student or picked up at the school office after school.

Parent-Teacher Conferences

Communication between the home and school plays a vital role in student success. Parent-teacher conferences are scheduled around the end of the first grading period to provide an opportunity for teachers and parents to discuss student progress and future expectations. Parents are encouraged to participate in their child's scheduled conference and to arrange for additional meetings as needed.

CAFETERIA & STUDENT HEALTH

Cafeteria

Our school serves nutritious and well-balanced meals every school day. Menus are sent home and may be found on the Scott 2 web page. Parents may apply for free or reduced price meals for their children. Applications are available from the school office. Drinks in glass containers and lunch delivered by parents from fast food restaurants are not permitted. Each student has his/her own cafeteria account and Personal Identification Number (PIN). This is a debit account and the correct amount will be subtracted from the student's account with every purchase. Cafeteria envelopes are provided for the collection of breakfast or lunch money. Please keep a positive balance in each account at all times in order to avoid a delinquent account.

Student Health

First Aid: If an accident occurs, or if a child needs to be sent home because of illness, action will be taken according to the instructions given on the Emergency Procedures Forms filled out by parents at the beginning of the school year. In the event of an emergency, advanced emergency personnel (911) will be alerted to care for a student and transport him/her to the hospital for emergency medical care. Parents are asked to alert the school, in writing, of any physical or emotional handicap, allergy, or medical problem a student may have.

Head Lice Procedures: Per district policy, students are excluded from school when live head lice are found. After parent(s) treats the head lice, the student must be checked by the school nurse and be free of any live lice before returning to school.

Hearing and Vision: Under the direction of the school nurse and speech therapist, routine checks on vision and hearing are made and health records are maintained for each student. A hearing examine is given during the 1st and 4th grades and when students first enroll at an elementary school. Teachers and parents may refer a student for a check at any time during the year. Vision is checked in 1st, 3rd, and 5th grade and any time parents or teachers make referrals.

Immunization Records: Per state law immunizations must be up to date by the first day at the beginning of the school year. Please contact the school nurse regarding immunization for further information.

Medications: It is the School Board policy that neither prescription medications nor over-the-counter medications such as Tylenol or cough syrup may be dispensed by school personnel without detailed guidelines being followed. Medication will only be dispensed by the school nurse, the school secretaries, or the school principal.

The following guidelines must be observed:

1. A school medication permission form signed by parent/guardian.
2. A signed statement from the student's doctor must be on file with the school.
3. Medications must be in the original container.
4. Medications, including cough drops, must be brought to the school by the parent.
5. Medications must be labeled with:
 - a. Child's name
 - b. Date
 - c. Name of medicine
 - d. Dosage
 - e. Route (mouth, ear, eye, etc.)
 - f. Time medication is to be given
 - g. Doctor's name

EXTRACURRICULAR ACTIVITIES & NON-DISCRIMINATION POLICY

Extracurricular Activities

Students of will have an opportunity to participate in extracurricular activities, including:

Basketball (Boys & Girls)	Grades K-5
Cheerleading (Girls)	Grades K-5
Volleyball (Girls)	Grades K-5
Cross Country (Boys & Girls)	Grades K-5
Destination ImagiNation	Grades K-5
Just Say No Club	Grades 4-5
M.A.T.H. Team	Grades 4-5
Spell Bowl	Grades 4-5
Student Council	Grades 4-5
National Honor Society	Grades 4-5
Archery	Grades 4-5
Track and Field	Grades 3, 4, 5
VEX Robotics	Grades 3, 4, 5
Others: 4-H, Boy Scouts/Cub Scouts	

In order to participate in an extracurricular activity, students must be present at school on the day of the game, meeting, contest, practice, etc.

