

# 2019-20 “Let’s all start on the same page” Information

## Health and Wellness Information from Website

We want Pacific School to be a healthy, positive, and joyful place for the students, staff, and volunteers. Students should come to school when they are well enough to do their schoolwork and when they are not contagious. There are important steps families can take to help us achieve this goal.

**When to Keep a Child Home from School:** Please keep your child home if they exhibit any of the following symptoms:

- **Vomiting or diarrhea** within the last 24 hours. Keep children home until stools are solid and there has been no vomiting for at least 24 hours (A child experiencing single episode of either vomiting or mild diarrhea with no other symptoms may be sent to school if the family has reason to believe the child is not sick.)
- **Fever** greater than 100.4 degrees Fahrenheit within the last 24 hours. Keep children home until they have been fever-free without medication for at least 24 hours.
- **Runny nose and/or significant coughing.** Keep children home if they have significant green or yellow mucous, persistent or productive coughs, recent onset of symptoms, etc. Students with symptoms of allergies or mild lingering colds can be sent to school.
- **Sore throat with fever.** Students exhibiting symptoms of strep throat should be checked by a doctor. If confirmed, they should not return to school until 24 hours after antibiotics treatments have been started, and families should notify the office (see communicable diseases below).
- **Pink eye (conjunctivitis).** Students with very red eyes and thick yellow or greenish drainage should be checked by a doctor for pink eye. Students should remain at home until treatment has begun or the symptoms have cleared up. Families should notify the office (see communicable diseases below).
- **Unidentified rashes or open sores.** Some causes of rashes are contagious. If your student has a rash aren’t certain about, keep the child home from school, consult a doctor, and follow the doctor’s instructions for returning to school.
- **Lice.** Students can return to school after treatment with appropriate lice shampoo. Families should notify the office (see communicable diseases below).

**Communicable Diseases:** Please notify the office immediately if your child has a communicable disease such as lice, strep throat, scabies, pink eye (conjunctivitis), chicken pox, whooping cough (pertussis), etc. The office will send out an exposure notice so that other families will know their child may have been exposed, will look for symptoms, and can treat their children in a timely manner. This is a very important service to the entire school community, allowing everyone to stay healthier. **Your child will NOT be identified in the exposure notice.**

**Dogs and Animal Droppings:** Please help keep our campus clean and protect our students from exposure to animal droppings (both wild and domestic). **Please keep gates closed at all times and keep dogs off school grounds.**

## Classroom Visitation Policy from Website

All campus visitors are welcomed and desired. Visitors must follow the following procedures:

- Request an appointment for a visitation date and time from the office staff or the relevant teacher.
- Sign in at the school office and obtain the principal/designee’s approval before proceeding to the classroom.
- Keep the classroom observation time and frequency reasonable.
- Enter and leave the classroom as quietly as possible.
- Do not interact with students or staff unless the classroom teacher initiates the interaction.
- Do not interfere with any school activity during the visitation.

## School Expectations and Rules from Website

Pacific School is dedicated to creating a safe, supportive, and positive school culture. Students are expected to **be safe, kind, and respectful** at all times while on the Pacific Elementary School campus. The guidelines below are examples of ways students are asked to demonstrate these qualities. Staff members who observe students failing to show safety, kindness, or respectfulness will require the students to change their behavior. Please read and review these rules with your child.

**Things from home:** Students may not bring gum, soft drinks, candy, sport equipment, toys, or games to school. Students must follow the Board adopted policy for dress and grooming, which includes wearing appropriate closed-toed shoes for the kitchen, garden, and physical activities, and clothing that does not reveal underwear or bare midriffs, nor depict profane or violent symbols or words. Head coverings shall not obscure the face. Pets or other animals are not allowed at school. (If brought to school for a specific academic activity, pets should be accompanied at all times by a responsible adult. The adult should remove the pet from school when the activity is complete.) Money should only be brought to school with parents' knowledge for a specific school-related purpose. Students should walk bikes in the playground and park them in the bike rack. Upon arrival, students should check skateboards into the office. Students who bring cell phones to school must keep them turned off and out of sight during school and After School Recreation hours. Communication with parents should be handled through teachers or office staff.

