

Bloomington Public Schools
District 87

Oakland Elementary School



Student Handbook
2011-2012

Dear Oakland students and parents,

Welcome to the 2011-2012 school year! The teachers have been working throughout the summer, preparing for an exciting year at Oakland School. We are looking forward to meeting and working with you and your child.

This handbook was designed to help families learn more about Oakland School. Please keep it where you can refer to it throughout the year. If you have questions, please call me at 662-4302. I also encourage you to review the District 87 Handbook. You will find a great deal of information to help you know more about our school district.

Sincerely,
Dr. Mary Kay Scharf
Principal

OAKLAND SCHOOL MISSION STATEMENT
All Oakland School Students Will Learn and Succeed

BELIEF STATEMENTS

1. We believe education is a shared responsibility among students, staff, parents, and the community.
2. We believe in the OAKLAND FAMILY concept of trusting and caring.
3. We believe high expectations promote academic and behavioral success.
4. We believe all students learn at different rates and with different styles.
5. We believe a positive self-concept is vital to learning.
6. We believe the curriculum must be sequentially defined.
7. We believe instructional time should be carefully guarded and wisely spent.
8. We believe in the importance of enrichment and intervention.
9. We believe developmental readiness is an important factor in a child's school success.
10. We believe learning needs to be current and relevant to succeed in the 21st Century.
11. We believe all evaluation and assessment should be tools to promote student success.
12. We believe a positive school climate is crucial to learning.
13. We believe leadership includes support, consistency, and communication.
14. We believe staff development should be relevant and ongoing.
15. We believe in recognition of student and staff achievement.
16. We believe the foregoing must be supported by resources, facilities, and scheduling.

OAKLAND FACULTY & STAFF

Principal Dr. Mary Kay Scharf
Kindergarten Miss Katie Carter
Mrs. Stacy Hornbacker
Mrs. Anita Kirk
Mrs. Theresa Meadors
First Grade Mrs. Lexi Kalitzky
Mrs. Teri Merna
Mrs. Meagan O'Brian
Ms. Tani Schriff
Second Grade Mrs. Kim Carthans
Ms. Bev Edwards
Mrs. Diane Johnson
Third Grade Mrs. Amy Alfeo
Mrs. Eden Davis
Mrs. Kristen Foley
Fourth Grade Mrs. Dawn Conroy
Mrs. Shari Cooper
Mr. Ed Storrs
Fifth Grade Mrs. Julie Hiles
Mr. Josh Oberts
Mrs. Sara Stanek
Resource Mrs. Kathy Johnson
Resource Mrs. Annette Langellier
Resource Mrs. Laura Bass
Resource Miss Ashleigh Addicks
Program Assistant Mrs. Susan Newby
Program Assistant Mrs. Amanda Long
Program Assistant Ms. Cindy Brown
ESL Mrs. Molly Uhren
ESL Mr. Corey Mattson
Music Mrs. Lisa Penner
Art Mrs. Lauren Geggus
Physical Education Mr. Bryan Wolfe & Mrs. Bethany Romer
Library Media Specialist Mrs. Amy Oberts
Library Media Assistant Mrs. Shirley Redd
Administrative Secretary Mrs. Kathy Lindeman
Office Assistant Mrs. Martha Fritcher
Head Custodian Mr. Michael Matlock
Night Custodian Mr. P.J. Rexroat
School Nurse Mrs. Colleen Spaniol
Speech Therapist Mrs. Alycia Carroll
Counselor/Social Worker Mrs. Jessica Ryder
Psychologist Mr. Brian Corley
Band Mr. Max Chernick
Orchestra Mrs. Karen Monhardt
Kitchen Supervisor Mrs. Tami Walden
Kitchen Staff Mrs. Kristi Hess
Mrs. Carol Parker
Mrs. Sharon Wiesemann
Lunchroom Supervisors Ms. Brianna DiLorenzo
Mrs. Nicole Durham
Mrs. Nancy Johnson
Ms. Jeanne Rutter
Mrs. Charlotte Solomon

