

# **Matthew Turner Elementary School**

## **Parent Handbook**



**540 Rose Dr., Benicia, CA 94510**

School information published in this handbook is subject to such changes that may be needed to insure a continued compliance with federal, state, or local regulations and is subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules, regulations, and information can be written and inserted in a handbook. However, we expect students to follow reasonable rules and not violate the rights of others.

Revised 8/09

## Table of Contents

Welcome .....	2
School History .....	3
Mission Statement .....	3
Matthew Turner Daily Schedule .....	3
Benicia Unified School District .....	4
District Administrative Staff .....	4
Governing Board .....	4
Matthew Turner Staff .....	4
Site Council .....	5
Parent Teacher Group .....	5
Curriculum .....	6
General Information .....	7
Announcements .....	7
Appointments / Releases .....	7
Arrival/Dismissal Time and Supervision .....	7
Attendance .....	7
Bicycle Traffic .....	8
Campus Traffic Patterns and Use .....	8
Cell Phones .....	8
Change of Information .....	8
Child Abuse .....	8
Classroom Deliveries .....	8
Conferences .....	9
Dress Code .....	9
Forbidden Items at Matthew Turner School .....	9
Health Instruction/ Family Life Education .....	9
Health Services .....	9
Homework Requests .....	10
Independent Study .....	10
Lost and Found .....	10
Lunch .....	10
Medications .....	10
Physical Examination .....	10
Promotion and Retention .....	10
Rainy Days .....	11
Safety Plan .....	11
School Mascot, Colors, and Song .....	11
School Property .....	11
Student Council .....	11
Student Records .....	11
Vision and Hearing Screening .....	12
Visitors and Volunteers .....	12
School Wide Rules and Expectations .....	13
Rules of RESPECT and Setting Limits .....	13
Basic Classroom Rules .....	13
Logical Consequences .....	14
Playground Rules and Logical Consequences .....	15
Preventing Bullying at School .....	15
Lunchtime Rules and Logical Consequences .....	16
Rewards for Good Behavior, Cafeteria Behavior, Academics, Citizenship, and Effort .....	16
Serious Offenses and the California Education Code .....	17



Welcome to Matthew Turner Elementary School. It is a pleasure to have you as part of our school community. The staff is dedicated to our goal of providing each student with a challenging, interesting, and successful school year. Your support and participation builds the foundation for the school to home partnership that is a part of Matthew Turner School.

This school handbook has been prepared to provide information to students and parents about policies, procedures, and services. I recommend that you use this handbook as a resource.

*Barbara Sanders, Principal*

## School History

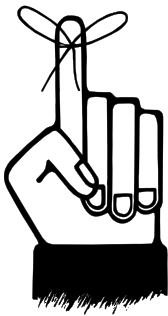
Matthew Turner Elementary School was named after Matthew Turner, a master shipbuilder who located his shipyard in Benicia during the 1880's. The school is a K-5 elementary school located adjacent to a 50 acre community park. The school originally opened in September 1993 with a population of 300 students. The school's current average enrollment is 500 students.

## Mission Statement

The mission of Matthew Turner School is to provide students with a positive and safe learning environment where students are encouraged to achieve to their highest potential, to become contributing members of our community, be tolerant and respectful to others, empowered with the knowledge and skills to shape their future.

## Matthew Turner Daily Schedule

<b>Regular Day Schedule</b>	<b>Kindergarten AM</b> 8:30-12:30	<b>Kindergarten PM</b> 11:10-3:10
	<b>1<sup>st</sup> – 3<sup>rd</sup></b> 8:40-2:53	<b>4<sup>th</sup> – 5<sup>th</sup></b> 8:40-3:05
<b>Friday Plan Day Schedule</b>	<b>Kindergarten AM and PM</b> 8:30-12:30	
	<b>1<sup>st</sup> – 5<sup>th</sup></b> 8:40-12:40	



## Benicia Unified School District

The Benicia Unified School district is located at 350 East K Street, Benicia, CA 94510.  
The phone number is 707-747-8300.

### District Administrative Staff

Janice Adams, Superintendent  
Keith Rogenski, Director of Human Resources  
Janet Handley, Director of Curriculum & Instruction  
Linda Cole, Director of Special Services  
Tim Rahill, Director Business Services  
Joe Amaral, Director of Maintenance & Operations  
Moe Zwebti, Director of Technology

### Benicia Governing Board

Dana Dean  
Jeanne Steinmann  
Andre Stewart  
Rosie Switzer  
Bonnie Weidel

The School Board meetings are held on the first and third Thursdays of each month at 7:00 P.M. at City Hall. Parents are encouraged to attend.

