

Christensen Elementary School • Student/Parent Handbook

The staff at Christensen strive every day to make it a great place to learn. All students are welcomed as part of our community and we work to make our school community a positive and safe place to learn. Each teacher uses progressive discipline procedures following the **C.H.A.M.P.s** model. Teachers will provide parents with a copy of their specific plan and the steps involved; including procedures for teaching the expectations, recognizing student success and incorporating natural consequences. Teachers use many different strategies to reinforce students' positive choices. These may include in-classroom consequences, assignment to a Buddy Room for a break or referral to the Dean of Students. A Buddy Room is a neighboring teacher's classroom that a student is required to move to for a short break in order to cool down, complete work or review the expectations. A teacher may or may not contact the parent each time a student is sent to a buddy room. Ongoing or significant concerns will result in a Discipline Referral/Conduct Report with parent contact.

Bullying behaviors are taken seriously and we take a proactive approach by educating students about bullying with a focus on building positive relationships that are respectful of all students. We encourage students and parents to report incidents as quickly as possible and to follow-up if incidents reoccur. If you have concerns, please contact our **Dean of Students** at 253-298-3300.

Behavior Support

All teachers have an established classroom management plan following the CHAMPs model. This plan focuses on being proactive by clearly communicating expectations and effective routines to minimize opportunities for students to misbehave. Classroom Rules are kept to a few short student-friendly statements. These rules are reviewed often. Classroom consequences are progressive, starting first with reminders and redirection, followed by moving the student within the room or to a Buddy Room or contacting the office for significant student support.

When dealing with misbehavior the teacher follows these guidelines: in each case the classroom teacher must determine the level of the misbehavior and act accordingly:

Level 1 Behavior: Teacher support with classroom intervention/consequence

- The support provided will be in class and done by the teacher.

Level 2 Behavior: Teacher support with classroom intervention/consequence and/or Buddy Room.

- The teacher will contact parent via letter and or phone call. The letter must be returned signed by the parent.
- If the report is not returned and no contact has been made the classroom teacher may have additional consequences.
- Each classroom teacher will have a predetermined Buddy Room set up to send students.
- Each classroom teacher will have a predetermined location to receive a student from another class.
- Each teacher will teach their students the expectations for ignoring students sent into their class for Buddy Room support.
- A student reporting to the Buddy Room will complete a Reflection Form and return it to the classroom teacher.
- The student may call home either from the classroom, a buddy room or the main office.
- Level 3 Behavior: Significant Defiance or Disruption that results in immediate referral to the office/Dean of Students.
- Teacher will contact the Dean of Students when a student is having repeated problems that may result in school consequences.
- The classroom teacher will print two Skyward Reports, one to be sent home for parent signature and the other to be kept at school for follow-up if needed.

Buddy Rooms

A Buddy Room is a classroom outside the student's regular class that provides a non-reinforcing environment for a student to move to when directed by the teacher. The student completes a reflection form in the buddy room before returning to class. All Classroom Teachers can serve as a Buddy Room.

The Buddy Room does not automatically result in a Discipline Referral or Report. The Teacher/Supervisor will determine if the behavior is a Level 1 or Level 2 behavior.

- Each classroom teacher has a predetermined Buddy Room set up to send students.
- Each classroom teacher has a predetermined location to receive a student from another class.
- Teachers teach their students the expectations for ignoring students sent into their class for Buddy Room support.

Christensen Elementary School • Student/Parent Handbook

Students will be taught the expectations for behavior in the first 21 days of September. Since misbehavior is seen as an opportunity to learn, re-teaching will occur as needed throughout the year as concerns arise. Positive Reinforcement is key to our Behavior Support Policy. We recognize students in a variety of ways daily, weekly and monthly. Cougar Paws are awarded at any time for positive behavior, all-school drawings and announcements are held weekly, recognition assemblies are held monthly with drawings and other school wide celebrations.

Discipline Reports

Student misbehavior is usually handled in the classroom and teachers will contact parents via phone, notes home, text or email. When student misbehavior is repeated or significant a report will be recorded into our Skyward System as a discipline offense by the classroom teacher. Along with a phone call home by the student, a report is automatically sent to a parent via email as well as a paper copy taken home by the student. All supervising adults are responsible for completing these reports. This report should be discussed at home and the parent then responds to the classroom teacher via email or signs and returns the paper copy the following school day. If it is not returned there may be consequences for the student.

Severe Behavior Clause: If a student significantly disrupts the learning environment, refuses to obey a reasonable request by a staff member, or is a danger to him/herself or others, the student may be kept out of the classroom and/or excluded from school. **A parent reentry conference may be required before returning to school.**

DRESS AT SCHOOL

School Board Policy requires students to ‘observe modesty, appropriateness and neatness in clothing and personal appearance.’ Please be aware of what your child is wearing to school and help us avoid problems. Students are not appropriately dressed if their appearance causes a disruptive influence, which includes clothing or items that are lewd/vulgar, profane or that advertise firearms, alcohol, tobacco, gangs and/or drugs. Pants should not sag and should be secured with a belt. Shorts and skirts should be long enough to fall below a student’s fingertips when their hands are at their side. Shirts must have shoulder straps of at least two fingers wide and completely cover the stomach area. Head coverings such as hats and scarves may be worn outdoors and while discouraged it is up to teacher discretion in indoor areas. For safety reasons, shoes that have wheels in them, flip flops or high heeled shoes should not be worn at school.

OTHER IMPORTANT POLICIES

*If/when you need to pick up your child before the end of the school day; you must show photo identification every time.

Please wait in the office area until your child meets up with you before leaving. Please make every effort to **not** pick him/her up between 3:30-4:00pm.

*Any changes in transportation for your child (ren), must come in written form from a parent/guardian.

*Parents should contact their child’s teacher at least one day in advance if you would like to bring treats for the class.

*ALL Absences must be reported to main office. ***Cell phones must be off and put away during the school day 8:45 – 4:00**
Please refer to Franklin Pierce Schools Discipline Policy and Procedures documents 3240 and 3240P as well as 3241 and 3241P for specific information regarding classroom, school and district discipline policy information.

Parent and Student should discuss this document and then sign & return to your teacher

Parents: _____ Student: _____