

**Allen School**  
San Bruno Park School District  
**Discipline Policy**  
and  
**Student Behavior Management Plan**

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**INTRODUCTION**

The Allen School *Behavioral Management Plan* builds on our home-school alliance that has as its mission to enable our students to be the best they can be—as students and as people. At our plan’s core is an emphasis on promoting respect and building self-esteem. Consistency and collaboration among staff members form the foundation of our plan.

**GOAL**

It is our goal to provide students with the skills, structure, and guidance that will enable them to make responsible decisions about their behavior.

**STRUCTURE**

Our Behavior Management Plan is comprised of three interrelated components:

- The Allen School Rules
- Individual Classroom Discipline Plans
- Schoolwide Procedures

**The Allen School Rules**

The Allen School Rules statement itemizes expectations for student conduct and represents the home-school compact. Two copies of the Allen School Rules are sent home in the Back-to-School packet at the beginning of each school year. Parents read and discuss the expectations with their children. Parents and students sign one copy and return it to the classroom teacher. The second copy is kept at home for reference throughout the year. Teachers also explain and review the rules statement with their classes at the beginning of the school year and through the year as appropriate.

# Allen School Rules

## Allen Students Are Expected to...

- Study hard.
- Respect others.
- Make good choices.
- Do quality work.

## School Rules

- Be on time for school and be prepared for class.
- Follow instructions.
- Respect other's rights.
- Be courteous to others.
- Keep hands off others.

## Playground Rules

- Never leave the schoolyard without permission.
- Play safely in assigned areas. You may **not** play in the following areas - the halls - the parking lot - bathrooms planted areas - in front of the building.
- Use the playground equipment safely (never throw rocks, bark, etc.).
- No rough play (no shoving, tackling, tumbling, etc.).
- No teasing. Treat others with respect and courtesy.
- Don't bring dangerous play articles to school (hardballs, bats, etc.).
- When the bell rings, stop all play immediately and walk quietly to line. While in line, always keep hands off others.

## Cafeteria Rules

- Arrange for your lunch before school.
- Wait quietly in line with your hands off other people.
- Walk in the cafeteria and eat sitting at a table.
- Stay in your seat and talk quietly while you eat your lunch.
- Clean up the space around your seat and put your trash in the garbage.

## Bicycle Rules

- Only students in grades 4 - 6 may ride a bicycle to school.
- Students must wear a bike helmet.
- Ride safely to school obeying all traffic rules.
- Lock your bike in the rack with your own lock.  
*Students who do not follow the bike rules will not be allowed to ride their bike to school.*

## The Following Things Are Not Allowed:

- Behavior that prevents others from learning.
- Fighting, hurting, harassing, or teasing, others.
- Toys and trading cards.
- Radios or cassette players.
- Skateboards or roller-skates.
- Chewing gum, candy, or sunflower seeds.

## Clothing And Dress

- Allen Students are always required to dress neatly and appropriately for school. Clothing must be worn in such a way as to cover all appropriate parts of the body and underwear.
- Pants must be secured at the waist with a belt, and suspenders must be fastened up. Hats are not to be worn in class, or at assemblies.

## The Following Types Of Clothing Are Not Allowed:

- Clothing that distracts from the educational process, or clothing that is unsafe.
- Clothing that is revealing. This includes beach wear, tank tops, muscle shirts, and any shirt with a bare midriff.
- Clothing with obscene, suggestive, drug, alcohol, or tobacco related messages in any language.
- Bare or uncovered feet.
- Clothing that is gang related, or clothing that has gang related signs, symbols, or insignia.

## District And State Rules

The California State Education Laws and/or San Bruno Park School District policies and rules require that students be informed of the following:

### Attendance

Students are required to attend school, and to be on time every school day. Students may only be legally excused from attendance for the following reasons:

- Illness.
- Quarantine.
- Medical, dental, or eye appointment.
- Death in the family.
- Required court attendance.

*When a student returns from school from an excused absence, he or she must have a brief signed written note explaining the reason for absence. Absence notes are given to the teacher. All absent students are required to*

*make up school work missed while absent. Students who arrive late to school without a legal excuse, or students who have unexcused absences, must make up the time and work missed after school or at recess. Students designated as "truant" may be referred to a School Attendance Review Board for further action.*

## Behavior And Discipline

Under the California Law students involved in any of the following will be suspended or expelled from school:

- Hurting, fighting with, or threatening another person.
- Possession of a knife, firearm, explosive, or any other dangerous object. Possession of, or sale of, or being under the influence of drugs or alcohol (this includes a student who sells or furnishes any substance that is simulated to be a drug).
- Committing robbery or extortion.