Athletics: Academic Eligibility

The following eligibility rules apply to all third, fourth and fifth grade students participating in athletics, including school teams and district-sponsored travel teams:

1. Students must maintain passing grades (D or above) in reading and math
 - a. Weekly grade checks will be completed and the Elementary Athletic Director will be given the grade information in order to notify the coach.
2. Academically ineligible students WILL NOT be allowed to attend practices or participate in games for one week or more (through Sunday of that week - Monday to Monday eligibility period - or longer if necessary until the end of the week in which grades are acceptable under this rule.

Non-Discrimination Policy

It is the policy of the Board of trustees that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability, or limited English proficiency be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore whether full-time or part-time under any educational program or activity operated by the district.

BUS TRANSPORTATION & DISASTER DRILLS

Bus Transportation

Students will be assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Students will not be allowed to ride a bus other than their assigned bus without written permission from parents and the school principal. Permission to ride an alternate bus may be limited by the school. Riding a bus is a privilege and not a right. Students not behaving on the school bus can lose their privilege to ride. **Please notify your child's teacher and/or the school office if there is to be a change in your child's transportation routine. If no notice is received, your child will be sent home in the regular method.** The full list of bus transportation guidelines can be found on the Scott County School District 2 website.

The following rules have been adopted for your child's bus safety:

- Students are to be seated while the bus is in motion.
- Students are not to make loud noises or engage in other activities such as throwing objects, pushing/shoving, etc. that could cause the driver's attention to be distracted from the safe operation of the bus.
- Students are not to open windows or doors without the driver's permission, nor are they to throw objects from the windows.
- Directing profane, rude, or disrespectful language toward the driver or another student will not be tolerated.
- Eating or drinking on the bus is discouraged as it contributes to uncleanness and presents a safety hazard.
- Absolutely no smoking or lighting matches, lighters, etc. is permitted on buses.
- Defacing the bus or its contents will not be tolerated.

This list is not intended to address all aspects of bus conduct, but rather to provide examples of appropriate behavior. Students are to display the same positive behavior and respect that is expected of them at school. Parents and their children should understand that riding a school bus is a privilege and **not** a right. Serious violations or frequent minor violations that contribute to driver distraction or other unsafe conditions will cause the privilege to be removed.

Disaster Drills

One or more fire drills will be conducted on a monthly basis throughout the school year. Students will receive instructions from their teachers regarding proper procedures for fire drills. We encourage all parents to conduct fire drills at home as well.

One or more tornado drills will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the "all clear" has sounded.

One or more lockdown drills will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the "all clear" has sounded. During some of these drills, an evacuation may be necessary. Students and teachers are to follow the instructions given by school administrators and/or law enforcement officers.

An earthquake drill will be conducted each semester. Students will be asked to proceed to a maximum safety area for each drill. Students are to remain quiet until the "all clear" has sounded.

TECHNOLOGY

Scott 2 students have the opportunity to utilize a variety of technology tools and to establish themselves as responsible digital citizens. Scott 2 students use iPads and Macbook *laptops*. These devices are provided for students for educational purposes. Students must comply with all rules and meet all expectations in the Scott 2 Responsible Use Policy. Violations of the RUP or any of the following rules can result in any or all of the following consequences: loss of school tech privilege, loss of home access, disciplinary action, and/or financial responsibility for repair or replacement. There is no expectation of privacy in the use of Scott 2 iPads or Macbooks or in the use of school networks. Student activity will be monitored. Students and their parents will be charged for iPad and accessory replacement and repair costs.

Basic Rules for iPad Use

Students are responsible for their iPads and accessories 24/7. This responsibility includes care for the device and proper use of the device.

iPad Care

The protective case must never be removed from the iPad.

The protective cover should protect the screen when the iPad is stored, not in use, and /or moving.

The iPad screen may be cleaned periodically with a slightly damp, lint-free cloth or commercial wipe.

The iPad should be kept clear of stickers, paint, markings, or any other adornment.

The iPad should never be thrown, dropped, or exposed to extreme cold, heat, or outdoor elements.

The iPad should never be left unsecured at school, at home, or in a vehicle.

The iPad must be charged at home nightly.

iPad Use

Teachers direct students when iPads are to be used in class.