### Matthew Turner Staff 2009-2010

Teresa Badger  
Kim Barragan  
Margie Bishop  
Sue Briggs  
Sukhdip Broome  
Claudia Bru  
Debbie Buchanan  
Susan Bunch

Marisol Charifa  
Kathy Crozier  
Arlene Empleo  
Donna Glassford  
Angela Gramlick  
CeCe Grubbs  
Desiree Jannson  
Kathy McNair

Mike Mullikin  
Gail Murphy  
Carolyn Oliver  
Julie Pebler  
Casey Rooney  
Jennifer Schmitt  
Julie Seymour  
Brandy Shelton

Mary Jo Sherman-Nelson  
Rowena Velasco  
Susan Watts

**Principal:** Barbara Sanders  
**Office Staff:** Debbie Golden  
Teena Singley  
**Librarian:** Bambi Peters  
**Computer Tech:** Gary Slack  
**Custodians:** Scott Price (day)  
Sonia Martinez (night)  
**Instruct. Aides:** Joan Glas  
Maureen Carroll  
**Cafeteria:** Donna Catrino  
Roxanne Johnson  
**Campus Superv:** Sally McDaid  
Melissa Trammell  
Amarjit Walia  
Shannon Washington

## **Site Council**

In 1977 California legislators passed Assembly Bill 65 enabling all schools in the state to have a site council. The council's ten member Board of Directors consists of parents and teachers. Parent members are elected by the school parent community, and teacher members are selected by the school staff. Elections are held annually. Board members serve staggered two-year terms. After service on this board, directors are required to be off the council for at least one year before returning to a council seat. The council meets monthly: council members establish the time and dates. Meetings are open to all parents of Matthew Turner students.

The responsibilities of Site Council members are to:

1. Assess the school's capacity to successfully meet the educational needs of its students.
2. Develop and recommend the Single Plan for Improvement
3. Review implementation of the plan.
4. Evaluate and modify the plan.
5. Set the annual budget

## **Parent Teacher Group**

The Parent Teacher Association is a nationally recognized group that serves to raise funds and promote a sense of community at Matthew Turner School. This organization helps to secure the needed funds to augment the budget and to provide the monetary resources that make Matthew Turner a wonderful place to learn. The P.T.A. sponsors an auction that raises funds for school equipment, events and activities throughout the year. The funds from these events are used to sponsor Engineering Week, No TV Week, Safety Patrol, California Young Reader Medal Program, Art Day, Science Fair, and assemblies. In addition they have supported the positions of reading teacher, interventions, and campus supervision.

The PTA also coordinates social events. In the past, we have had Fall and Winter Socials, family nights, and multi-cultural events that foster a sense of community.

The executive board is readily available to hear any of your questions, comments and suggestions. The groups meet throughout the school year and the school newsnote informs you of upcoming meetings. All parents are welcome and encouraged to attend.

## Curriculum

### Language Arts:

The students of Matthew Turner Elementary School learn to read in a literature-based and meaning centered language arts program. Houghton Mifflin Reading is a program based on research that meets the criteria of the No Child Left Behind and Reading First legislation. The curriculum provides for systematic and explicit instruction in the five strands of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Diagnostic resources inform instruction and aid in planning.

### Mathematics:

enVision Math by Scott Foresman is our state /district adopted program. There are four parts to the lessons:

1. Daily Spiral Review focusing on foundational skills for mastery.
2. Developing the concept through interaction during a problem-based activity.
3. Developing the concept through lesson exercises, digital animations, guided practice.
4. Close/Assess and Differentiate with a quick check of skills learned. Leveled homework includes re-teaching, practice and enrichment.

### Science:

Scott Foresman's California Science is our basic program that asks students to participate in comprehensive investigations linked together in a logical sequence to build depth of understanding science concepts. Activities are paced and linked to interactive technology components reinforcing content and science vocabulary.

### History Social Science:

Harcourt Brace Reflections provides the basis for learning about history social science concepts as outlined in the California and BUSD Content Standards. Meaningful units of study are provided at each grade level to assist all students in gaining knowledge, expanding their understanding of different cultures and developing democratic principles and civic values. In grades K-3, students actively explore their world and differences among people through the study of family and local community. Students in grades 4-5 study the geography and history of California and the United States.