HELPING YOUR CHILD SUCCEED IN SCHOOL

Parents are lifelong teachers. Children learn from their parents, and they continue to learn from you long after they are grown. By promoting the desire for learning, by encouraging your family's beliefs, and by developing important social skills, parents guide children to become flexible and responsible adults. Setting up routines and establishing good habits create the groundwork for a child's adulthood. Modeling the following behaviors supports the development of successful adults:

- Encourage your child by recognizing strengths and support without pressure.
- Communicate love affectionately, verbally, and respectfully.
- Create a positive atmosphere with gentle humor, hope, and adventure.
- Demonstrate balanced discipline by clarifying expectations, providing consequences, and sharing reasons. Trust your child and expect positive results.
- Make your child proud by demonstrating competence, sharing successes, and celebrating accomplishments.
- Create community with family, friends, and neighborhoods.
- Make your child feel safe through physical protection and emotional care.
- Model good relationships through teamwork, showing how to disagree, and how to love.
- Spend time with your child by focusing on fun and putting family time on the schedule.

CHILDREN SUCCEED IN SCHOOL WHEN...

- They come to school rested (at least 10 hours sleep).
- They eat breakfast.
- They organize their materials needed for school the *night before*.
- They arrive at school on time prepared to learn.
- Parents discuss their day's work and activities at school with them every night.

ATTENDANCE

Students need to be in school for academic learning to occur. Regular attendance is required of all students. District 87 considers the following three categories of absences:

- Official
- Excused
- Unexcused

If a student is absent from school as a member of a school team, organization, or other representative of the school, the absence is considered official.

District 87 considers the following absences to be excused: illness of the student, serious illness or death in the student's family, early dismissal for medical appointments, court appearance of the student, observance of a religious holiday.

Unexcused absences may include, but are not limited to: truancy from school or class, leaving school without permission from any school official, shopping, being out of town, vacations, out of school suspensions, car trouble, and missing the bus. Please review the District 87 Handbook for more information regarding absences.

Teachers are not expected to provide assignments in advance for absences. Any requests for make-up work should be made by 11:00am on the day of the absence and may be picked up in the school office between 3:15-4:00pm.

Arriving to school late and leaving school early interrupt the instruction of students in the classroom. As a result, leaving school early will be treated the same as tardiness. Repeated occurrences of tardiness or leaving school early will result in consequences, including morning detentions.

ARRIVAL AND DISMISSAL

Student safety is the primary consideration during arrival and dismissal times. Everyone must follow the prescribed procedures.

Students may only enter the building prior to 8:45 if they are attending the breakfast program. Please do not allow your student to exit your vehicle until 8:45 unless they attend breakfast. Classes start at 9:00am. Students are expected to arrive in the classroom ready to learn by 9:00am and are expected to stay until 3:15pm. It is important for your child and his or her classmates that the disruption caused by late arrivals and early dismissals be avoided. Repeated tardiness or leaving school early will result in consequences, including morning detention.

At 8:45 students in grades K-3 should proceed to class lines in the cafeteria. A short assembly is conducted each day at 8:55am for children in these grades. Students in grades 4-5 should proceed to the lines outside their classrooms. Students are expected to sit in the class lines with crossed legs to prevent tripping hazards. In both settings, backpacks and coats should stay on student's backs or laps. Students who arrive after the 9:00am bell must be signed in at the office by an adult. To limit distraction, students should say goodbye in the lobby and walk to class unaccompanied.

Students may only ride an alternate bus in a true emergency situation. This does not include arrangements for social engagements or periodic child care.

Changes in how a child goes home must be communicated in writing to the teacher. If no parent contact is made, students will be sent home in the usual manner.

If a student will be going home with a friend, notes from both parents must send a note to school. The notes must be brought to the principal. Remember, students may not ride a bus home with a friend unless the student is already assigned to that bus.

Oakland School has two circle drives. The front circle drive is for buses only during arrival and dismissal times. The side circle drive (through the parking lot) is for parents to drop off and pick up their students. Parents may use the front circle drive when school is in session and the side circle drive during arrival and dismissal times.

