

# QUEEN PALMER ELEMENTARY

## School Wide Discipline Plan and Playground Expectations

Because we want Queen Palmer to be a great place for students to learn, we have established three simple rules: **be safe, be respectful, be responsible**. Students are expected to abide by these rules on the school grounds, going to and from school, and at any event where our school is represented, regardless of location. You see, one of our major goals at Queen Palmer Elementary is to maintain a learning atmosphere which is safe, friendly and challenging and each student has a role in this.

**Learning is our mission**, and it is the belief at Queen Palmer Elementary that students play a part in this with guidance and direction from the teacher and staff. Teachers will share with students the standards and benchmarks to be learned each quarter. If students know what they are supposed to learn, we believe it will help them develop a clear sense of direction and help them set goals. To be an effective learner, each student needs to try his/her best and, often times, put in extra effort. Students will use data folders to record their progress toward goals in reading, writing, and math. Parents also must support the effort of the school. A little help with homework, reading at home and other school projects can go a long way.

At Queen Palmer we believe that the success of any project depends on teamwork. Follow-through and support by parents at home are very important. The discipline code at Queen Palmer Elementary is in compliance with School District 11 Student Discipline Code.

Examples for the Three Rules:

### SAFE

#### I will...

Not fight

Walk in hallway/building

Not be in the hallways

Return homework

Complete class work

Property

Not chew gum

Keep hands to self

Not wear hats in building

### RESPECTFUL

#### I will...

Not argue

Not be rude

Use appropriate language

Show respect for school

Get to school on time before or after school

Accept responsibility for

my own behavior

Display honesty

### RESPONSIBLE

#### I will...

Follow Directions

Stay on Task

## **Playground Expectations:**

The playground is not supervised before **7:45 A. M.** and students are not to be on the playground before that time without parent/adult supervision. Students eating breakfast will be let in at 7:30 A.M. There is no supervision before that time and parents are responsible for their students. In the evidence of cold weather, below 20 degrees, all students will be allowed in the school as they arrive-starting at 7:30 A.M.

The entry bell rings at 7:55 A.M. and the tardy bell rings at 8:00 A.M. At Queen Palmer learning starts at 8:00 A.M. On the playground students will follow stated game rules showing good sportsmanship. Students are to line up immediately when the bell rings or the whistle blows, and playground equipment is to be held when students are in line. Use of the front lawn is to supervised classroom activities. The following activities are not allowed:

- Pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, grass or snowballs
- Standing on the slide or bars or improperly using equipment
- Hitting the ball so hard that it goes on the roof
- Kicking the balls while on the blacktop

Students in grades 3-5 may use the baseball outfield if they are playing an organized game such as soccer.

*The first week of school all students were trained on proper use of the playground equipment.*

## **Hall and Restroom Expectations**

Because classes are in session throughout the day, students traveling in the hallway should be orderly. Lines are to be silent, straight and have space between students. Also, all students in the hallway must have a pass from their teacher. This will help the staff know that students have permission to be out of classes. Teachers will accompany their classes when using the hallway.

Restroom behavior is to be quiet. Students are to use the bathroom, flush, wash their hands and exit. Restrooms are to be left in good condition. Trash and paper towels are to be thrown in containers.

## **Lunchroom Expectations:**

### **I will...**

Observe good dining room manners at the table

Take only a single serving and eat what I take

Take my turn and keep my hands to myself

- Not push or cut in line
- Leave the table and surrounding area clean and orderly
- Put trash in the proper container
- Not throw, flip or spit food
- Not crush milk cartons or pop lunch bags
- Talk in a normal tone of voice
- Leave the lunchroom and the building in an orderly manner – no running
- Bring a coat to lunch on cold weather days
- Watch for the three attention getting signals: hand-up, clapping or light flickering

### **Classroom Card System**

All classrooms, K-5 are using the same discipline system. The progressive color card system is utilized to reflect student behavior. The teacher determines if a student’s behavior is inappropriate and requires the student to “flip a card” as a consequence for not following school expectations (be responsible, safe and respectful). Each child has several opportunities to modify his/her behavior. The cards are placed in the following order:

- Green Card.....Doing Great
- Yellow Card.....Verbal Warning
- Blue Card.....Time-Out or lost minutes at recess  
on the yellow square or in a timeout  
classroom
- Orange Card.....Teacher will contact parent by phone,  
note  
or in person
- Red Card.....Referral to Principal – parent contacted

In grades K-2 cards will come home each day with a short note describing any inappropriate behavior.

In grades 3-5 behavior colors are recorded in the student planner on a regular basis.

### **Discipline Referral to the Office**

- 1<sup>st</sup> Referral.....student/principal conference/detention.....parent(s) informed
- 2<sup>nd</sup> Referral.....student/teacher/principal conference/detention...parent(s) informed
- 3<sup>rd</sup> Referral.....student/parent/teacher/counselor/principal conf...parent(s) informed
- 4<sup>th</sup> Referral.....at least 1 day suspension/principal conference.....parent(s) informed
- 5<sup>th</sup> Referral.....at least 1 day suspension/principal conference  
continue steps with Habitually Disruptive Plan...parent(s) informed  
Contact Director of Discipline Services

At Queen Palmer Elementary we have a safety committee that meets each quarter to review and refine our discipline policy. Parent(s) may notify the classroom teacher or principal if they wish to discuss the school-wide discipline policy.

