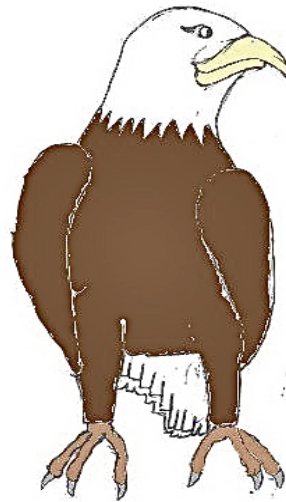


SeDoMoCha

2017-2018

Behavior Reference Guide for Students



Safe

Organized

Accountable

Respectful

SeDoMoCha

School-Wide Behavioral Essential Skills

This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed.

School Goal:

Students at SeDoMoCha will SOAR throughout the school day by following the four behavioral expectations.

SeDoMoCha Behavioral Essential Skills:



| | |
|----------|--------------------|
| S | Safe |
| O | Organized |
| A | Accountable |
| R | Respectful |

Student and Parent/Guardian Responsibilities:

*Each member of SeDoMoCha's community; students, parents/guardians, teachers, administrators, and staff share responsibility for making SeDoMoCha a healthy, safe, pleasant, and productive place to learn and work. Students will be held responsible for exhibiting behavior that maintains these principles. Students who choose not to exhibit the SOAR principles will be held accountable by experiencing respectful and reasonable consequences for their actions.

* The School Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Directors

Behavior Related Offenses and Consequences

The following ranges of consequences apply in most circumstances. In unusual or extreme cases, this range may not be appropriate.

| I | II | III | IV |
|--|---|--|--|
| Staff Response | Staff/Administrator Response | Administrator Response | Board Response |
| <u>Options*</u> | <u>Options*</u> | <u>Options*</u> | <u>Options*</u> |
| ~Verbal reprimand ~Time-out in or out of classroom ~Loss of privileges ~Recess ~Seating choices ~Special activities/events ~Contact/Conference with parent/guardian ~Have student notify parent/guardian about behavior ~Develop a plan ~Home to School notebook ~Behavior chart ~Contract (copy goes to parent) ~Campus clean-up ~Guidance Support | ~Lunch/Recess detention ~Teacher or Office detention-with 24 hour notice to parent/guardian ~Campus clean-up ~Parent/Guardian notification required ~Teacher/Administrator conference with student ~Guidance Support ~Develop a Plan ~Office referral ~In-school suspension | ~Conference with student, parent/guardian, teacher, and administrator ~Restricted access ~Bathroom buddy ~Adult accompaniment during recess ~Removal of extra-curricular privileges ~Parent/Guardian notification required ~Suspension ~Superintendent notification ~Alternative school day plan ~Guidance Support ~Develop a Plan | ~Parent/Guardian notification required ~Superintendent notification ~Board notification ~Disciplinary review by board ~Expulsion |

*May include but are not limited to

| Offense | Definition | Range |
|---|--|--------------|
| Absence – Unexcused JHB, JEA, JEAA | An absence for a day or any portion of a day, for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence | I to III |
| Arson/Fire JKD, JKE | Attempting to, aiding in, or setting fire to a building or other property | III to IV |
| Bomb Threats EBCC | Initiating a report about a bomb with or without a valid cause | III to IV |
| Bullying JICK | Any physical or gesture or any verbally, written, or electronically communicated expression that intends to physically harm a student, damage a student’s property, place a student in reasonable fear, or substantially disrupt the instructional program. Is so severe, persistent, or pervasive that it creates an intimidating, hostile, educational environment for the student who is bullied. | II to IV |
| Bus Misbehavior JICC | Any violation of school system policy or bus driver rules or bus company policy occurring on a school bus | I to IV |
| Cheating / Academic Dishonesty JIC | Copying, plagiarizing, altering records, or assisting another in such actions | I to III |
| Computer/Communication Misuse IJND | Any unauthorized use of computers, software, or internet/intranet account to access the district internet/intranet, accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource | I to IV |
| Defamation ACAA | False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning | I to II |
| Destruction of Property/Vandalism JQ, JKE | Damage, destruction, or defacement of property belonging to the school or others | I to IV |
| Disorderly Conduct JA | Behavior that interferes with the safe and orderly environment of the school, learning or school activity | I to III |
| Drug/Alcohol Violation JICH, GBN | Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia | III to IV |
| Extortion/Black-mail JKD, JKE | The process of coercing or obtaining property from another, with or without the person’s consent, by wrongful use of force, fear, or threat | II to IV |