### Art:

Art experiences are grade-level appropriate and teach the techniques of drawing, painting, collage, basket making, origami, weaving, puppetry, mask and pottery. Vocal expression, music appreciation, rhythm instruments, band, drama, and musical theater are included in the experiences offered to students. Our basic textbook is Explorations in Art by Davis Publications.

### Physical Education:

Physical education programs are based on the premise that the quality and productivity of each individual's life can be enhanced through participation in a comprehensive, sequential physical education system that promotes physical, mental, emotional, and social well being. The philosophy of physical education is *Everyone Can*. Every child and youth can develop appropriate skills, feel good about his or her body, and relate to others in positive ways.

## General Information

Announcements: Newsnotes will be published the first and third Wednesday of each month. Newsnotes are sent home with your child and contain important dates, times and events.

Appointments / Releases: Schedule medical and dental appointments late in the day, if possible. If you must have your child dismissed from school during the day, send a note to the child's teacher indicating the time and reason. Students must be signed out in the office before leaving and will be called out of class when you arrive to pick them up. They will only be released to their parents or someone authorized by their parents. Please check in at the office on your return. Doctor and dentist notes can be obtained as verification of your child's absence.

Arrival/Dismissal Time and Supervision: School begins at 8:40 A.M. The first bell rings at 8:35. Please do not send your child earlier than 8:20 A.M., as there is no supervision on the school grounds before this time. Daily kindergarten hours Monday to Thursday are 8:30 A.M. to 12:30 P.M. for morning classes and 11:10 A.M. to 3:10 P.M. for afternoon classes. Monday through Thursday dismissal times are 2:53 P.M. for grades 1-3; 3:05 P.M. for grades 4-5. On Friday, all kindergarten students attend school from 8:30 A.M. to 12:30 P.M. Grades 1-5 are dismissed at 12:40 P.M. Please make arrangements for your child to be picked up promptly at dismissal times.

Attendance: Consistent school attendance is essential for your child's success in school. Attendance problems hinder your child's progress and teach them that school is not important. *At age 5 school is your choice- at age 16 it's their choice!* It is difficult for student and teachers to make up for days absent. Instructional learning opportunities are lost. Don't use a day away from school as a birthday gift, a treat, or a reward. Vacations need to be scheduled during vacation times. Medical and dental appointments can be scheduled for later in the day or at times when your child can go to the appointment and return to school. Education is a costly privilege and each day is vital.

There are two types of absences: *excused and unexcused*. No A.D.A. funding is received for a student absence regardless of the reason. The law defines an excused absence as illness, medical appointments, or bereavement leave for an immediate family member. All other absences are unexcused. Any absence must be reported to our office 748-2982 everyday with a reason. A written note is also acceptable. Any student who is absent from school without a valid excuse for 3 days, or tardy in excess of 30 minutes for 3 days in one school year is truant (CA Ed. Code 48260).

Arriving to school and being in class on time is important. Tardies are disruptive to classroom instruction and require that your child check in the office for a tardy slip explaining the reason for lateness. Tardies cannot be excused for personal reasons (missed bus, parents late, oversleeping). Tardies are tallied for every attendance reporting period. BUSD requires parent notification for excessive tardiness and tardies are reported on the student report cards.

Bicycle Traffic: Fourth and fifth graders may ride their bicycles to school. Permission slips signed by parents are required before students may ride bicycles to school. Bike helmets must be worn while riding. Students must walk bikes to and from the bike racks and lock them to the racks. Bicycles are not to be ridden on the school grounds.