To facilitate safe and timely pick-up of students, please follow these Side Circle Drive Procedures:

- Students must sit on the designated line until the duty teacher calls the name when the driver nears the pick-up area. On cold or wet days, the students will stand. Students are expected to watch for their rides and listen for their names to be called by a teacher for loading.
- Cars must clearly display a name card for the student(s) they are picking up. This card is best seen by the teachers when displayed from the rearview mirror with a clip hanger or attached to the back of the passenger sun visor. Please leave your name card up until after your child has loaded. Name cards are available in the office.
- After your child is secure in your vehicle, please cautiously pull away from the pick-up zone to make room for the next family.
- Teachers will call for the student(s) and send them to one of the colored cones.
- Students are not allowed to approach the loading area until they are called.
- Patrols are, first and foremost, fifth grade students who are assisting teachers in before and after school duty. Their main job is to walk children safely to a designated cone. Patrols may help open car doors, but it is not required.
- Students must wait until the car has stopped in the loading area before approaching the door.
- Students must load on the curbside of the car.
- Parents should *only leave their vehicle* if they need to secure a child in a safety seat.

- Parking and leaving your vehicle is not permitted in the side-circle. If you must come into the building, please use street parking.
- The handicapped parking space is for disabled people who need to enter the building or for loading a child who is disabled. It is not a waiting area for dismissal time.
- When exiting the parking lot, no left turns are permitted. ***Please*** be respectful of this procedure; cars attempting to turn left impede the efficiency of this process.

Bus riders line up at assigned locations inside the building and board the buses supervised by teachers and safety patrols. Walkers must leave the building by the south door, the lunchroom door, or through the gym.

Parents picking up children should arrange a meeting location in advance. Attempting to visit or move to the classroom at dismissal time causes a significant disruption to dismissal procedures. Please do not go to the classrooms at dismissal times.

Due to safety concerns, parents and/or students should not exit through the front lobby doors at dismissal time. The gym and cafeteria doors are used for this purpose.

BUS SAFETY

Students are expected to follow the same rules on the bus as they would at school. No electronics, toys, etc. are allowed; however, students may read a book on the bus.

BUILDING SECURITY AND VISITORS

All doors are locked at all times. Visitors (including parents) are required by state law to sign in and out at the office. For the safety of our students, please wear a visitor tag while in the building so you can be identified. Parents/visitors who are not wearing a tag will be directed to the office for proper registration.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served in the cafeteria from 8:30-8:50am. We have a computerized point of sale system in our cafeteria. It is a prepayment system, not a charge system.

- Students who walk to school or arrive other than on a school bus may have breakfast between 8:30 and 8:45. Breakfast will not be available for these students past this time. These students must be finished and ready to join the class by 9:00am. Excused tardy passes will not be issued for students who walk or are transported by parents. Breakfast students are expected to stay in the cafeteria until the 8:45am bell rings.
- Students who arrive by school bus will be allowed to enter breakfast when the bus arrives. Students must go directly to the breakfast line from the bus.
- Oakland School has several students with serious peanut allergies. To help make Oakland School as safe as possible for these children, peanut products are not served in the cafeteria. We also request students not bring peanut products to school in lunches from home. This is, of course, a choice. If a student does come to school with a peanut product, special safety procedures will be followed. Parents of first graders and kindergartners should write a note to the teacher if the child's lunch contains peanut butter and/or peanut products.

Parents are welcome to eat at school with their child. Please do not send or bring soda to school for lunch; it is not permitted in the cafeteria. Call the office by 9:30am to be added to the lunch count if you would like to eat a school lunch. Parents cannot use their child's account to pay for adult lunches. Cash or check (payable to BPS cafeteria) can be submitted in the lunch line.

PARKING

To allow emergency vehicles access to our school, please park only along the yard side of the front drive. The side closest to the building should remain clear of any parked cars at all times. There is no parking in the circle drives during arrival and dismissal times. If you are visiting school, please remove your car from this area by 3:00pm. There is also parking available on many of the streets adjacent to Oakland School.

