

# Code of Conduct

## 2021-2022

At Williams Memorial Elementary,  
We Expect:



**Personal Best**



**Act Responsibly**



**Work & Play Safely**



**Show Respect**

## School-wide Rules

Our school-wide rules are posted throughout the building, beginning with each classroom having the same set of rules from Pre-Kindergarten through the fifth grade. Additionally, rules will be posted any place in the building where we expect our students to follow directions and follow the routines of the school. On the next pages you will find the rules that will be posted in specific areas of the school building. It will be expected that in each of these areas, our children will behave accordingly. Rules for specific areas include: bathrooms, cafeteria, car rider ramp, playgrounds, hallways, and the bus ramp. On the front page of this handbook, is our school-wide acronym that all of our rules will be based off of.

## Infractions & Consequences

As you review the infractions and consequences chart with your child, please discuss what infractions are and the different levels of infractions. To adults, these infractions are very clear and concise; however to a child, especially to our younger children, some of these items may not be understood. Below is a list of explanations for the different consequences.

### *Teacher Actions:*

**Referral to Guidance:** The child may be referred to a Guidance Counselor for small group or individual group sessions to discuss their behavior.

**Parent Contact:** The parent will be contacted by phone by the Administrator working with the child involved in the inappropriate behavior.

**“PAWS” and Reflect:** These are interventions for any child receiving a referral. Lessons will be taught by the Guidance Counselors and will focus on the specific inappropriate behaviors demonstrated by the group. “PAWS” and Reflect will take place at the same time as “PAWS” and Play.

**“PAWS” and Play:** This is an incentive activity that students will be rewarded monthly if they have not received more than one TMI or an office Discipline Referral.

**Alternative Setting:** A child may be moved to another classroom temporarily and will be expected to perform all required school work.

**Teacher Managed Incident (TMI) Form:** Teachers will fill out one of these forms if a child has used up all of their classroom consequences for mild or moderate infractions. A child will not be sent to an Administrator until **two** of these have been filled out by the teacher.

### *Administrative Actions:*

**Counseled by an Administrator:** The child spoke with an administrator concerning the inappropriate behavior.

**Parent Contact:** The parent will be contacted by phone by the Administrator working with the child involved in the inappropriate behavior.

**“ROAR” Room (ISS):** Administrators will determine if the student will be allowed to participate in any school activities during or after school if sent to ROAR Room.

*\*“ROAR” stands for Respecting Others/Self and Acting Responsibly*

**“PAWS” and Reflect:** These are interventions for any child receiving a referral. Lessons will be taught by the Guidance Counselors and will focus on the specific inappropriate behaviors demonstrated by the group. “PAWS” and Reflect will take place at the same time as “PAWS” and Play.

**“PAWS” and Play:** This is an incentive activity that students will be rewarded with if they have not received more than one TMI or an Office Discipline Referral.

**Loss of School Privileges:** Students will risk losing the opportunity to participate in clubs, programs, and activities held by the school. This may also include field trips.

**Loss of CPU Privileges:** Students will risk losing the opportunity to work on the school’s computer, I-Pads, Chromebooks, Promethean Boards, or any other technology provided by the school. This consequence will generally result from abuse of school technology.

**School Suspension:** Students will not be allowed to participate in any school or District activities during or after school while suspended. A letter notifying the parent of the out of school suspension will be sent home

with the child.

**Expulsion:** Students may be suspended for the ten day maximum, and a hearing will be held to discuss whether the child may return or if an alternative educational plan needs to be discussed. Students may be disallowed from coming back to the school all together.

**School Resource Officer (SRO):** An SRO works at the different schools in the District. As an intervention for a child, or based on the severity of an infraction, the SRO may speak with the student.

**Consequences are listed below:**

- **1 TMI= Reflective Time and Parental/Guardian Contact – (K-1 Students) Drawing to Reflect and (Grades 2-5 Students) Writing to Reflect. Must attend PAWS and Reflect**
- **2 TMIs = Loss of School Privileges and Parental/Guardian Contact**
- **3 TMIs = Office Referral and Parental/Guardian Contact**

We have included a number of consequences and interventions to our list in order to keep our students in the classroom and in school. Our plan is aligned so parents can begin working with the school in a collective effort to improve student behavior as well as decision-making.

Although consequences are listed by infraction severity and number of offenses, the Administration has the right to change consequences in order to meet the need of a specific action or incident.

After the Infraction and Consequence Chart, you will find a copy of the WMES Teacher Managed Incident Form as well as the school's Discipline Referral Form. The Discipline Referral will be completed only if a child is sent to an Administrator. Once a referral is completed, a copy will be kept in the office, a copy will be sent home in the child's folder, and a copy will be placed in the referring teacher's box for his/her records.

### **Communication**

If a child receives a WMES Teacher Managed Incident (TMI) consequence in the classroom, your child's teacher will contact you. If you have any questions about your child's behavior that led to this action, you should set up a conference with your child's teacher.

If a child is referred to an Administrator with a referral, the Administrator handling the incident will contact you and the teacher who wrote the referral. If a child has been given Out of School Suspension, the Administrator handling the incident will contact you.

### **Teachers**

Teachers will put a note in your child's folder stating their behavior for the day. If a child receives a WMES Teacher Managed Incident (TMI) Form, the teacher will contact you.

### **Parents**

Our parents should support the actions of our teachers and the Administrators. By doing so, it reinforces to your child that their behavior was inappropriate and will not be tolerated. If you have a question or need further clarification, you should contact the school's Administration. It is understandable to want details and a clear picture of what happened, and you should never hesitate to ask questions.

### **Incentives**

Students will be able to earn Tiger Tokens/Dojo points or other grade level incentives for their behavior. Every staff member, including cafeteria staff and custodians, will be able to give students tokens/points for good behavior and academic effort. Each grade level will develop their Grade Level Reward System that will be implemented.

# NOTICE OF RECEIPT

## TO BE COMPLETED BY PARENT & STUDENT

I have read and reviewed with my child the following 2021-2022 Policy and Procedures Handbooks for Williams Memorial Elementary School.

- WMES Code of Conduct and Behavioral Management Plan
- WMES Student and Parent Handbook
- FERPA (Photograph/Directory) Information (sign and return)
- WMES Title I Parent Involvement Policy
- WMES School-Parent Compact (sign and return)

By signing this page and returning it to my child's teacher, I am saying that I understand the expectations, guidelines, and procedures that were stated in the above items. I understand that if I have any questions or concerns, I have documented them at the bottom of this form.

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

All forms should be returned to your child's homeroom teacher.

Questions or Concerns:

