

School Rules & Routines

PAWS for the Common Areas

How to

*Practice Kindness
Act Responsibly
Welcome Challenges
Show Respect*



HALLWAYS	PLAYGROUND
<ul style="list-style-type: none"> ▪ Be Silent (<i>zero voice level</i>) ▪ Be Direct (<i>go straight there</i>) ▪ Walk (<i>don't run</i>) 	<ul style="list-style-type: none"> ▪ Include others (<i>invite them to play</i>) ▪ Play safe (<i>be careful of others</i>) ▪ Play fair (<i>follow rules of the games</i>)
RESTROOMS	PICK-UP / DROP-OFF (BUS & CAR)
<ul style="list-style-type: none"> ▪ Be Quiet (<i>voice level 0 or 1</i>) ▪ Be Quick (<i>do your business and go</i>) ▪ Be Clean (<i>no mess, wash hands</i>) 	<ul style="list-style-type: none"> ▪ Be Direct (<i>straight to bus/car/class</i>) ▪ Pay Attention (<i>to driver or your ride</i>) ▪ Be Careful (<i>of cars and crowds</i>)
LUNCHROOM	ALL AREAS – COMMON COURTESIES
<ul style="list-style-type: none"> ▪ Clean after self ▪ Feet under the table ▪ Indoor voice <p><i>Also follow rules & procedures:</i></p> <ul style="list-style-type: none"> ~ <i>stay in one seat</i> ~ <i>quiet when adult on mic</i> ~ <i>ask permission to leave seat</i> 	<ul style="list-style-type: none"> ▪ Say Please & Thank you ▪ Say Greetings & Excuse Me's ▪ Offer Apologies <p><i>Basically, be courteous!</i></p>

Stand-Up Campaign

To Make West Mercer a Place of Respect, Responsibility, Kindness and Challenge To Make West Mercer Free from Harassment and Bullying

At West Mercer we are committing to create a school free from harassment or bullying and to reinforce our core values of practicing kindness, acting responsibly, welcoming challenges and showing respect (PAWS). To accomplish this we base our programs and policies on 3 principles:

- 1. Learning & Ownership.** We believe we have a duty to teach students to identify harassment and understand its harmful effects on individuals and the learning environment. Students can learn how to be positive, constructive members of the community and demonstrate ownership of their behavior and its impact on others. We also believe it is important to teach children healthy conflict resolution skills first and foremost. We teach children to recognize the differences between a big problem and a small problem so as to reduce the incidents of telling just to get someone in trouble vs. telling to solve a big/harassment problem.
- 2. Active Bystanders.** Research has shown that harassment and bullying is dramatically reduced when the student bystanders are committed to standing up to harassment by naming it, clearly stating that it is unacceptable, and reporting harmful harassment.
- 3. Consistent Response.** All students need to know, by experience, that there is a consistent follow-through when harassment is reported to or witnessed by school supervisors and teachers.

It is with these three principles in mind that we formed the **Stand-Up** campaign to enhance the BEACONS program at West Mercer. The campaign consists for 3 elements.

- 1. Education.** Starting on the first day of school we will teach students, parents and staff about harassment and how to stand-up to harassment and help make our school free from harassment or bullying.
- 2. Reporting & Consequences.** We are establishing new procedures for students, parents and staff to report suspected incidents of harassment. We will then investigate each report and apply appropriate consequences. We will also be taking immediate and direct action if staff witness or find incidents of harassment. Our goal is consistency with the intent to end harassment before it escalates.
- 3. Communication & Involvement.** It may sound redundant, but the key to the **Stand-Up** campaign's success is if every child, parent and staff member communicates and trusts each other and is actively involved. We commit to not overreacting. We would love to solve problems before they turn into harassment or bullying, but to do so we need to know where those problems are at the start. So a key element of our campaign is to get a commitment from all of our community. Students will sign class posters. Parents will sign that they reviewed the Code of Conduct and our Stand-Up information and staff will work together to help this campaign work.

Stand-Up

**To Make West Mercer a Place of Respect, Responsibility, Kindness and Challenge
To Make West Mercer Free from Harassment and Bullying**

The **Stand-Up** campaign is our challenge to constantly build and reinforce our school as a place reflecting the PAWS guidelines, creating an environment free of harassment or bullying. We encourage everyone in our community to understand what harassment and bullying is, how it hurts others and how, together, we can prevent it.

PAWS or Harassment?

PAWS	Harassment
Behaviors that encourage others and demonstrate strong citizenship (Practice Kindness, Act Responsibly, Welcome Challenges, Show Respect)	Any behavior that intentionally causes harm to another. (Bullying is repeated, targeted harassment.)
<p>How do the PAWS help stop harassment? Avoid Harassment / Choose PAWS – play safe, look out for others, show good sportsmanship, use Kelso’s choice, ask for help, solve problems, use respectful language, be empathetic... Stand Up to Harassment – say, “that is harassment and is not okay!”, stop & drop rumors, include others... Report Harassment – when you see that another student is being hurt by others, tell a teacher, “I think ___ needs help” or fill out a Stand-Up Form.</p>	<p>How does one commit harassment? Physical Harassment – hitting, kicking, pushing physically intimidating, grabbing, rough housing, overly physical play... Verbal Harassment – name calling, swearing, mocking, teasing, yelling... Social / Emotional Harassment – starting, spreading or sharing rumors in person or via the internet, passing hurtful notes, excluding from group activities</p>

For the Stand Up campaign to work all of our community (student, parents and staff) commit to standing up together to make West Mercer a place that reflects the PAWS and prevents harassment and bullying. Each part of our community plays a unique role as reflected in these pledges.