### Campus Traffic Patterns and Use

1. The parking lot nearest Rose Dr. is reserved for staff parking. The drive-through is reserved for bus and licensed childcare vans only. Please do not drive cars through this area for student drop-off or pick-up. Please do not use the bus drive-through as a walkway.
2. The parking lot on Dempsey Dr. is our visitor parking lot. The drive-through around this lot is for CAR drop-off and pick-up of students. Only the yellow lane next to the curb is available for students to enter or exit cars. Please pull up to the white line painted closest to the multi-purpose room to unload and load students. Do not leave your car unattended in the drive-through. If your child needs assistance loading or unloading from a car, please park your car and walk your child to and from class.
3. Use the crosswalks! Do not cross between cars using the drive-through off Dempsey Dr. Note this is a fenced area to encourage all to use the crosswalks on either side of this parking lot.
4. Safety patrol is on-duty assisting student crossing before and after school ends. Please be watchful of their presence and follow their signals to stop and go.
5. All students who walk or ride in cars may enter the campus at 8:20 (grades 1-5) through the front gates. Students riding the bus will enter through the gate facing Rose Dr. Students put their backpacks by their classroom door and proceed to the playground. Students are not to stay in the courtyards unsupervised. A.M. kindergartners line-up at the kindergarten yard gate. P.M. kindergarten students line up in front of their classroom

Cell Phones: Many parents want their child to have a cell phone at school in case of an emergency situation. Students can have cell phones at school but cell phones must be turned OFF, must be stored in their backpack, and can only be used off-campus. Cell phones that ring during class instruction are disruptive to learning and teachers have the right to confiscate the cell phone. Parents are contacted to retrieve the cell phone from the office. Parent volunteers are asked to turn their cell phone to off or vibrate while working in classrooms to minimize disruptions.

Change of Information: Whenever you move, change telephone numbers, or change your emergency information, you must report these changes to the office immediately. It is important that we keep your information current for emergency situations.

Child Abuse: School district personnel are required by law to report any suspected cases of child abuse to the appropriate agencies.

Classroom Deliveries: Matthew Turner needs your assistance in limiting the number of deliveries to classrooms. Every day we have requests to deliver messages, lunches, lunch money, and homework to students. These deliveries cause classroom interruptions and take away valuable teaching time. We understand that emergencies arise and we accommodate for these situations. We ask that parents be well planned in providing lunch money, lunch, jackets, for their child before class starts. Your child should have a system for returning homework in folders and backpacks. Late lunches can be left with the office staff and they will be delivered on a cart to the lunchroom. Other items that you feel must be delivered can be dropped off at the office and we will put in teacher's boxes. Balloons, flowers, and other gifts are not for school hours. If your child is celebrating a birthday, and you would like to send in birthday treats, please contact the teacher directly via voice mail or email.

Conferences: Parent-teacher conferences are generally scheduled in November for all students. In March, conferences are conducted for specific students with progress concerns. These conferences are an opportunity for the parents and teachers to fully discuss the educational program for the student. Parents or teachers may request other conferences as necessary throughout the year. Report cards are provided to parents at the end of each trimester/conference period.

Dress Code: Students are to wear clothing appropriate to the elementary school setting that allows them to participate in classroom and playground activities. Students may not wear short shorts, short skirts, half shirts that do not cover the stomach, or tank tops with spaghetti straps. Students are not to wear flip flops or sandals with no backs, or any other types of shoes that do not provide substantial foot protection for playground and physical education activities. Hats are to be worn outside only (facing forward) if needed for protection from the sun. Hats will be taken if not worn appropriately.

#### Forbidden Items at Matthew Turner School

Do not bring to school or have in your possession any of the items listed below:

- Walkie-talkies
- CD players or tape players ( unless for a school approved project)
- Radios
- Electronic devices
- Water guns, caps, or cap-guns
- Knives of ANY kind
- Firearms or weapons
- Firecrackers, smoke or stink bombs
- Superglue
- Explosive devices
- Lighters or matches
- Tobacco products
- Drugs or alcohol
- Laser pens or pointers
- Skateboards, scooters, skates, roller blades or “heelies”

Every year, there are students who unknowingly bring small pocketknives to school, often left over from a weekend hike or activity outside of school. Even though the intent is harmless, this is a suspendable /expellable offense. There are no exceptions to this rule. Please make sure that you NEVER bring a knife to school.

Health Instruction/ Family Life Education: A student may be excused from any part of health instruction. Written consent is not required, but written objection will be honored for your child. Family Life Education is offered to all 5<sup>th</sup> grade students with instruction on sex education, reproductive organs, and their functions. Students may be excused from this course. All students participating must have positive permission to attend the Family Life instruction.

Health Services: Your physical, emotional, mental health and safety are important to us at Matthew Turner School. To ensure healthy students, nursing services are available through our office staff and our district nurse. Children who are ill or injured are referred to the office for health services.

Homework Requests: If your child is absent from school due to illness, you can make a homework request through your child's teacher or through the office as you call in your child's absence. Homework will be available at the end of the school day in the homework basket in the office following your request.