**Classroom Expectations:** Each classroom establishes classroom rules at the beginning of each school year. Students are expected to follow these rules. Typically, these rules include placing hats, coats, lunches, and backpacks in designated locations, obtaining permission to use the bathroom, treating classmates and staff with respect, etc.

**Expectations within School Buildings:** Students walk and use quiet voices inside. Students should use bathrooms appropriately. Students must obtain permission to use the phone, classroom or library computers, or to be inside during recess. Students must obtain permission AND have direct adult supervision to be in the kitchen, janitor's room, supply closets, staff room, or to access the Internet.

**Lunchroom Expectations:** Lunchtime is considered part of the class curriculum where the students learn manners and nutrition. Students must enter lunchrooms quietly and maintain quiet voices throughout lunch. Students are expected to use proper table manners, including removing hats, which will be taught in the classrooms and during lunchtime. Students should ask for permission to leave their seats during lunchtime and are expected to clean their tables after they have been excused.

**Outside Expectations:** Students must play in areas where they are visible to supervising staff, including the climbing equipment, blacktop area, and playing field. Students should stay out of the planted areas. Students may not exclude anyone in their games. Students must play in a safe manner. In particular, they should not throw sand, rocks, wood chips, or toys other than balls. Adults – not students – will retrieve balls that go out of the schoolyard. Jump ropes may only be used for jumping. Students should not climb trees or fences. All staff, parents, and students are asked to help keep all gates closed during and after school hours. This is a safety concern because open gates allow pets and wildlife to enter and defecate on the schoolyard.

**Discipline Policies:** In order for children and staff to work together in an atmosphere of harmony and freedom, the following principles have been established:

Staff members of Pacific School treat each child with love and respect. Staff members serve as models of fair, loving, and mannerly human behavior.

1. The school rules (see next page) are clearly structured by staff members and explained to the children at the beginning of the year. The playground rules are firmly and consistently supervised by staff and provide a framework wherein the children enjoy freedom of movement and learn to exercise freedom of choice.
2. Consequences for failing to observe the school/playground rules are appropriate and are explained to the children.
3. The opportunity to develop social skills is an important part of the curriculum. Teachers of each age group work with their students daily, both formally and informally, to achieve social and emotional growth. Throughout the day, staff members, serving as role models, are alert to difficult social situations and guide the children, giving them the tools to solve their own problems.
4. Happy, confident, interested, independent children develop self-discipline and can then regulate their own behavior harmoniously. Consequently, the staff of Pacific School provides a school environment wherein children can work actively and independently at tasks suited to their needs. Through success with concentrated, stimulating activities, the children develop self-esteem and self-direction. The opportunity to practice making choices in a prepared environment strengthens each child's growth toward independence.

**Problem Solving:** Children are expected to handle conflicts by means of verbal problem solving. The staff models this behavior daily and instructs children in problem solving and mediation techniques so that children can use their words to solve their conflicts. Children are encouraged to voice their concerns or complaints during class meetings and to work with staff through problem solving techniques or mediation appointments to achieve consensus.

Consequences for failure to respect the rights of others are agreed upon by all staff members and used consistently. Children are informed of the consequences for failure to maintain the school rules at the beginning of the year and are reminded throughout the school year of those rules and consequences. Staff members strive to create consequences that are positive and appropriate to each situation, such as time-out or the temporary loss of privileges. If inappropriate behavior continues, a parent/teacher conference is immediately called.

### **Internal Bathroom Rules**

- **Be Safe**
  - Get permission from an adult to use the bathroom
  - Walk to and from the bathroom
  - One person at a time in stall
  - Wash your hands with soap and water
- **Be Kind & Respectful**
  - Flush after use
  - Keep the bathroom clean
  - Leave the light on when others are still in the bathroom
- **Be Responsible**
  - Use bathroom only for its purpose
  - Stay only as long as necessary
  - Use indoor voices
  - Let an adult know when the bathroom needs attention

