

Harbor Heights' ORCAS



Student Behavior and Discipline Guidelines

On Task
Respectful
Cooperative
Accountable
Safe

ORCAS Student Behavior and Discipline Guidelines

The purpose of the **ORCAS Student Behavior and Discipline Guidelines** is to ensure that Harbor Heights' students are provided with a

positive, safe and well-organized environment which encourages learning.

Guidelines for positive, safe, and well organized environment:

Harbor Heights' STAFF will:

- Design and deliver well-prepared **lessons and activities** that are appropriate and meaningful for students.
- Develop positive **relationships** with students and families based on care and respect.
- Set high expectations for students and clearly **teach and communicate** those expectations.
- Provide students with opportunities to **practice** expectations, procedures, and routines.
- Assure that students are always **supervised** including being escorted at passing times.
- Teach students, parents, and staff (including bus drivers and recess supervisors) **Kelso's Choice** problem-solving strategies.
- Use monitoring skills and techniques that encourage students to make **appropriate choices** and to be actively involved in learning.
- Post and/or provide students with **building and classroom ORCA expectations**.
- Recognize and reinforce students for **doing well**.
- Encourage positive school (**ORCA**) **pride**.
- Teach our school-wide method of **gaining students' attention**.
- Implement **discipline** that provides students with the opportunity to take responsibility for their actions and make better choices in the future.
- Communicate and work collaboratively with **students, parents and staff**.
- Review and revise **Student Behavior and Discipline Guidelines** as needed.

Harbor Heights' STUDENTS will:

- Be prepared and ready to learn
- Follow school and classroom expectations
- Be honest
- Take responsibility and ownership of their behavior and learning
- Always try to do their best
- Follow ORCA expectations

Harbor Heights' PARENTS will:

- Be informed and involved and encouraging
- See that their child attends school regularly, on time, and prepared
- Consistently reinforce positive behaviors and learning
- Communicate with staff

Student Encouragement and Recognition

Welcome to new Orcas – Students will be welcomed warmly by Office staff and provided with a tour of the school. They will have an orientation on school **ORCA** expectations including *Kelso's Choices*.

School-wide encouragement - Every opportunity will be taken to compliment and encourage students school-wide on positive choices on academic and behavior and leadership. "Friends helping friends" and "ORCA spirit" will be encouraged.

ORCA Recognition – Students who have shown exemplary effort in academics, behavior, or leadership will be recommended to sign the ORCA book located in the Principal's Office.

Activities that recognize and encourage students:

- Clubs such as Orca Singers and Circus Club
- Student Council
- Harbor Heights News Network (HHNN) broadcast over TV's in classrooms daily
- Job Squad
- Spirit Days – black and white every *Friday* and other days throughout the year
- Assemblies: Veterans' Day, Sharing and Caring, Volunteer Appreciation, etc.
- Hands on Art
- Read and Lead
- Imagination Celebration
- Team Time
- Words of the Month and Songs of the Month (“Perseverance”, “Kindness”, etc. which are reinforced on HHNN daily)

School-wide signals to gain students' attention

1. Two whistles or claps: Students will return this signal with 2 claps.
2. “May I have your attention, please.”
3. Hand raised with 5 fingers showing and count down to 1 finger: Students respond with same signal

Students will respond to all of these signals with silence, eyes on speaker, and listening.

Behavior Expectations for Common Areas

EXPECTATIONS FOR PLAYGROUND

Follow supervisor directions
Act safely
Respect yourself, others, and equipment
Display positive behaviors
Return equipment to the appropriate place

EXPECTATIONS FOR HALLWAYS

Walk in a line on the right hand side of the hallway
Everyone should be quiet in the hallways
Keep hands to self, face forward
When a class passes through the hallways, they will be escorted by a teacher.

EXPECTATIONS FOR LUNCHROOM

| | |
|--------------------|---|
| On Task | Eat your lunch. |
| Respectful | Hands and feet to self. Calm, quiet voices. |
| Cooperative | Clean up together and dispose of garbage, compost and recycling properly. |
| Accountable | Manage your own behavior. Use good manners. |

Safe Walk. Enter and exit through proper doors.

