

I. School Rules

A. Inside Rules and / or Procedures

- 1) Keep your own space.
- 2) Walk safely and quietly.
- 3) Respect yourself, others and all property.

B. Outside Playground Rules and / or Procedures

- 1) Keep your own space.
- 2) Stay on the playground.
- 3) Use equipment safely and share equipment.
- 4) Play safely.
- 5) Use appropriate language.
- 6) Line up quickly and quietly at the whistle.
- 7) Respect yourself, others and all property.

C. Cafeteria Rules and / or Procedures

- 1) Keep your own space.
- 2) Stay seated.
- 3) Raise your hand for help.
- 4) Use inside voices.
- 5) Respect yourself, others and all property.

II. Steps To Take On The Playground

A. Minor Offense

- 1) Walk with teacher
- 2) Stay on the wall for 5 minutes.

B. Major Offense

- 1) Sent in with write-up to the Back On Track Room for loss of remainder of the recess. The following "recess in" will be covered by BOT. The student needs to complete four steps before returning to the playground or the classroom. During the in-door recess time, the following will be done:
  - a) Talk out problem
  - b) Written and verbal apology
  - c) Restitution and Plan to be developed and agreed to by the teacher.
  - d) Write-up slip sent home to be signed by parent(s).
- 2) The BOT personnel will call the classroom teacher to inform the teacher that the student is returning to the class with a write-up slip.
- 3) Each teacher will maintain their own record of student write-up slips. BOT will maintain a log as well.

III. After 3 Major Offense Slips

- A. Once a student has collected 3 slips for major offenses, s/he will serve a detention for the next scheduled detention night.
- B. A note goes home to the parent notifying them of the detention and requesting the parent to indicate who will be picking their child up at 4:00 PM.
- C. Each time a child has 3 major offense write-ups they will receive a detention.
- D. If a child reaches the point of receiving a fourth detention, the child will receive an in-school or out-of-school suspension instead.