Suspended students will be required to stay home from school for a certain number of days. Students who are expelled may no longer attend school in the San Bruno Park School District.

## Students May Also Be Suspended For The Following:

- Disruption of school activities and classes, or failing to follow the reasonable school related directions of any teacher, supervisor, administrator, or other school personnel.
- Vandalism, marking, or intentionally destroying property (the Sun Bruno Park District requires students and their parents to pay for any damages to property).
- Stealing.
- Using or possessing any tobacco product.
- Obscene acts, gestures, and habitual profanity or vulgarity.
- Possession of drug paraphernalia or offering to sell drug paraphernalia. Knowingly receiving stolen property of any kind.
- Sexually harassing other students. Sexual harassment is defined to mean unwelcome sexual advances, requests for sexual favors and or verbal, visual or physical conduct of a sexual nature.
- Harassing other students.

*Allen School a proud of the behavior of all of its students We have provided two copies of our rules for each student. We would like to suggest that each family read and discuss the enclosed rules together. Please return one signed copy to the classroom teacher. Please keep one copy at home for your information.*

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Parent Signature

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Student Signature

## Classroom Discipline Plans

The foundation of positive school behavior is set in the classroom. Beginning on the first day of school and continuing throughout the year, teachers:

- Establish classroom rules and procedures, which set guidelines for how students manage themselves during the school day and in their classrooms.
- Establish reward and consequence systems for appropriate and inappropriate behavior as needed.
- Practice, review, and discuss classroom behavioral expectations and procedures
- Practice, review, and discuss:
  - Line-up procedures
  - Playground behavior
  - Game rules
  - Behavior to and from school
  - Use of appropriate language
  - Respect for peers and adults
  - Respect for school property
- Teach, supervise, and reinforce the *Schoolwide Procedures*

## Schoolwide Procedures

Procedures are the accepted ways people interact in a community. Procedures need to be explicitly taught, supervised, and reinforced. Our Behavior Management Plan outlines specific procedures for those common areas and activities in which all students participate. These common procedures regulate behavior in:

- Hallways
- Restrooms
- Recess areas
- Lunchroom
- Assemblies

Each *Schoolwide Procedure* is clearly explained in our plan according to its:

- Goal
- Consequences for infractions
- Encouragement procedures
- Supervision responsibilities
- Teaching responsibilities

Allen School Schoolwide Procedures  
**HALLWAYS**

**Goal**

The hallways of Allen Elementary will be a safe and quiet environment where people interact with courtesy and respect.

- Students will move safely through the hallways.
- Normal speaking voices will be used in the hallways.
- During class time students must have an appropriate pass to be in the hallways.
- Everyone will be treated with respect.
- If a staff member asks to speak to you, stop and talk to that person.
- If a staff member asks you to correct a behavior, do what the staff member asks.
- Students will go directly home after school.
- Students will take the shortest route to their destinations

**Consequences for Infractions**

When a student misbehaves, calmly and consistently implement the mildest consequence that might be appropriate.

- Verbal reminder
- Positive practice = go back and walk
- Briefly delay the student

**Encouragement Procedures**

Staff will consistently encourage responsible behavior through positive interactions.

- Initiate friendly interactions with students.
- Compliment individual students on their safety, courtesy, and respect.

**Supervision Responsibilities**

- Ask to see a student's pass when the pass is not visible.
- If a student does not have a pass, send him/her back to class/recess.
- If a student violates a rule, use a respectful but firm voice to inform the student of what s/he should do next.

**Teaching Responsibilities**

At the beginning of each school year and after a long vacation, there will be a short lesson on hallway expectations in each classroom. These lessons should be conducted in a way that helps the students understand why procedures have been implemented. Lessons should be presented in a way that implies staff and students will work together.

Allen School Schoolwide Procedures  
**CAFETERIA / LUNCHROOM**

**Cafeteria Manners**

**Goal**

Students will enter the cafeteria quietly. They will sit at their assigned tables and will eat their lunches in a respectful manner.

- Students will follow the posted “Cafeteria Manners.”
- Students’ legs should be under the tables, and they should be facing the tables.
- No kicking the benches, popping bags, or making other inappropriate noises.
- Talking should be at a conversational level.
- Students will clean up their table areas and return to their seats.
- Dismissal begins after the last child has gone through the lunch line.
- Students are to raise their hands when ready to be dismissed.
- Students will be dismissed by a supervisor when the table area is clean.
- Students are not to get up from the tables or leave the cafeteria without being dismissed.

