

**BURNING TREE ELEMENTARY SCHOOL
SAFETY AND DISCIPLINE POLICY
2007**

Philosophy

Burning Tree is committed to being a school community of virtue in which honesty, fairness, caring, empathy, respect, responsibility and moral courage are always expected, modeled, taught and celebrated as an integral part of the curriculum and daily school operations. Parents play an important role in the development of these behaviors and are seen as partners with school staff. We strive for each student to develop self-discipline, so that he/she can maximize his/her own learning opportunities, as well as those of others. We want school to be a safe, happy experience for all students and believe that adhering to a firm but fair discipline policy will help us attain this goal.

Standards for Student Behavior

1. Respect the right of others to learn.
2. Show respect and courtesy to all individuals.
3. Take good care of our school and school property.
4. Act in a safe and responsible manner.
5. Follow all school rules and procedures.

I. General Student Expectations

- A. Stay on school property during school hours.
- B. Be responsive to teachers, administrators, aides, building services staff, bus drivers, and volunteers.
- C. Exercise physical self-control. For example, fighting and throwing objects are inappropriate.
- D. Receive permission and use passes when going to the library, bathroom, office, hall telephone, etc.
- E. Meet school, classroom, playground and lunchroom expectations.
- F. Keep hands, feet, and objects to oneself.
- G. Walk quietly and keep to the right in the hallway.
- H. Treat others with respect through appropriate language and actions.

- I. Respect school property and the property of others.
- J. Help to keep all areas of the building and grounds clean and litter free.
- K. Apply all expectations to buses, field trips, and after school activities.

II. Arrival and Dismissal Expectations:

- A. Listen to and follow directions of crossing guards and patrols.
- B. Cross only where patrols or crossing guards are stationed.
- C. Remain in lineup until 9:05 a.m. when bell rings, unless reporting for a supervised activity, e.g., FLES.
- D. Leave the school grounds promptly, if walking home, when dismissed at 3:25 p.m. unless reporting for a supervised activity.
- E. Follow bus and/or walking safety expectations.
- F. Have an agreed upon location if meeting parent or guardian at dismissal. Plans are needed for pleasant, as well as inclement, weather conditions.

Guidelines for Kindergarten Blacktop Dismissal

In order to ensure student safety and make our dismissal procedures run smoothly:

- Dismissal begins at 3:25 p.m. Parents are expected to be there at that time to meet their children.
- Children must remain on sidewalk area in front of the kindergarten door until picked up.
- Children, including preschoolers, may not use the play equipment until the staff member on duty signals the end of school dismissal.
- Parents are responsible for the close supervision of their preschoolers.
- Bicycles, balls, and scooters are not permitted on the blacktop during dismissal time.
- Dogs are not permitted on the blacktop.

In case of inclement weather, parents will meet their children outside the kindergarten door. If there is an emergency and you will be unavoidably late, please call the office by 3:00 p.m. so staff can be notified.

III. Lunchroom Expectations

- A. Follow directions given by adult leader.
- B. Talk with your neighbor in quiet tones.
- C. Remain seated except when given permission to get up.
- D. Keep the area clean around the tables.
- E. Finish lunch in the cafeteria.
- F. Following lunch, go directly outside for recess, to your classroom for indoor recess, or wait in a line for your teacher.

IV. Playground Expectations

- A. Include, don't exclude.
- B. Play within sight of the playground adult leader.
- C. Use appropriate language.
- D. Keep hands, feet and objects to oneself unless involved in a game that requires physical contact.
- E. Play safely with equipment and return all equipment to the appropriate location.
- F. Display good sportsmanship at all times.
- G. Report injuries or instances of bullying to the playground adult leader.
- H. Remain outside unless given permission to enter the building by the adult leader.
- I. Stop play and line up immediately when the playground aides blow their whistles.

Return only this sheet to your child's teacher.

I have received a copy of the Burning Tree School Safety & Discipline Policy and have discussed the policy with my child listed below.

Name of Student _____

Name of Teacher _____

Signature of Parent/Guardian

Date

Signature of Student

Date

Signature of Teacher

Date