Students will be responsible for all activity/use of their device.

Expectations for Responsible Use:

- I will not alter Profile Settings or attempt to disconnect the iPad from the Scott 2 filter
- I will not delete apps
- I will not seek, download, create, or share any content that is defamatory, harassing, bullying, illegal, or contrary to school purposes.
- I will not share my password not use the passwords of others.
- I will not disrupt or misuse the school network/wifi.
- I will not change the password.
- I will never take iPads into the restroom.

MacBook Use

Responsible Technology Use rules apply when using Scott 2 Macbooks.

Macbook laptops may not be removed from a classroom without teacher permission.

Macbooks must be carried with two hands and a totally closed lid.

Macbooks must never be picked up by the lid.

LOST AND FOUND, BOOKS, TELEPHONE, VISITORS & WITHDRAWALS

Lost and Found

Please mark all personal belongings with child's name for easy identification. If your child loses an item, please contact the office. After a reasonable amount of time, lost and found items will be given to a social service agency.

Textbooks and Library Books

Students are responsible for all textbooks, library books, electronic devices, and other school property issued to them during the school year. The student or parent must pay for all lost or damaged school property. If a lost item is found, money will be refunded.

Parent-Teacher Organization

The PTO would like to welcome you and your child to our school. We encourage you to become active in our organization. Regularly scheduled meetings are conducted each year. The PTO sponsors a variety of school activities, so parent volunteers are always welcome. Notices of upcoming PTO events will be shared by way of the school newsletter, School Messenger, etc.

Telephone Calls

Parents may call the school office to leave a message for their children. Since the school phones are used as business phones, use of them by students is limited to emergencies. Students must obtain permission from school staff before using the phone.

Visitors

Parents are welcome and encouraged to visit our buildings. Advanced planning will help make your visit more productive and pleasant. All visitors must sign-in at the office and receive a visitor's tag before going to any other part of the building. This will ensure that everyone's wellbeing is protected. In the interest of school safety, visitors must enter the main entrance and be buzzed into the office area.

Withdrawal of Students

If you are moving and withdrawing your child from school, please stop by the school in advance and complete the withdrawal materials. Picking up the student's belongings and returning all textbooks, library books, electronic devices, and other school property on the last day is the responsibility of the parent and/or student.

BEHAVIOR, APPAREL/APPEARANCE, PLAYGROUND & FORBIDDEN ITEMS

Behavior

Every student has a right to learn and thrive in a safe and healthy environment. The school's behavior and discipline program promotes **honesty, engagement, respectfulness and organization (HERO)**. HERO uses research-based, positive strategies to teach, supervise and reward positive behaviors while also providing clear expectations of both students and staff which leads to a productive and positive school. ***See details of the HERO behavior program beginning on page 10 of this handbook.***

Each school shall be a bully-free environment. Bullying is defined as overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Students and staff will take part in bullying prevention activities. Parents are encouraged to talk with their child in order to support the following:

- We do not bully others
- We help students who are bullied by telling an adult at school and an adult at home
- We include students who are left out

Apparel/Appearance

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of clothing considered distracting or inappropriate is not permitted, specifically:

- Short shorts (appropriate shorts are mid-thigh in length)
- Clothing with obscene or questionable pictures or printing
- Shirts which are see-through or do not appropriately cover areas at top or bottom
- Backless shoes (appropriate shoes have a back or strap)
- Hats, head scarfs, bandannas

Playground

All students are under the direct supervision of school staff at all times. Playground supervisors are tasked with maintaining a safe playground environment. Playground guidelines include, but are not limited to:

- Show respect to all adults and other students on the playground
- Remain in the designated playground area unless a recess supervisor gives permission
- Refrain from fighting, wrestling, and throwing objects, such as rocks, snowballs, mulch, etc.