Staff Pledge: *It is our commitment to take harassment seriously and to help students solve problems. We will seek to consistently teach and empower students to avoid and stand up to harassment. We will investigate concerns of harassment and apply consequences as follows:*

Step 1: *Minor 1st Time Harassment – Loss of the remainder of the recess and the next recess &/or Making Amends activity & FYI Form.*

Step 2: *Persistent or Major Harassment – Office Referral & Loss of Privileges, Detention &/or Making Amends Activity, Parent Call and Office Referral Form*

Step 3: *Office Referral and Investigation, Behavior Contract, Detention or Suspension & Parent Conference*

Student Pledge:

- ~ *Because I am a member of the West Mercer Elementary community, I will stand up to harassment.*
- ~ *I understand what harassment is and the harm it can do.*
- ~ *If I see harassment, I will stand up for others and report hurtful behavior.*
- ~ *I will choose respect, responsibility and kindness and welcoming the challenge of creating a school where no one intentionally hurts another.*

Parent Pledge: *As parents we will communicate with the school when my child reports harassment. We will help our children learn empathy and compassion. We will reinforce the PAWS. We will help our children solve problems respectfully.*

Playground Rules

Playground rules are designed to promote positive, constructive play in a safe environment.

Expected Behaviors

- **Include others in group games - no lock-outs.** This is to promote an inclusive and accepting play environment.
- **Follow generally accepted rules for games and sports.** When unsure of the rules of a game consult a playground supervisor or teacher.
- **Bathroom and Nurse Passes.** Get a pass from a playground supervisor.

Playground PAWS

<u>Practice Kindness</u>	invite others, teach someone a game
<u>Act Responsibly</u>	put equipment away, use equipment safely
<u>Welcome Challenges</u>	establish rules prior to game, try new activities
<u>Show Respect</u>	respond positively to adults, honor boundaries

Prohibited Behaviors

- **No running on the play structure or surrounding barked area.** This leads to injury.
- **No personal toys.** This is to avoid exclusion or theft. Exceptions may be made for certain shared activities as sanctioned by a teacher (examples: structured recess board or role play games)
- **No rough housing, play fighting or rough sports.** Rough play causes injury, leads to physical conflict and sets an environment where others perceive violence as acceptable.
- **No playing on the portables' ramps and stairs.**
- **No "In & Outs".** Once you select to be inside (when available) or outside during recess, you must remain there for the entire recess.
- **No going back to a classroom.**
- **No going over the school fence to get lost equipment.** Get permission from a playground supervisor to go around to get lost equipment.

Other Guidelines

- **Balls & Equipment.** No hard footballs, lacrosse balls, baseballs or softballs. Students may bring acceptable balls and equipment to school to share, but may not control the use of the ball or equipment. Shared balls and equipment will be treated like school owned balls and equipment while at school.
- **Play Safe.** Students should play in a manner that keeps all students safe, including but not limited to...
 - Use equipment and climbing structures appropriately as designed. (not blocking the slide, sitting on the climbing wall...)
 - No throwing rocks or bark.
 - No throwing balls at peoples heads or feet.
- **Play Zones.** Certain parts of the playground are reserved for certain types of activities. Other areas have prohibited activities to keep students safe. These include...
 - Sports Zones: Kickball, tetherball, foursquare, basketball – follow the rules of the games
 - Big Toy – for safety: no running, playing tag or using balls or other equipment in the big toy area; no jumping off the structures or sitting or standing on the top of the high equipment; take turns on the rings and trolley
 - Field – football is allowed but cannot monopolize the field

Dress Code

The school dress code is designed to ensure students are clothed appropriately for school activities and to prevent disruption to the learning environment.

Expected Attire

- **Dress for recess and PE everyday.** This prevents injuries and promotes healthy physical activities. ***Do not wear flip-flops or dresses/skirts that restrict movement.***
- **Dress for the weather.** Be sure to have a coat for cold and rainy days. All students go outside for recess except in severe weather or when indoor rainy day activities are available.
- **Shorts & skirts should be longer than the extended arm.**
- **Shoulder straps should be two fingers in width.**
- **Hats and hoods should be worn outside only.**
- **Put names in all clothing as well as lunchboxes.**

Prohibited Attire

- **Do not wear distracting or inappropriate attire.** Clothes that distract you or others or references violence, drugs or other unhealthy habits are not appropriate for school. This includes but is not limited to...
 - Logo-wear for alcohol or tobacco.
 - Slogan-wear or clothes with pictures or innuendos that portray negative messages about others.
- **No bare midriffs**
- **No spaghetti straps.**
- **No low-riders (no pants that show underwear or buttocks)**
- **No glitter.** Wearing make-up with glitter can cause irritation to others when glitter wears off.

Other School Rules & Routines

- **All Students MUST be in Supervised Areas at All Times.** Students must not go to a classroom or other part of the school property without direct adult supervision .
- **Bathroom & Nurse Passes** are needed to go to the bathroom or nurse's office.
- **No Personal Toys.** Students are not to bring personal toys or items unless approved by their teacher.
- **No Sharing Food** at lunch or snack time.
- **Cell Phones.** Cell phones should not be visible and should be turned off during the school day.
- **Voice Level.** To help students understand expectations we use the following common voice levels:
 - 0 – No talking at all
 - 1 – A whisper or 6-inch voice
 - 2 – Normal conversation or 12-inch voice
 - 3 – Classroom voice – speaking loud enough for all in the classroom to hear
 - 4- Playground voice
- **All School Signal.** Adult raises hand (Peace Sign) and students respond by quietly raising hand (Peace Sign), looking at the leader and listening for directions.

- **Morning Line-Up.** In the morning students are to line up at their outside classroom door – not play on the playground before school.
- **Lunch.** No sharing or trading food. Get permission to get out of your seat.
- **Computers.** Read and follow the network agreement and code of conduct.