| Offense | Definition | Range |
|---|--|--------------|
| Failure to Serve Assigned Consequence JKB | Failure to serve detention, suspension, or other assigned consequences | I to III |
| False Alarms | Initiating a report warning of fire or other catastrophic without valid cause, misuse of 911, or discharging a fire extinguisher | I to III |
| Fighting JKD, JKE | A hostile confrontation with physical contact involving two or more students | I to III |
| Fireworks or Explosives JICIA | Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or a combination of substances or articles | III to IV |
| Forgery JIC | To use, make, or reproduce another's signature for deceptive purposes | I to III |
| Gambling JIC | Wagering money or property without proper authorization | I to III |
| Harassment ACA | A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning or discriminating | I to IV |
| Hazing | Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team | II to IV |
| Inappropriate Dress JICA | Inappropriate clothing worn by a student as defined by Board policy | I to III |
| Inappropriate Language JKD, JKE | Using vulgar or abusive language, cursing, or swearing | I to III |
| Indecent Exposure JIC | Exposure to sight of the private parts of the body in a lewd or indecent manner | I to IV |
| Insubordination JIC | Refusing to follow reasonable directions of teachers, staff, and/or administration, including failure to identify self | I to III |
| Leaving School Grounds Without Permission | Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedures card which is on file at the school | I to III |
| Physical Attack on Staff, Students or Others JKD, JKE | Aggressive action, with physical contact, directed at any other person on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or other disruptive activity | II to IV |
| Possession of Pornographic Materials JICE-E | Possession of sexuality explicit material on school grounds or school sponsored events | I to III |

| Offense | Definition | Range |
|--|---|--------------|
| Refusal to Obey School Rules JKD, JKE | Failure to comply with school rules, regulations, policies, and/or procedures | I to III |
| Sexual Activity JKD, JKE | Behavior of sexual nature, including consensual sexual activity | I to IV |
| Tardiness | Lateness to school or class, or intentionally skipping class | I to III |
| Theft JKD, JKE | Taking or obtaining property of another without permission or knowledge of the owner | I to III |
| Threat to Staff, Student or Others, Physical or Verbal JICIA | Expression, conveyed by word or action, of intent to do physical harm to a staff member at school, or school sponsored events | II to IV |
| Tobacco Use/Possession ADC, GBEC, JICH | Possession or use of any tobacco or tobacco products, i.e. electronic cigarettes, vaping, including possession with the intent to sell, give, deliver, or distribute | II to III |
| Trespassing | Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion | II to III |
| Truancy JHB | For a child at least 7 years old having not finished 6 th grade- 5 school days in a row or 7 in one year For a child who has finished 6 th grade and is not 17- 7 school days in a row or 10 in one year | I to III |
| Weapons Violations JICIA | Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon | II to IV |

| <p style="text-align: center;">Essential Skills for Behavior in Common Areas S.O.A.R.</p> | | | | |
|---|---|---|--|--|
| Common Area | Safe | Organized | Accountable | Respectful |
| <p>All Common Areas</p> <p>* Includes library and all of the following areas</p> | <p>~Keep hands, feet, and objects to self</p> <p>~Use all equipment and materials appropriately</p> <p>~Inform adult of unsafe behavior, incidents or bullying</p> <p>~Maintain a perfume/ cologne free environment</p> | <p>~Keep track of belongings</p> <p>~Backpacks remain in designated areas during the school day</p> | <p>~ Follow adult directions the first time given</p> <p>~Follow school rules</p> <p>~Remind others to follow school rules</p> <p>~Be honest</p> <p>~Follow Cell Phone Procedures*</p> | <p>~Use kind words and actions</p> <p>~Wait for your turn</p> <p>~Clean up after self</p> <p>~Respect self, others, and property</p> |
| Cafeteria | <p>~Eat own food</p> <p>~Walk</p> <p>~Sit appropriately</p> | <p>~Know your assigned areas</p> <p>~Know your lunch number</p> <p>~Deposit money to account in morning</p> <p>~Get everything you need the first time</p> <p>~Obtain a pass to leave cafeteria</p> | <p>~Focus on eating first</p> <p>~Follow Cafeteria Procedures*</p> <p>~Use Table Manners*</p> | <p>~Clean up after self</p> <p>~Allow anyone to sit next to you</p> <p>~Use quiet voices</p> |
| Playground/ Recess | <p>~Inform adult of unsafe behavior, incidents or bullying</p> <p>~Remain in the playground area</p> <p>~Stay away from</p> | <p>~Wear clothing that matches the weather</p> <p>~Bring personal belongings and equipment inside</p> <p>~Obtain pass</p> | <p>~Follow Playground Procedures*</p> <p>~Observe procedures for leaving playground*</p> | <p>~Play fairly</p> <p>~Share equipment</p> <p>~Use positive talk</p> |