Forbidden Items

Students should not bring the following items to school:

- soft drinks, energy drinks, and beverages red in color
- hand held video games or music players
- knives, guns, or other weapons or weapon look-alike
- lighters or matches
- glass containers
- frisbees, footballs, baseballs, golf balls, etc.
- tobacco products, e-cigarettes, vapes
- drugs or drug look-alike
- remote control devices
- any item that is disruptive to students and/or the educational process
- personal device that provides access to internet must turned off and stored in backpack.

HERO BEHAVIOR, DISCIPLINE & SUPERVISION PROGRAM

Expected Student Behavior

Expectations	Classroom	Restroom	Hallway	Cafeteria	Recess	Bus
H onest	<ul style="list-style-type: none"> - Will do my own work - Tell the truth - Will follow teachers classroom rules 	<ul style="list-style-type: none"> -Report problems to teacher or another adult -Only leave class when an emergency - Will follow restroom rules -Will tell the truth 	<ul style="list-style-type: none"> - Will follow hallway rules and procedures -Will tell the truth 	<ul style="list-style-type: none"> -Report problems to teacher or another adult - Will follow cafeteria rules -Will tell the truth 	<ul style="list-style-type: none"> - Will always play fair - Will follow playground rules -Will tell the truth 	<ul style="list-style-type: none"> -Report problems to monitors / adults on the bus - Will follow bus drivers rules -Will tell the truth
E ngaged	<ul style="list-style-type: none"> -Participate in all activities -Be attentive -Be an active listener -Eyes on the teacher -Use your best effort -Use time wisely -Attempt tasks even if they are hard to do -Model appropriate behavior for others 	<ul style="list-style-type: none"> -When washing your hands, conserve water, paper, and use an appropriate amount of soap and paper towels. -Model appropriate behavior for others -Return to class quickly 	<ul style="list-style-type: none"> -Use time wisely -Notice surroundings -Model appropriate behavior for others 	<ul style="list-style-type: none"> -Decide lunch options before entering the cafeteria -Make healthy choices -Follow established procedures when given by the cafeteria monitor -Model appropriate behavior for others 	<ul style="list-style-type: none"> -Notice surroundings -Report danger/unsafe practices -Model appropriate behavior for others 	<ul style="list-style-type: none"> -Listen to the bus driver and bus monitor/aide -We will stay in our seat at all times
R espectful	<ul style="list-style-type: none"> -Follow directions the first time -Speak with appropriate voice and only when allowed to by classroom procedures. -Listen while others are speaking -Accept others' opinions -Take turns -Use manners -Treat others the way you would like to be treated -Kind words -Respect people's space -Will follow voice level chart 	<ul style="list-style-type: none"> -Respect others' privacy -Respect others' space -Respect school property -Use facilities appropriately -Flush -Will follow voice level chart 	<ul style="list-style-type: none"> -Be silent - Level 0 voice -Pick up after others -Be considerate of others you meet. -Will follow voice level chart 	<ul style="list-style-type: none"> -Use table manners -Use a quiet voice and speak only to those near you -Follow adult directions -Talk in a positive tone -Will follow voice level chart 	<ul style="list-style-type: none"> -Share with others -Keep playground area clean -Will follow voice level chart 	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Speak nicely to everyone -Level 1 voice -Know and follow the bus drivers rules -Will follow voice level chart
O rganized	<ul style="list-style-type: none"> -Remain seated unless directed by the teacher -Keep and leave your area organized and clean -Have necessary materials ready -Complete assignments and turn them in on time. 	<ul style="list-style-type: none"> -Keep area clean -Throw away trash in appropriate container -Be quick -Flush 	<ul style="list-style-type: none"> -Keep up with the pace of your class -Stay to the right -Stay in a straight, single file line -Follow leader 	<ul style="list-style-type: none"> -Single-file line -Keep your area clean -Keep food on the tray -Use utensils appropriately 	<ul style="list-style-type: none"> -Collect and protect equipment -Take turns 	<ul style="list-style-type: none"> -Enter and exit in an orderly manner -Stay in your seat