FORGOTTEN ITEMS

Parents who are called by their child to bring necessary items such as eyeglasses, instruments, etc. to school should bring the item(s) to the office. Items will be delivered by office personnel.

SCHOOL EVENTS

Students must be in attendance for at least one half day to participate in after school or evening special events such as intramural sports, family nights, music programs, etc. Students who leave early due to illness should not attend after school or evening events.

LIBRARY MEDIA CENTER

Library books checked out by students must be returned to the Library Media Center within two weeks. Please help your student return books promptly. Families will be billed for lost or damaged materials. Final report cards are held for students with outstanding charges.

TALK IT OUT

All Oakland students learn a conflict resolution plan called "Talk It Out" at the beginning of the school year. It consists of 4 steps:

1. Take time to cool off.
2. Listen and talk.
3. Think of ways to solve the problem.
4. Choose and use the idea you like best.

"Talk It Out" gives students the skills they need to resolve many arguments and conflicts between themselves. Teachers and other adults are available to assist students as needed in the process. "Talk It Out" is not a substitute for consequences for misbehavior. Students who use "Talk It Out" are still responsible for their behavior and will face the consequences for infractions of school rules.

HOMEWORK

Good study habits are critical for every student to be successful in school. Oakland students and their parents should expect to spend ten minutes per grade level in "at home" school involvement. For example, a fourth grader should spend approximately 40 minutes per school evening on homework. Students in grades 3-5 have an assignment notebook that should come home every night with assignments and other information. Parents play a very important role in helping their child develop good study habits. Parents should:

- Provide a designated time and place to study.
- Talk with their child about assignments and schoolwork in general.
- Check to make sure the homework is completed and backed for return.

OUTDOOR RECESS

Students will be outdoors for recess when the wind chill is 20 degrees or above. Please make sure your child is dressed appropriately for the weather, including hats and gloves when appropriate.

PHYSICAL EDUCATION

State law requires all pupils to take part in physical education classes. Parents must send a written excuse from the doctor when a student should not participate in physical education. Students who are unable to participate in P.E. class must also sit out during recess.

Students are required to wear gym shoes during physical education. Students who are repeatedly unprepared for P. E. will face consequences for lack of participation.

TELEPHONE USE

Students must have permission from the teacher to place phone calls during the school day. Students will not be permitted to use the phone to work out social engagements after school. These arrangements should be made with parents outside the school day. Students are not allowed to use or display cell phones during school hours.

CELEBRATIONS

Invitations to parties cannot be distributed at school. Due to health concerns and scheduling, treats for all occasions must be arranged with the teacher in advance. We prefer simple, individually wrapped, store purchased treats such as fruit snacks, granola bars, etc. Cakes and other foods that require serving should not be sent to school.

Special deliveries for students (such as flowers, balloons, candy bouquets) should not be made to school. Deliveries that arrive at school will be held in the office for pick-up by a parent.

BEFORE AND AFTER SCHOOL PROGRAM

The McLean County YWCA sponsors a Before and After School Care Program for Oakland students on school premises. Parents can call the YWCA at 662-7826 for more information. Students who attend this program after school will stay seated in the cafeteria until all bus students have vacated.

PETS AT SCHOOL

Please do not bring dogs or other pets into the school unless a special arrangement has been made with the classroom teacher. This includes drop off and pick-up times.

BICYCLES

Any student in grades 3-5 may ride a bike to school providing he/she has written permission from their parent. Students are encouraged to lock their bikes in the bike rack. Oakland School is not responsible for lost or stolen bicycles. Bike riders must obey these safety rules:

1. Students must walk their bikes across the crosswalks and school grounds.
2. Bike riders should enter and exit the school grounds from Cloud Street via the bike path.

VOLUNTEERS

There are many opportunities for Oakland parents to volunteer their time, talents, and energies to benefit Oakland students. The following are examples of volunteer efforts by Oakland parents:

- Chaperone field trips
- Work with individual students
- Serve on many PTO committees to organize PTO activities
- Prepare instructional materials
- Assist in the Library Media Center
- Supervise special events

Volunteers who supervise students or work with students out of view of the supervising staff (including on field trips) are required to complete an annual criminal background check. If you would like to volunteer at Oakland School, contact the principal or PTO president.