EXPECTATIONS FOR ASSEMBLIES

Enter, sit and leave quietly
Attention is given to speaker at front of audience
Demonstrate respect for performers and audience
Show appreciation by clapping only

EXPECTATIONS FOR RESTROOMS

Always ask permission
Use bathroom pass
Use facilities correctly/quickly
Use quiet voices
Flush and wash

EXPECTATIONS FOR BUSES

Enter and exit school through proper doors and at proper times
Walk to and from buses
Stand quietly in line (behind the white line) without pushing or cutting
Load buses when given permission from drivers
Follow bus rules
Children who do not ride the bus wait in parent pick-up area

School-wide rules

- All students will walk and use quiet voices inside the building
- We are all friends at Harbor Heights and no boyfriends/girlfriends are allowed
- Toys may be brought to school only when the student's teacher gives permission to do so
- Electronic devices are not allowed at school (but are allowed on some buses) so must be kept away during the school day.
- There will be no violence (threats, toy weapons, etc.)
- There will be no harassment/bullying (verbal or physical)
- There will be no swearing or other inappropriate/offensive language, gestures, or writing
- Bike riding or skate boarding will not be allowed on school grounds
- All students will be allowed to play or sit with anyone they choose—there is no excluding anyone at Harbor Heights
- Clothing:
 - No *short* shorts or skirts (longer than finger tips with arms at side).
 - Keep stomachs, backs, shoulders (2" wide straps) covered.
 - Keep underclothing out of sight.
 - Remember tennis shoes on PE days and for Friday *Team Time*.
 - No clothing that is disruptive to learning.
 - No hats in common school areas.

Meaningful, effective and logical consequences

Our intent is to provide *meaningful, effective, and logical consequences* when a student's behavior is inappropriate. The purpose of consequences

for poor behavior choices is for the student to take responsibility for his/her actions so that better choices will be made in the future.

Possible examples of consequences are:

- student receives a warning
- student conferences with staff member, counselor or principal
- the parent is contacted and/or a conference is held
- student loses privileges
- student has time out in classroom or office
- student misses recess or other activity
- Friday School with the Principal
- student has in school suspension
- student has out of school suspension/expulsion

Disciplinary Recommendations

1. Most disciplinary situations are best handled between the staff member and the student.
2. If the staff member and student are unable to resolve the concern, the staff member will follow the **Office Disciplinary Referral** procedures.
3. Students should also be sent to the **Office**:
 - a. If they are a safety hazard to themselves or others (i.e: fighting)
 - b. If the behavior could be considered harassment or bullying
 - c. Other pre-arranged criteria are met

Office Disciplinary Referral Procedures

General disciplinary procedures:

1. Staff member fills out a "Behavior Violation" form and turns it into the office.
2. Principal, Counselor or Person in Charge meets with the student and with other students/staff involved, if needed, to investigate the situation.
3. Students will talk it out with each other and will discuss what they learned from their mistakes.
4. A logical consequence will be decided upon, as needed.
5. For serious violations, a note of the problem and consequence will be made in the "Behavior Incident Log."
6. Parents may be called if the violation was serious.
7. For serious violations, parents will receive a copy of the "Behavior Incident Log" along with the pink half sheet that needs to be signed and returned by the parent. If the student does not return the signed sheet, the student will lose a recess in the Office until it is returned.
8. A copy of the "Behavior Incident Log" will be given to the teacher.
9. A copy of the "Behavior Incident Log" will also be maintained in the office but will not go into a students' Cumulative file.
10. Office staff will keep data on office disciplinary referrals, as required by Peninsula School District.

Emergency disciplinary procedures:

1. Student may be sent to the office with a note (or staff may call) as to what has occurred and what the staff member would like the student to do (talk to Principal, sit until calm, etc.).
2. Staff member will follow up with additional information and the "Behavior Violation" form as soon as possible.

3. Steps 3 through 10 above will be followed.

These Office Disciplinary Referral procedures are intended to:

- Assure that the Principal has adequate information to take appropriate actions.
- Assure that students have logical and meaningful consequences when they make poor choices and that students have made a commitment to make better choices in the future.
- Assure the referring staff member knows what action has been taken.
- Create a record system of both short and long term interventions.

Updated 9/11 P:\Office\Discipline Guidelines