Sit on your bottom, facing the table

Use an indoor voice

Leave your area as clean as you would like to find it

Wait for your yard duty to give you permission to line up

**Consequences for Infractions**

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

- Verbal warning
- Have student read the appropriate behavior from the “Classroom Manners” poster.
- Have student practice proper behavior
- Detain individual students
- Detain class
- Notify classroom teacher
- Detain entire group

**Encouragement Procedures**

- Classes/students who are lined up quietly will be the first to enter
- Classes/students who behave properly will be the first dismissed to recess
- Teachers should compliment students for proper lunchroom behavior
- Principal should compliment students for proper lunchroom behavior
- Supervisors should compliment students for proper lunchroom behavior

**Supervision Responsibilities**

1. Teachers should walk students to lunch and ensure that their students are lined up quietly.
2. Supervisors will enforce posted “Cafeteria Manners.”

**Teaching Responsibilities**

1. Teachers should go over cafeteria behavior and practice with their classes.
2. Teachers should review cafeteria procedures often.
3. Teachers should ensure that students wait quietly in line.

Allen School Schoolwide Procedures  
**RESTROOMS**

**GOAL**

The restrooms at Allen School will be quiet, safe, and used as intended.

- Use restrooms on your way out to or during recess.
- If restrooms must be used during class, students must have a pass.
- Use restrooms quietly, appropriately, and then leave them clean.
- Put toilet paper in the toilet. Put all other paper in the garbage can.
- Flush!
- Leave stalls unlocked after use.
- Wash your hands!
- Leave the restroom as soon as you finish.
- Report any vandalism or inappropriate behavior to your teacher or to the closest staff member.

**Consequences for Infractions**

When a student misbehaves, calmly and consistently implement the mildest consequence that might be appropriate.

- Verbal reprimand
- Positive practice = review/practice the procedure
- Inform the student's teacher
- Detention to help clean restrooms
- Parent/guardian notification
- Office referral for major offense

**Encouragement Procedures**

1. Teachers will periodically discuss the importance of responsible behavior and will encourage students to continue to be responsible in managing their own behavior in the restrooms.
2. Several times per year the custodian or Principal will send a memo to the teacher to read to the students, providing positive feedback to students for keeping the restrooms neat.

**Supervision Responsibilities**

1. When dismissing students for recess, teachers will remind them to go to the restroom as needed.
2. Remind students that "Restrooms will be clean, quiet, safe, and used as intended."

**Teaching Responsibilities**

During the first week of each new school year, and on the first day back from major vacations, teachers will walk students to the restrooms and state the restroom goal before students enter.

## Allen School Schoolwide Procedures

# ASSEMBLIES

### **Goal**

Allen Elementary students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

- Students will follow directions from their teacher regarding where to sit (youngest sit closest to the front; leave a center aisle and side aisles; teachers sit along the wall).
- Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.
- When the assembly leader goes to the front of the room and says, “May I have your attention please,” students stop talking and look at the person at the front of the room.
- Listen carefully and show respect to our guests. Never boo, whistle, yell, chant, foot stomp or put someone down.
- Communicate with the performers with your eyes and ears.
- At the end of the program, the assembly leader will conclude the assembly by thanking the performers.
- Students will remain seated until their teacher gives them a signal to stand and follow the teacher from the assembly area
- Students exit quietly and in a straight line.

### **Encouragement Procedures**

1. If the student body was respectful and followed the rules, the principal or assembly leader will verbally praise the appropriate assembly behavior during closing remarks.
2. After students return to their classrooms, teachers will give positive feedback to students who followed the rules.

### **Supervision Responsibilities**

1. Teachers should model appropriate behavior for their students—no talking while the assembly is in progress, clap at appropriate times.
2. If a student misbehaves, give a non-verbal signal to stop.
3. If necessary go to the student and give a verbal warning or have the student move near a staff member.
4. If a student needs to be removed have him/her sit next to you.
5. The principal will introduce and close each assembly. In the event that the principal cannot be in attendance, s/he will arrange for a teacher to be the assembly leader.

### **Teaching Responsibilities**

1. Model correct assembly behavior.
2. Prior to each assembly, teachers will discuss the nature of the assembly and go over the procedures specified above.
3. If appropriate, have students practice how to show appreciation.
4. All classroom teachers will follow-up after the assembly to discuss the content.
5. After each assembly, teachers will discuss student behavior at the assembly with their classes.

# Allen School Schoolwide Procedures

## RECESS

### Goal

Students will play respectfully and safely. Students will care for equipment. Students will respect the space of others.