OAKLAND SCHOOL PARENT-TEACHER ORGANIZATION

All parents and guardians of Oakland students, as well as Oakland faculty, are members of the Oakland School Parent-Teacher Organization (OPTO). The objectives of the OPTO are to promote better understanding between the parents and staff, to coordinate special activities, and to promote enrichment programs through personal and/or financial assistance.

There are many ways in which the OPTO is involved at Oakland. The OPTO distributes a questionnaire to all parents seeking volunteers to assist in the programs at Oakland. Many enrichment activities are provided to students through the participation of parents. PTO meetings are held the first Thursday of each month, September to May unless otherwise communicated. Parents are encouraged to attend.

OAKLAND PARENT TEACHER ORGANIZATION OFFICERS

Co-Presidents	Dan Bonomo & Roy Mason
Vice-President	Christine King
Secretary	Lori Stickling
Treasurer	Jake Carlson

HOOT & HOW IT WORKS

The faculty and staff of Oakland Elementary School are committed to showing, telling, modeling, and acknowledging positive behavior.

HOOT is the Oakland School version of PBIS (Positive Behavioral Interventions and Supports). It is a process for creating a safer and more effective school. The process focuses on improving a school's ability to teach and support positive behavior for all students. **HOOT** includes school-wide procedures and processes intended for ALL students and ALL staff in ALL settings. Teachers use a common matrix (see page 12) to teach expected behaviors for the different settings that comprise our school. Students are recognized for positive behaviors by all adults in the school. Finally, data analysis related to problem behaviors guides actions for improvement.

In our school, we refer to our system as **HOOT** – How Oakland Operates Together. We replaced PBIS with **HOOT** to provide a meaningful acronym for children that is also connected to our school mascot.

Highlights of the program:

We emphasize catching students doing the right thing.

- We recognize good behavior by giving individual, small group, and whole group acknowledgements.
- Teachers use a variety of token systems to provide reinforcement.
- Staff members give “bucket tickets” to students with additional positive reinforcement. Bucket filling is about “filling people up” by doing the right thing, saying the right thing, and being generally kind and cooperative.

There is a progressive system for responding to inappropriate behavior.

- When redirecting behavior, we focus on the positive, desired action.
 - Instead of saying “don’t put your hands on others,” we say “hands down.”
 - Instead of saying “no running in the hall,” we say “use walking feet.”
- Building-wide, students progress through 4 “V’s” when exhibiting inappropriate behavior.
 - Verbal redirection
 - Visual cue – Students are handed a classroom cue (i.e. stop sign, owl card, etc.) to help prompt improved behavior.
 - Vicinity change – Students are sent to the in-class Thinking Spot to complete a Wisser Choice form. Thinking Spots are used in each classroom in conjunction with a Wisser Choice written plan for improvement of behavior. Students will receive assistance to complete the form, if needed.
 - Vacate – If behavior persists a fourth time, students are sent to the office with a pass and their Wisser Choice form. Students who arrive from a classroom this way will be given written notification (see HOOT Form on page 11) of consequences to address with the parent.
- If a student must vacate (get sent to the office!)...
 - Students meet with the principal to address the behaviors and receive consequences.
 - HOOT referral forms are completed and sent home for any behavioral visit to the office. These forms should be signed by the parent and returned the next school day to avoid further consequences.

OAKLAND SCHOOL BEHAVIORAL EXPECTATIONS

- Be respectful.
- Be responsible.
- Be safe.

Students at Oakland School follow simple expectations to assure safety and to prevent the disruption of instruction. We work to instill self-responsibility by having clear expectations and developing consistent routines to promote success. Should a student make a choice in conflict with these expectations, consequences will be assigned. Please see the Behavioral Expectation Matrix on page 13 for a detailed list of expectations across all school settings.