Independent Study: If a student must be absent from school for 5 or more days due to a pre-planned absence they may be placed on an Independent Study contract. The office must receive written notice 2 weeks prior to the date of absence. An Independent Study contract will be initiated and the student's teacher will prepare the assignments the student must complete while absent. All completed work must be turned in to the teacher upon the student's return. Please note that all work will be kept and not returned to the student. An Independent Study contract allows the school to receive attendance monies while the child is absent as long as the work is completed and turned in.

Lost and Found: Any items that are found are turned into the office and stored in the bin outside the lobby door. The school assumes no responsibility for loss of school or personal property. We make every attempt to return items to their rightful owners if the child's name is clearly marked on items. All lost items are donated to charity 3-4 times a year.

Lunch: You have two options for lunch. You may bring a sack lunch or purchase a BUSD lunch from the cafeteria. Lunch can be purchased on a daily basis, or with a ticket in 5 or 20 day increments. Requests and payment for lunch tickets can be dropped in the "lunch container" housed in the lobby of the office. Requests and payment can also be sent to school with your child and teachers will forward to the cafeteria personnel. The cafeteria does not loan money for lunches. PTA provides for a lunch ticket in an emergency situation with the understanding that it must be repaid.

Medications: Students may not have medications (including over the counter medications) in their possession at any time. State law prohibits school personnel from dispensing prescription medication without a doctor's authorization that must be renewed yearly. If a student must take medication during school hours, a signed consent must be on file in the office. Medications must be in its original container and must be stored in the office with written orders from the doctor stating the amount and time of medication.

Physical Examination: California State legislation requires a health checkup of all students before entering first grade (AB2068). As a parent, you may file annually with the district nurse, a statement in writing, stating that you do not consent to a physical examination for your child. However, when there is a reason to believe that a student may be suffering from a contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that a contagious or infectious disease does not exist. (Ed code 49451).

Promotion and Retention K-5: BUSD's promotion/ retention policy is required by State legislation, Assembly Bill 1626, which establishes criteria for promotion from one grade level to the next. It also provides criteria for identifying a student who may be "at risk for retention". This policy is presently in effect under BP 5123. Students will be promoted if they meet the following criteria:

- K Grade of S or E in Reading on the Report card
- 1st Grade of 4, 3, 2 in Reading on Report Card
- 2<sup>nd</sup> Grade of 4, 3, 2 in Reading on Report Card

3<sup>rd</sup> Grade of at least a C- (70%) in Reading on Report Card  
4<sup>th</sup> /5<sup>th</sup> Grade of a least a C- (70%) in Reading, Writing, and Math or CAT6 at 50% or above in Total Reading, Total Language, and Total Math.

Students who are struggling with reading, language arts or mathematics skills will need additional help at school and at home. The district will provide interventions to provide extra assistance to students who are struggling. The promotion/ retention process will include the teacher, parents, and school principal.

Rainy Days: When it is raining in the morning, students should not arrive before 8:30 AM (1-5) and go directly to their classrooms. Those students who arrive earlier must go to the multipurpose for supervision. Kindergarten students go directly to their classroom.

Safety Plan: Matthew Turner has a comprehensive safety plan that is updated yearly by staff and Site Council. The plan is in the office and available for your review.

School Property: Students are responsible for all books and materials that are issued to them for their use during the school year. Parents are charged for books or materials that are lost, damaged, or destroyed. As with any instructional material, school property, or any personal property, California Education Code (38904 (a) and (b) holds parents responsible for damages.

School Spirit: Mascot, Colors, and Song: Matthew Turner School's mascot is the dolphin, and our school colors are silver, blue, and white. Our song is:

See us stand up bright for the silver, blue and white,  
For our school is the best to be found.

All our teachers are the best by far  
And we never should let them down.

Every heart beats true for the silver, blue and white,  
Where the work is both hard and fun.

So Turner Dolphins give a CHEER!  
Turner Dolphins are number one!

(To the tune of "She's a Grand Old Flag")

We have school-wide spirit days where students are encouraged to wear our school colors royal blue with white or silver, or our Matthew Turner School spirit wear featuring our mascot. If you don't own spirit wear, a solid "Turner" blue (royal) t-shirt would be appropriate to wear.