### **Procedures**

1. Use bathroom
2. Flush
3. Wash hands with soap and dry with towel
4. Throw trash in trash can

### **Minor & Major Infractions**

1. **Minor Infractions**
  1. Using the bathroom without permission
  2. Making unnecessary noise
  3. Making a mess
  4. Staying longer than necessary in the bathroom

2. **Major Infractions**
  1. Property damage
  2. Willful violation of privacy
  3. Endangering others

### **Consequences**

1. **Progressive Consequences for Minors**
  1. Right your wrong (apology, fix, clean, etc.)
  2. Teacher communicates with parents
  3. 3 minors 1 week = 1 major

2. **Progressive Consequences for Majors**
  1. Sent to the principal
  2. Supervised use of bathroom
  3. Suspension

## Internal Dining Room Rules

- **Be Safe**
  - Eat only your own food (don't share food)
  - Touch only your own food (not anyone else's plate or food)
  - Keep your own plate (don't trade plates with anyone)
  - Only two students per table can clean at one time
- **Be Kind & Respectful**
  - Introduce yourself and make new friends
  - Stay seated until excused
  - Respond to the quiet signal (clapping or bell) by listening quietly to the speaker
  - Keep your body to yourself
  - Use an indoor voice
  - Face forward and converse only with the people seated at your table
  - Wear hats outside; not in the dining room
  - Use good manners
    - Chew with your mouth closed
    - Try each food at least once; try as many bites as your years old
    - Use silverware for non finger foods
    - Keep your napkin in your lap
    - Use the handles and serving tools as intended
    - Ask to pass communal foods
    - Thank the chef
- **Be Responsible**
  - Clean your area
  - If you spill, tell the adult at your table, so they can help you clean
  - Ask to clean up from the adult
  - Take your plate to the bus pan carefully they are ceramic and can break
  - Dump your compost or clean recycling into the container be careful not to spill
  - Wipe your space
  - Push in your chair when dismissed
  - Stand peacefully in line until the teacher brings you back to class (grades 1-4) hands and bodies should be still and calm
  - Stack chairs Wed. and Fri.
  - Each table sweeps the entire dining room once a week
  - Adults will ask students to put away serving bowls, walk them back to the kitchen carefully

### Procedures

1. Adult facilitates instructional conversation at own table
2. Tell an adult how much milk you want to prevent serving too much
3. When everyone is done cleaning up in pairs, they return to the table prior to being dismissed by an adult
4. Ask politely for a friend to pass serving plates to you
5. Stack your chairs at the end of the table on Wednesdays and Fridays

### Minor & Major Infractions

1. **Minor Infractions**
  1. Out of seat without permission
  2. Loud voice
  3. Touching another person's food
  4. Wearing a hat indoors
  5. Not cleaning up your spill
  6. Bad manners
  7. Kicking under a table
  8. Interrupting the speaker after the quiet signal

## 2. Major Infractions

1. Throwing food
2. Hitting

### Consequences

#### 1. Progressive Consequences for Minors

1. Right your wrong (apology, fix, clean, etc.)
2. Move your seat
3. Teacher communicates with parents
4. 3 minors 1 week = 1 major
  1. Strikes are given for each minor for the table group as a whole in the Upper Dining Room
  2. 3 strikes results in having to clean up the dining room in the Upper Dining Room

#### 2. Progressive Consequences for Majors

1. Eat away from group
2. Sent to the principal
3. Suspension

### Internal Playground Rules

#### • Be Safe

- Use play structure as intended
  - Slide – people sliding down have the right of way
  - Ladders – people climbing up have the right of way
  - Monkey bars – swing with your arms
  - Trolley – Use hands only
- Look before you leap
- Wood chips stay on the ground in the fall zone
- If you can reach it, you can use it
- Students must stay where adults can see them
- Tag should be played on the lawn
- Keep your bodies peaceful

#### • Be Kind & Respectful

- Take turns
- Walk around games (not through them)
- Ask to be included before you join the game
- Include whoever wants to play in the game
- Agree on the game's rules before you begin to play
- Be a good sport
- Use appropriate language