DECISION-MAKING IN DISCIPLINE

Oakland School defines the expectation of appropriate behavior in the simple terms listed above. Clear definitions and instruction of these terms are provided for students as well. A list of potential consequences for specific infractions is also included. This list is used as a guideline when consequences are being considered. All incidents are investigated and many factors are considered before a consequence is determined. Factors include (in no specific order):

- Severity/Level of Disruption
- Frequency/Previous Incidents
- Age
- Honesty
- Acceptance of Responsibility
- Special Needs

Aggression

Fighting

- 1st Offense: One or more days out of school suspension
- 2nd Offense: Two or more days out of school suspension
Parent Conference
Visit with counselor or designee before return
- 3rd Offense: Three or more days out of school suspension
Parent Conference
Special Behavior Plan

Inappropriate Physical Contact

(Range of severity may determine range of consequences)

- 1-2 Offenses: Staff involved manages consequences, may include detention
- 2-3 Offenses: Written plan for behavior change, detention, or suspension
- 4 or more: Parent conference, detention, or suspension

Threats and Intimidation

(Range of severity may determine range of consequences)

- 1st Offense: Staff involved manages consequences, may include detention
- 2nd Offense: Detention and/or written plan for behavior change
- 3rd Offense: Parent conference and written plan for behavior change

Damage to Property

Range of Severity/Range of Consequences: restitution-detention-suspension

Racial or Sexual Discriminatory Remarks

Derogatory racial terms or inappropriate, discriminatory terms regarding gender will result in in-school suspension for the first offense increase with subsequent occurrences.

- 1st Offense: In-school suspension ½ day
- 2nd Offense: In-school suspension 1 day
- 3rd Offense: Parent Conference, Out of school suspension 1 day

Disruptive Materials

This includes, but is not limited to: toys, electronics, candy, compact discs, sport equipment, trading cards, etc. Possession of shock pens or other items designed to harm others will result in in-school suspension. Please refer to the Disciplinary Guidelines section of the District 87 Elementary Student Handbook for more information. The frequency and/or severity of disruption will determine range of consequences.

Disrespect/Defiance/Non-Compliance

Four or more instances of inappropriate behavior in any given day will result in an office referral. Consequences will be determined based on the frequency and seriousness of the behaviors.

Gross Disrespect/Defiance/Disruption/Non-Compliance

1. Principal works with staff involved to determine consequences, typically resulting in detention or suspension.
2. If student refuses to go to office at staff member's direction, student will serve ½ day in-school suspension.
3. If student leaves a location without staff permission, student will serve a ½ day in-school suspension.
4. Multiple offenses result in a parent conference and in or out of school suspension.

Incomplete Work or Non-Participation

1. Staff involved manages consequences within classroom.
2. "Work Out" may be assigned in alternative location.
3. Multiple offenses will result in a parent conference, detention, or in school suspension.

Gross Misconduct (such as possession of weapons or illegal substances) will result in suspension with a formal plan of re-entry and a possibility of expulsion.

The HOOT referral form below will be used to communicate with parents.
 The form must be signed by a parent and returned to school the next day of attendance to avoid further consequences.