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| | unfamiliar adults or animals ~Hands-off play only | to leave the playground (nurse or office only) | | |
| Hallway | ~Keep feet on the floor ~Walk to the right in single file ~Use drinking fountains appropriately | ~Keep locker doors closed ~Stay with your class ~Obtain a pass for individual use | ~Go directly to your destination | ~Walk and speak quietly ~Use kind words and actions |
| Bathroom | ~Keep feet on floor ~Keep water in sink ~Put towels in trash ~Wash hands ~Inform adult of unsafe behavior, incidents or bullying | ~Hand Washing Procedures* ~Obtain a pass for individual use | ~Flush toilets ~Remain focused on your task and leave when finished ~Keep restrooms clean | ~Knock on the doors ~Give people privacy ~Use quiet voices ~Lock doors when entering and unlock when leaving |
| Arrival | ~Walk to building ~Stay on sidewalks ~Stay in designated area ~Inform adult of unsafe behavior, incidents or bullying | ~Put personal belongings in designated place ~Deposit money to account in morning ~Hold all equipment brought from home | ~Proceed to designated area ~Arrive to school on time ~If early or tardy check in at the office | ~Keep hands, feet, and objects to self ~Use kind and appropriate language ~Use quiet voices ~Respect others' personal space ~Respond appropriately to adult directions |
| Departure | ~Walk to designated area ~Stay on sidewalks ~Walk, single file, behind teacher | ~Keep materials in backpack ~Wear clothing that matches the weather | ~Be where you need to be when you need to be there ~Listen carefully to all afternoon/dismissal | ~Keep hands, feet, and objects to self ~Use kind and appropriate language ~Use quiet |

| | | | | |
|--------------|---|---|--|---|
| | <ul style="list-style-type: none"> ~Carry backpack down staircase ~Follow Hallway Procedure/ Departure Procedure* ~Inform adult of unsafe behavior, incidents or bullying | <ul style="list-style-type: none"> ~Be packed and ready to go ~ Hold all equipment brought from home | <ul style="list-style-type: none"> announcements | <ul style="list-style-type: none"> voices ~Respect others' personal space ~Respond appropriately to adult directions |
| Office | <ul style="list-style-type: none"> ~Open office doors slowly ~Keep hands and feet to self | <ul style="list-style-type: none"> ~Know your purpose ~Obtain a pass | <ul style="list-style-type: none"> ~Obtain permission to use phone | <ul style="list-style-type: none"> ~Speak respectfully to office staff ~State your purpose politely ~Wait your turn |
| Locker Rooms | <ul style="list-style-type: none"> ~Keep feet on floor ~Keep hands and feet to self ~Inform adult of unsafe behavior, incidents or bullying ~Keep personal items to self ~Maintain a perfume/ cologne free environment | <ul style="list-style-type: none"> ~Keep valuable items in a safe place ~Place laptops in designated area | <ul style="list-style-type: none"> ~Remain focused on your task and leave when finished ~Keep locker rooms clean ~Launder dirty clothing occasionally | <ul style="list-style-type: none"> ~Use kind and appropriate language ~Use appropriate gestures ~Respect personal space ~Respect self, others, and property |
| Assemblies | <ul style="list-style-type: none"> ~Keep hands, feet, and objects to self ~Inform adult of unsafe behavior, incidents or bullying | <ul style="list-style-type: none"> ~Stay in your assigned area/group ~Take care of all bathroom needs before assembly | <ul style="list-style-type: none"> ~ Follow adult directions the first time given ~Follow school rules ~Remind others to follow school rules ~Sit as instructed ~See Assembly Procedures* | <ul style="list-style-type: none"> ~No gum, food, or drinks ~Ask appropriate questions ~Eyes and ears on the speaker ~Applaud appropriately and when |