Student Council: The Matthew Turner Student Council is comprised of representatives from 3<sup>rd</sup> – 5th grade classes. There are four elected officer positions: President, Vice President, Secretary, and Treasurer. The President position is reserved for 5<sup>th</sup> grade students only. Officers are elected by ballot with students in grades 3, 4, and 5 voting. Council meetings are held monthly and sometimes bi-monthly. Students plan and discuss school-wide activities such as dress-up days, service projects, and fund raising events.

Student Records: Cumulative records are kept for each student. Parents have the right to inspect, review, and challenge the contents of these records. To see your student's records, please contact the school office.

Vision and Hearing Screening: California State legislation requires that vision and hearing screening be conducted on students in specifically designated grades. Students may be excused from these screening procedures if they are in conflict with parent's beliefs. Written consent is not required, but written objection will be honored for your child (Ed Code 49452 and 49452.5).

Visitors and Volunteers: Matthew Turner welcomes and encourages parent involvement in the educational and extracurricular activities at our school. In order to volunteer, a parent must register in person with the office and provide documentation (CA driver's license or CA I.D.) Volunteers are cleared through the Benicia Unified School District. We provide our volunteers with a volunteer tag that must be worn while on campus. If parents volunteer to drive students on field trips (even your own child), they must have previously been cleared and provide proof of auto insurance. All parents and visitors must sign in at the office before going to the classrooms. We ask that volunteers turn their cell phones off while in classrooms to minimize disruptions to instruction.

Matthew Turner School believes in the Rules of RESPECT:

R      Responsibility as a Student  
E      Effort  
S      Safety  
P      Polite behavior  
E      Engagement  
C      Cooperation  
T      Tolerance

Matthew Turner School utilizes the **Setting Limits Program** by Robert MacKenzie as the basis for school-wide guidance and discipline plan. The Setting Limits Program is dedicated to providing all children with the clear, firm, and respectful guidance they need to become cooperative, responsible, and productive members of their school community. It is a curriculum for teaching the lessons of classroom management and school-wide guidance and discipline. The emphasis is on teacher and learning, not punishment. Rules and standards for acceptable behavior are taught like any other subject – with clarity, firmness, consistency among staff and across grade levels, and respect for all students. The core components of the program can be summarized in three basic steps:

1. Communicating clear, firm messages about our rules, expectations, and standards for acceptable behavior.
2. Supporting and enforcing rules with instructive logical consequences that are designed to teach, not punish.
3. Providing additional support and training opportunities for students who need more time and practice to learn rules and master the skills for acceptable behavior.

The Setting Limits Program is unique because it incorporates current research on children's temperaments and learning styles with proven guidance practices that balance firmness with respect.

Student behaviors are dealt with on three levels;

Low-Level Repetitive Misbehaviors are dealt with in the classroom with limits and consequences determined by the teacher.

Mid-Level Misbehaviors are disruptive behaviors will be dealt with by the teacher and may require back-up support from parents.

Intensive Level interventions are required when students continue to misbehave in stage 1 and Stage 2 time-outs. These behaviors will involve teachers parents, and administration.

#### Basic Classroom Rules

- Cooperate with your teacher and classmates.
- Respect the rights and property of others.
- Carry out your basic student responsibilities.

Note: More specific classroom rules are posted in each classroom.

#### Logical Consequences

***Abuse It, Lose It***

Temporary Loss of Privileges, Equipment, Items, Activities

***Incomplete Work***

Finish at Lunch or After School

***Wasting Instructional Time***

Make Time Up at Lunch or After School

***Talking During Instruction***

Separation from Group

Stage 1 Time-Out

***Disrespectful Behavior***

Separation from Group

Stage 1 Time-Out

***Failure to Master Skills***

Recess Academy to Practice

Procedures and Routines

- Lining Up
- Entering/Exiting the Room
- Walking Instead of Running
- Raising a Quiet Hand

***Continued Misbehavior in Stage 1 Time-Out Will Result in Stage 2 Time Out***

**Time-Out**

**Consequences for Disruptive Behavior**

- Stage 1 – In the Classroom
  - 5 Minutes at Time-Out Area
- Stage 2 – In Another Classroom
  - 10 Minutes

***When Disruptive Behaviors Interfere with the Teaching and Learning Process***

- ✓ Disrespectful Behavior
- ✓ Defiant Behavior
- ✓ Hurtful Behavior
- ✓ Aggressive Behavior
- ✓ Persistent Limit Testing/Arguing

Playground Rules

- Walk to and from the playground.