Bloomington Public Schools District 87 Oakland Elementary School Office Discipline Referral	
___ If principal is not available upon arrival, please have student return to class immediately. ___ If principal is not available, please have student return to class at _____. ___ If principal is not available, please keep student in office until principal returns. ___ Send principal to classroom for additional information.	Time Student Was Sent to Office: _____
Student: _____ Referring Staff: _____	
Date of Incident: _____ Time of Incident: _____ Homeroom: _____ Grade: K 1 2 3 4 5	
LOCATION: <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Bathroom <input type="checkbox"/> Dismissal Area <input type="checkbox"/> Bus <input type="checkbox"/> Bus Stop <input type="checkbox"/> Bus # _____ <input type="checkbox"/> Playground <input type="checkbox"/> LMC <input type="checkbox"/> Cafeteria <input type="checkbox"/> Assembly <input type="checkbox"/> Gym <input type="checkbox"/> Office <input type="checkbox"/> _____	
REPEATED TEACHER MANAGED BEHAVIOR(S): <input type="checkbox"/> Inappropriate Language (P1A) <input type="checkbox"/> Teasing (P1G) <input type="checkbox"/> Inappropriate Body Language (P1B) <input type="checkbox"/> Non-Compliance (P1H) <input type="checkbox"/> Inappropriate Physical Contact (P1C) <input type="checkbox"/> Dishonesty (P1I) <input type="checkbox"/> Property Misuse (P1D) <input type="checkbox"/> Cheating (P1J) <input type="checkbox"/> Dress Code Violation (P1E) <input type="checkbox"/> Unsafe Behavior (P1K) <input type="checkbox"/> Unexcused Tardy (P1F) <input type="checkbox"/> Verbal Disrespect (P1L)	PRINCIPAL MANAGED BEHAVIORS: <input type="checkbox"/> Repeated Behaviors (P01) <input type="checkbox"/> Vandalism (P09) <input type="checkbox"/> Profanity (P02) <input type="checkbox"/> Weapons (P10) <input type="checkbox"/> Physical Aggression (P03) <input type="checkbox"/> Dishonesty (P15) <input type="checkbox"/> Defiance (P04) <input type="checkbox"/> Forgery (P16) <input type="checkbox"/> Harassment (P05) <input type="checkbox"/> Verbal Disrespect (P17) <input type="checkbox"/> Stealing (P08) <input type="checkbox"/> Bullying (P18) <input type="checkbox"/> Failure to Return Form (P19) <input type="checkbox"/> Other Behavior (P12) (see below)
OTHERS INVOLVED: <input type="checkbox"/> None <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Bus Driver/Attendant <input type="checkbox"/> Peers (no names) <input type="checkbox"/> Staff <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____	
DESCRIPTION OF EVENT: Antecedent: (what triggered event) _____ _____ _____ Behavior: _____ _____ _____ Comments: _____ _____ _____	
Administrative Action: <input type="checkbox"/> Conference with Student <input type="checkbox"/> Letter(s) of Apology <input type="checkbox"/> Bus Suspension ___ day(s) on _____ <input type="checkbox"/> Loss of Privilege _____ <input type="checkbox"/> Restitution <input type="checkbox"/> Time in Office (# min) _____ <input type="checkbox"/> Parent Phone Call <input type="checkbox"/> Loss of Recess ___ day(s) on _____ <input type="checkbox"/> Conditional Probation <input type="checkbox"/> Written Assignment <input type="checkbox"/> Detention Date _____ Time ___ (8:15-8:45 am) ___ (3:15-3:45 pm) <input type="checkbox"/> In School Suspension ___ day(s) on _____ <input type="checkbox"/> Out of School Suspension . ___ day(s) on _____ <input type="checkbox"/> Other: _____	
This form must be signed and returned to the office on the following school day to avoid further consequences .	
Student: _____ Principal: _____ Parent: _____	Date: _____ Date: _____ Date: _____