#### • Be Responsible

- Use play equipment as intended
- Stay within playground boundaries (play structure, blacktop, lawn)
- If you need to leave the playground to go to the office or bathroom, you must request permission from the yard supervisor
- The shed is for storing play equipment
- If you use play equipment, you must return it
- The right side of the shed is for preschool storage; the left side is for playground equipment
- If play equipment goes over the fence, inform the yard supervisor
- Take care of your body (use restroom during recess)
- Line up when the bell rings

## Procedures

### 1. Playground Equipment

1. Yard Supervisor opens Ball Shed & closes it after taking out equipment
2. Students may take play equipment out from the left side only as desired
3. If a student stops using equipment during the middle of recess, they are responsible for returning it to the shed
4. If the student who took out the equipment stops using it, but other students are still using it, a new student must assume responsibility for returning it
5. At the end of recess, the student who took the equipment out is responsible for returning it to the shed.

### 2. Ending Recess

1. A Yard Supervisor will ring the bell to signal the end of recess.
2. When the bell is rung, the responsible students will bring the equipment back to the ball shed. The Yard Supervisors will ensure that responsible students return the equipment.
3. Students not returning equipment should line up upon hearing the bell. The line is expected to be straight, forward-facing, and relatively calm and quiet.

### 3. Yard Supervision

1. Yard Supervisors should wear their fanny pack whenever they are supervising the yard.
2. Yard Supervisors should actively watch and interact with students in order to promote safety, fun and education (teach them how to have a good time safely)
3. Yard Supervisors should stay in zones (field & blacktop/play structure) in order to use proximity to discourage anti-social behavior
4. Anything that distracts attention away from supervising the students (conversations, cell phones) should be kept to a necessary minimum
5. Students should be sent to the office by yard supervisors, rather than students deciding if/when to leave the playground on their own. Minor injuries should be addressed on the yard by the yard supervisor using materials in their fanny pack. Students needing ice packs, their temperature taken, or with more severe injuries may be sent to the office by themselves or with a friend by a yard supervisor, but should not go on their own without permission. Students with more severe injuries should be brought to the by a yard supervisor. That yard supervisor should let the other(s) know that they will be temporarily absent from the yard.

## Minor & Major Infractions

### 1. Minor Infractions

1. Not using play structure as intended
2. Out of boundary
3. Playing tag on play structure
4. Not taking turns
5. Running through games
6. Bad sportsmanship
7. Going to the office/bathroom without permission
8. Playing inside the shed
9. Failure to return play equipment
10. Using inappropriate language

### 2. Major Infractions

1. Running away/hiding from an adult
2. Repeatedly refusing to comply with the directive of an adult
3. Physical violence

## Consequences

### 1. Progressive Consequences for Minors

1. Warning/Teaching
2. Loss of privilege

3. Time away
4. 3 minors in one recess = 1 major
- 5.

**2. Progressive Consequences for Majors**

1. Right your wrong (apology, fix, clean, etc.)
2. Time away & communication with parents
3. Spend recess in office
4. Suspension

**Internal Common Spaces Rules  
(Library, STEAM, Hallways, Hobbit Hole, MU)**

- **Be Safe**
  - Walk
  - Keep hands to self
  - You must be supervised by an adult
- **Be Kind & Respectful**
  - Use quiet voice
  - Push in your chairs when done
  - Leave things better than you found it
  - Leave other people's property and projects alone
  - Do not take anything out of that space that is not yours
- **Be Responsible**
  - Use equipment as intended

**Procedures**

1. Walk into a room with the supervising adult
2. Use the equipment for the intended purposes
3. Leave the space better than you found it

**Minor & Major Infractions**

**1. Minor Infractions**

1. Running indoors
2. Being unsupervised
3. Yelling
4. Leaving the chair out
5. Leaving a mess
6. Misusing equipment

**2. Major Infractions**

1. Intentionally destroying property
2. Repeated disobedience
3. Purposefully taking things from a space that don't belong to you

**Consequences**

**1. Progressive Consequences for Minors**

1. Right your wrong (apology, fix, clean, etc.)
2. Remove from space/lose privilege
3. Teacher communicates with parents
4. 3 minors 1 week = 1 major

**2. Progressive Consequences for Majors**

1. Sent to the principal
2. Suspension