Student Behavior Responses/Interventions

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors	Level 4 Behaviors
<p>Classroom Addressed Consequences</p> <ul style="list-style-type: none"> -Out of line -Not following directions -Sitting in the chair inappropriately -Late to class -In another's space -Running -Unauthorized eating candy/chewing gum -Tattling -Talking at inappropriate times -Blurting out -Out of seat/assigned area -Misuse of materials -Off task -Disrupting class -Failing to take turn -Failing to share -Dress code violation -Throwing items -Minor horseplay -Taking things from others -Not keeping hands to self -Inappropriate affection/touching -Inappropriate language -Name calling or teasing -Not in assigned area -Misuse of Technology -Hallway Protocol 	<p>Classroom Discipline Referral in Harmony, 3 repeated and documented occurrences result in office referral</p> <p>-Repeated level 1 behaviors</p> <ul style="list-style-type: none"> -Bullying behavior -Pushing -Excessive horseplay -Arguing/back talking -Inappropriate language/gestures toward others -Aggressive touching of others -Defiance -Destruction of supplies -Lying -Throwing objects (non-safety violation) -Cheating <p>Once a student receives 3 documented classroom discipline referrals, this will result in an Office Discipline Referral.</p>	<p>Office Discipline Referral documented in Harmony</p> <p>-Repeated Level 2 behaviors</p> <ul style="list-style-type: none"> -Persistent / repeated lying -Theft -Cussing directly at others -Sustained and repeated tantrum behavior -Destroying property, throwing things, and/or vandalism (safety violation) -Harassment -Sustained disruption of the classroom/school setting after progressing through all levels of behaviors and action taken. -Leaving school grounds -Verbal abuse -Aggressive touching of others -Spitting on others -Inappropriate sexual behavior -Belligerent and defiant behavior toward school staff -Threats / Intimidation -Refusal to follow bus safety procedures -Insubordination -Abuse of Technology -Leaving classroom/school grounds without permission 	<p>Office Discipline Referral documented in Harmony</p> <ul style="list-style-type: none"> -Possession of weapons/look alike weapons -Possession of tobacco products -Possession of drugs/look alike drugs (including alcohol) -Being under the influence of drugs or alcohol -Vandalism of school property -Severe physical aggression toward students or staff -Threats toward students or staff -Physically assaulting staff (striking, kicking, biting, etc.)
Level 1 Bullying Behaviors	Level 2 Bullying Behaviors	Level 3 Bullying Behaviors	Level 4 Bullying Behaviors
<p>(follows level 1 actions)</p> <ul style="list-style-type: none"> -Reported, targeted verbal abuse and, or exclusion from group 	<p>(follows level 2 actions)</p> <ul style="list-style-type: none"> -Repeated, targeted verbal abuse and, or targeted exclusion from group 	<p>(follows level 3 actions)</p> <ul style="list-style-type: none"> -Repeated, targeted intimidation -Repeated, targeted physical abuse -Parent reported cyber-bullying 	<p>(follows level 4 actions)</p> <ul style="list-style-type: none"> -Repeated, targeted verbal, physical, exclusion, or cyber-bullying that results in victim behavior/emotional issues.
Level 1 Actions	Level 2 Actions	Level 3 Actions	Level 4 Actions
<p>Classroom Addressed Consequences</p> <p>Possible Consequences:</p> <ul style="list-style-type: none"> -Practice routines -Conference with student -General questioning techniques -Modeling/role playing of appropriate behavior -Wait Time -Direct warning -General redirect -Proximity of teacher -Quiet reminder -Private redirect -Loss of privileges -Cues and signals -Eye contact -Rearrange seating -Apology/reflection letter -Positive correction -Praise others -Give incentives -Parent Contact -Recess minutes 	<p>Classroom Discipline Referral in Harmony, 3 repeated and documented occurrences result in office referral</p> <p>(Parent must be contacted on any Classroom Discipline Referral)</p> <p>Possible Consequences:</p> <ul style="list-style-type: none"> -Classroom time-out with assigned adult -Parent contact -Parent conference with teacher -Daily behavior progress report or checklist -Walk the line during recess -Student Behavior Contract -Loss of Recess (No more than 1 a day) -Change of seating at lunch -Harmony Discipline Referral -Office Referral - After 3 documented Classroom Discipline Referrals <ul style="list-style-type: none"> -Counseling Approach -Discipline Consequences -School Detention -Referral to Principal -Parent Conference with Principal -School Detention -RTI Referral (Tier 2 Intervention) -In School Suspension 	<p>Office Discipline Referral documented in Harmony -</p> <p>Possible Consequences:</p> <ul style="list-style-type: none"> - Office Referral to Administration - Parent Conference with Administration - School Detention - In-School Suspension - Out of School Suspension - Bus Suspension - Special Education Meeting to Revise IEP - Out of School Suspension - Counselor Referral 	<p>Office Discipline Referral documented in Harmony -</p> <p>Possible Consequences:</p> <ul style="list-style-type: none"> -In-School Suspension -Out of School Suspension -Expulsion -Special Education Meeting to Revise IEP