Oakland School Behavioral Expectations Across All School Settings

Adapted from *Positive Behavior Intervention and Support*



H.O.O.T. "How Oakland Operates Together"			
	Be Respectful	Be Responsible	Be Safe
All Settings	<ul style="list-style-type: none"> • Treat others how you want to be treated. • Raise your hand if you have a question. • Listen while others speak. • Keep hands and feet to self. • Use "I" messages and the "Talk It Out" system. • Use kind words and actions. • Help and share with others. • Use good manners (i.e. please, excuse me). • Keep voices quiet. 	<ul style="list-style-type: none"> • Be on time. • Be prepared. • Be on task. • Give your best effort. • Follow directions the first time given. • Treat materials/equipment carefully. • Clean up after self and others. • Recycle. 	<ul style="list-style-type: none"> • Use walking feet. • Walk facing forward. • Keep "4 on the floor." • Push in chairs/stools. • Keep all items out of walkways. • Stay in assigned locations.
Bus Stop and Bus	<ul style="list-style-type: none"> • Stay on sidewalks, not in yards. • Keep voices quiet on the bus. 	<ul style="list-style-type: none"> • Travel on your assigned bus. • Keep items in your backpack. 	<ul style="list-style-type: none"> • Stay on the sidewalk away from the curb. • Speak only to people you know. • Wait for the driver's signal. • Stay seated. • Keep the bus aisle clear. • Arrive at stop; stay at stop. • Exit bus; walk directly home.
Arrival Areas	<ul style="list-style-type: none"> • Grades K – 3: Wait in lobby, at back door, or in cafeteria if assembly has started. • Speak softly. • Wipe your feet. • Remove hats. 	<ul style="list-style-type: none"> • Enter after the 8:45 bell rings unless going to breakfast at 8:30. • Grades K – 3: Sit "Oakland Style" in your assigned line. • Grades 4 and 5: Walk to your assigned area. • Stay seated. 	<ul style="list-style-type: none"> • Watch and listen for teacher directions. • Cross Oakland Avenue only at crosswalk with the guard.
Assembly	<ul style="list-style-type: none"> • Listen and watch. • Participate when asked. • Use appropriate applause. 	<ul style="list-style-type: none"> • Sit in one spot "Oakland Style." • Keep items in your backpack. • Keep backpack on your back or in your lap. • Use bathroom before special assemblies. 	<ul style="list-style-type: none"> • Watch and listen for teacher directions at the end of an assembly.
Hallways	<ul style="list-style-type: none"> • Speak only with permission. • Wave hello. • Yield to others. • Wait at "stopping points." 	<ul style="list-style-type: none"> • Hold pass. • Walk with purpose. • Admire with eyes, not hands. 	<ul style="list-style-type: none"> • Stay together. • Walk on the right side. • Maintain personal space. • Walk down the steps and up the ramp. • Open exterior doors only with teacher permission.
Bathrooms	<ul style="list-style-type: none"> • Get permission to leave the classroom. • Knock on the door. • Keep feet on the floor. • Speak softly. 	<ul style="list-style-type: none"> • Quickly go, flush, wash, and leave. • Throw trash in the garbage can. • Report problems to the teacher. 	<ul style="list-style-type: none"> • Use soap and water. • Keep water in sink.
Cafeteria	<ul style="list-style-type: none"> • Use good table manners. • Allow anyone to sit near you. • Talk when the light is green; become silent when the light is yellow. 	<ul style="list-style-type: none"> • Stay in line. • Count five in the serving line. • Eat a lot; talk a little. • Clean up your area. • Stack your tray. 	<ul style="list-style-type: none"> • Touch, eat, and enjoy only your own food. • Sit on bench. • Keep feet on floor.
Playground	<ul style="list-style-type: none"> • Include others. • Share equipment. • Play by the rules. 	<ul style="list-style-type: none"> • Play in your assigned area. • Line up promptly. • Candy and toys stay home or in your backpack. 	<ul style="list-style-type: none"> • Dress for the weather. • Use equipment properly. • What's on the ground stays on the ground. • Report injuries and unresolved conflicts to a supervisor.
Nurse and Office	<ul style="list-style-type: none"> • Wait patiently and quietly. • Use good manners (i.e. please, excuse me). • Mind only your own business. 	<ul style="list-style-type: none"> • Go straight to location. • Take no detours. 	<ul style="list-style-type: none"> • Sign in and out.
Dismissal	<ul style="list-style-type: none"> • Speak softly. • Stay on the sidewalk away from the curb. 	<ul style="list-style-type: none"> • Stay seated "Oakland Style" in lines until called to your bus/car. • Keep items in your backpack. 	<ul style="list-style-type: none"> • Follow Student Patrol directions. • Walk bikes on sidewalks.

Parents,

Please acknowledge your receipt of the Oakland handbook and the District 87 Handbook. Please return this page to your child's teacher.

MK Scharf

Student Name: _____

Teacher: _____

I have received a copy of the 2011-2012 District 87 Handbook and the Oakland School Handbook insert.

Parent Signature

Please Print Parent Name