- Cooperate with the yard duty supervisors and playmates.
- Follow the rules and safety guidelines for games and equipment.
- Ask for help from the yard duty supervisor when needed.
- Report unsafe behavior to the yard duty supervisor.

Note: More specific rules for the playground are posted in each classroom.

### Logical Consequences for the Playground

Misuse or Abuse of Playground Equipment  
Temporary Loss of the Privilege of Using that Equipment

Failure to Play a Game by the Rules  
Loss of Privilege of Playing that Game for that Recess  
(Find another Game to Play)

Failure to Cooperate or Get Along with Others  
Separate the Kids (Play Apart)

Antagonistic or Disrespectful Behavior  
Loss of Recess Privilege for that Recess  
(Sit on the Bench)

Profanity or Unacceptable Language  
Loss of Recess Privilege for that Recess  
(Sit on the Bench)

Rough Play or Unsafe Behavior  
Loss of Recess Privilege for that Recess  
(Sit on the Bench)

Defiance of Yard Duty Supervisors  
Loss of Recess Privilege for that Recess, Notify Teacher, and/or  
Possible Referral to the Office

Assaultive Behavior (Hitting, Kicking, etc.)  
Referral to Office for Appropriate Action

Repeated Violation of Playground Rules  
Loss of Recess Privilege for Longer Periods  
Determined by Classroom Teacher or Administrators

Preventing Bullying at School: Matthew Turner School has a bullying prevention program that teaches four components:

- Stand up for someone who is bullied
- In a strong voice, tell the bully to “stop”
- Don’t leave anyone out
- Ask your teacher and parent for help
- Everyone has the right to feel safe at school.

### Rules for the Lunchroom

- Sit with your class.

- Use an indoor voice.
- Raise your hand if you need help or permission to use the bathroom.
- Remain seated until dismissed by the adults in charge.
- Clean up your area and throw away your trash.
- Use appropriate and respectful behavior.
- No carbonated drinks or sodas (Healthy Kid).

### Logical Consequences for the Lunchroom

Use of Disruptive Outdoor Voices  
Practice Eating Quietly at the Quiet Table

Inappropriate or Disrespectful Behavior  
Practice Eating Appropriately at the Quiet Table

Continued Misbehavior at the Quiet Table  
End Lunch and Sit in Another Quiet Area (conference room)  
Practice Appropriate Behavior During Recess

Repeated Misbehavior in the Lunchroom  
Referral to Classroom Teacher for Review of Rules and Further Training  
Practice Eating Appropriately at the Quiet Table for a Week

Failure to Improve Lunchroom Behavior After a Month of Practice  
Suspension of Lunchroom Privileges for a Week  
Refer to Parents for Further Training

### Rewards for Good Behavior:

By following the Rules of Respect and the guidelines in Setting Limits, students can be rewarded a “Caught You Doing Good” ticket by any staff member. There is a weekly ticket drawing and an opportunity to choose a surprise out of the principal’s awards box.

### Rewards for Cafeteria Behavior and Clean-up Tasks:

Classes that behave and clean up in the cafeteria are awarded pencils on a monthly basis.

### Rewards for Academics, Citizenship, Effort, and “Teacher Choice”:

Principal awards are presented monthly based on teacher recommendation.

### Serious Offenses and the California Education Code:

There is an automatic office referral for destructive, hurtful, aggressive behaviors of a serious nature as defined by the California Education Code. The California Education Code provides for suspension for the following \*offenses:

Disruption of school

Defiance of school adults

Physical injury to another person	Tobacco on school grounds
Possessing a controlled substance	Profanity / habitual name calling
Sale of a controlled substance	Drug paraphernalia
Robbery, extortion or theft	Receiving stolen property
Damage to school property/vandalism	Imitation firearm possession
Creating a hostile education environment	Possession of a weapon
Sexual harassment	Hands-on offenses**

\*\* Hands-on offenses can be pushing, tripping, hitting, grabbing or any kind of physical contact. If there is a fight, both students will be suspended, unless one of them was clearly the offender and the other student attempted to avoid confrontation.

\*These offenses will be dealt with a variety of actions depending on the severity of incident, age of child, and actions taken prior to the referral. At the principal's discretion, a student may be suspended from school. A teacher has the right to suspend a student from his/her classroom for a day, followed by a parent conference.