- Students will remain on the playground at all times unless they have permission and a pass from a supervisor to do otherwise.
- Students will play safely in assigned areas.
- Students will use the playground equipment safely.
- No rough play (shoving, tackling, wrestling)
- No teasing
- Students will not bring dangerous play objects to school.
- When the bell rings, all ball play stops and students will go directly to line.
- While in line, students will keep their hands to themselves.
- Students may leave the playground only to go to the office in case of injury or referral (Students must have a pass.)

### Consequences for Infractions

When a student misbehaves, calmly and consistently implement the mildest appropriate consequence.

- Verbal reminder
- Positive practice
- Have the student sit on the bench to refocus
- Refer to office only for a MAJOR INFRACTION

### Encouragement Procedures

1. Teachers will compliment students on safe play on the playground.
2. The principal will take special note to compliment classes lined up quietly.
3. Supervisors will compliment students for appropriate behavior and random acts of kindness.

### Supervision Responsibilities

1. Teachers will walk their students to recess.
2. Duty teachers will be on the yard two minutes prior to the beginning of recess.
3. Duty teachers will monitor passes issued. Students who wish to help a teacher during recesses must have a pass issued by the requesting teacher. Yard duties cannot issue passes for this reason.
4. Teachers will have passes on hand.
5. Teachers will be on time to pick up students from recess.

### Teaching Responsibilities

1. Teachers will discuss with children how to play properly at recess.
2. Teachers should encourage children to talk out problems with a buddy and role play possible problem situations in class.
3. Classroom discipline issues should be handled in the classroom. The bench is supervised by yard duties for recess time-outs only. Teachers who bench students during recess are responsible for supervising their students.

## Allen School Schoolwide Procedures

# INFRACTIONS

### **INFRACTIONS-Minor**

Infractions of established classroom rules and procedures are usually handled at the classroom level. Teachers may employ the following responses when dealing with infractions of established school and classroom management rules and procedures:

- Enforcement of consequences laid out in individual classroom management plans
- Loss of recess time
- Loss of privileges
- Written reflection
- Complete a written problem-solving plan
- Calls to parents
- Parent conferences
- Notes/letters home
- Daily behavior notes to parents
- Time out in the office
- Detention after school (with prior parental notification)
- Community service
- "Saturday School"
- Counselor referral
- Behavior contract (signed by parent, teacher, and principal)

In each case teachers will counsel students on their behavioral choices. They may make a referral to the principal or counselor for further support in helping the student learn effective decision-making and problem-solving skills. Parent input and support will be requested as well.

### **INFRACTIONS-Major**

While most infractions are handled at the classroom level, there are four (4) severe misbehaviors that will result in immediate office referral and which are grounds for suspension or expulsion:

1. Weapons possession, including knives, firearms, or explosives
2. Possession or sale of drugs or alcohol
3. Physically dangerous behavior: fighting, assault, or intimidation
4. Insubordinate behavior—defined as the direct and immediate refusal to comply with reasonable staff instruction within a specified period of time.

### **Repeated Infractions**

Consequences escalate with repeated infractions. Teachers will inform parents and the principal of repeated infractions. A typical line of communication would be:

- Teacher with student
- Phone call to parent
- Principal and teacher with student
- Teacher/Parent conference
- Principal and teacher with parents
- Principal with parents

Allen School Schoolwide Procedures  
**OFFICE REFERRALS**

When a student is sent to the office, the Principal will:

**1. Gather the facts**

In keeping with district policy, students sent to the office have an opportunity to present their perspective on the situation. Facts are gathered in student interviews and/or student writing.

**2. Promote an attitude adjustment**

Understanding and accepting responsibility for our choices and the results of those choices encourages healthy social development and is essential to creating and maintaining a respectful environment. A conversation with students aimed at promoting such understanding is a part of every office referral.

**3. Assign consequences**

Serious infractions result in consequences as prescribed by the California Education Code and the District's Suspension Guidelines. (See Infractions-major)

Whenever possible, logical consequences are assigned. For example:

Infraction

Chew gum

Hurt someone's  
feelings

Disrupt class

Logical Consequence

Scrape gum

Write a letter of apology; perform a specific act of kindness

Apologize to teacher; complete additional assignments on "student's time";  
lose recess; temporary reassignment to another classroom

**4. Inform Parents**

Parents are notified whenever a student is involved in an office referral. Notification may be by a phone call to parents, or students may bring a letter home for parent signature.

**5. Inform teachers**

Following the disposition of the referral, teachers receive a summary of the actions taken.

When students manage their behavior appropriately  
Both inside and outside the classroom,  
The result is the best consequence of all:  
**Increased learning.**