Expected Staff Supervision

Expectations	Classroom	Restroom	Hallway	Cafeteria	Recess	Bus
H onest	-Staff will be be honest with students. - Will praise students for being honest, even when they did something they should not have been doing.	- Will praise students for being honest, even when they did something they should not have been doing.	- Will praise students for being honest, even when they did something they should not have been doing.	- Will praise students for being honest, even when they did something they should not have been doing.	- Will report issues to teachers and principals. - Will praise students for being honest, even when they did something they should not have been doing.	-Will set rules and expectations for students on the bus. -Will report any problem to school principal
E ngaged	-Staff should use common language to reinforce HERO expectations. -Staff should use feedback systems.	-Staff should use common language to reinforce HERO expectations. - Will be in the hallways monitoring students while in the restroom	-Staff should use common language to reinforce HERO expectations. -Staff should model expectations.	-Staff should use common language to reinforce HERO expectations. - Staff will be present and attentive	-Staff should use common language to reinforce HERO expectations. -Will be spread out around playground monitoring students	-Will focus on the road for student safety - Will be aware of what is happening on the bus at all times.
R espectful	--Staff members give compliments to students/lines following all HERO expectations. -Staff members use a calm, respectful voice when giving redirects. -Staff members should use time to build relationships with students. -Staff members should be consistent and follow through. -Will teach and reinforce voice level chart	-Staff members give compliments to students/lines following all HERO expectations. -Staff members use a calm, respectful voice when giving redirects. -Staff members should use time to build relationships with students. -Staff members should be consistent and follow through. -Will teach and reinforce voice level chart	-Staff members give compliments to students/lines following all HERO expectations. -Staff members use a calm, respectful voice when giving redirects. -Staff members should use time to build relationships with students. -Staff members should be consistent and follow through. -Will teach and reinforce voice level chart	-Staff members give compliments to students/lines following all HERO expectations. -Staff members use a calm, respectful voice when giving redirects. -Staff members should use time to build relationships with students. -Staff members should be consistent and follow through. -Will teach and reinforce voice level chart	-Staff members give compliments to students/lines following all HERO expectations. -Staff members use a calm, respectful voice when giving redirects. -Staff members should use time to build relationships with students. -Staff members should be consistent and follow through. -Will teach and reinforce voice level chart	-Will teach and reinforce voice level chart - Will use calm and appropriate tone with students - Will be positive role model for students
O rganized	-Staff should be prepared -Staff should be on time to all areas.	-Staff should keep students in a quiet line while waiting.	-Staff should lead the line/group in a straight line.	-Staff should keep students in assigned areas. -Staff should be prepared and follow the schedule.	-Staff members should reinforce boundaries. -Staff members should line class up before re-entering the building.	-Will keep my bus clean -Will have proper contact information incase of emergency