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| | | | | appropriate ~Respect others' personal space |
| Emergency Drills | ~Keep hands, feet, and objects to self ~Inform adult of unsafe behavior, incidents or bullying | ~Stay in your assigned area/group ~Walk in a single file line | ~ Follow adult directions the first time given ~Follow school rules ~Remind others to follow school rules | ~Follow emergency drill procedures |

Cafeteria Procedures

- Use quiet voices and appropriate talk
- Sit down
- Keep your hands and feet to yourself
- Use good manners
- Walk
- Clean up after yourself and others
- Raise your hand for assistance

Assembly Procedures

- Take care of all bathroom needs before assembly
- **No gum, food, or drinks**
- Enter assembly area quietly when called
- Follow adult directions the first time given
- Sit as instructed in assigned area/group
- Respect others' personal space by keeping hands, feet, and objects to self
- Eyes and ears on the speaker
- Ask appropriate questions
- Applaud appropriately and when appropriate
- Inform adult of unsafe behavior, incidents or bullying
- Exit assembly area quietly when called

Cell Phone/Electronic Device Procedures

- As students enter the building cell phones and any other electronic devices must be turned off
- The only place students will store cell phones and any other electronic devices during the school day will be in lockers/cubbies/backpack
- The students may not turn on their cell phones and/or any other electronic devices until dismissed from the Classroom at the end of the day
- Any lost, stolen, or damaged cell phones and/or any other electronic devices are the responsibility of the students and their guardians. The school is not responsible for lost, stolen, or damaged devices
- At any point during the day, employees may check that all devices are appropriately stowed and have the right to confiscate if it is not appropriately stowed
- Any confiscated cell phone or device will be turned into the office where the student may get it back at the end of the day

Departure Procedures

Bus Dismissal Procedures

- Wait in your designated area until your bus number is called
- Walk directly to your assigned bus in a single file line
- Leave personal space for people around you when entering the bus

Car Rider Dismissal Procedures

- Wait in your designated area until car pick-ups are dismissed
- Walk quietly to the designated car pick-up area and meet up with your ride

Walker/Bike Dismissal Procedures

- Wait in designated area until walkers are dismissed
- Walk quietly to the designated exit and leave the building quietly

Emergency Drill Procedures

- When the alarm sounds or an announcement is made, form a line quickly and quietly
- Lights out
- Doors closed
- Windows closed (if possible)
- Teachers take orange go-bags and close the door
- Proceed out of the building in an orderly fashion
- Form a quiet line in predetermined location
- Stand facing away from the building
- Listen quietly for any further directions
- Re-enter building when instructed to do so

Playground Procedures

General Procedures (Kindergarten-Fourth)

- Keep hands and feet to self.
- When you hear two short whistle blows stop what you are doing and look for teacher.
- When you hear one long whistle blow line up and get ready to go inside.

Playground Equipment

- On climbers, go up everything except slide
- On climbers, go down slide and stairs
- On the slide go up the stairs and go down slide on bottom
- On the swings, sit on your bottom swinging forward and backward only
- On the monkey bars, if your feet are on a bar your hands should be on a bar as well. Stay off the top.

Kindergarten and First Grade Exceptions

- On spider web, if your feet are on a rope your hands should be on a rope
**Second through eighth grade students are not allowed on the spider web.
Fifth through eighth grade students are not allowed on the elementary equipment.*

Equipment

- Use all equipment respectfully
- Use equipment properly
- Return equipment to Classroom when finished
- Let teacher know when equipment goes over the fence

Field (Fourth-Eighth Grade Only)

- Share space on field for different activities
- Follows rules of the games
- Keep fields in good playing condition