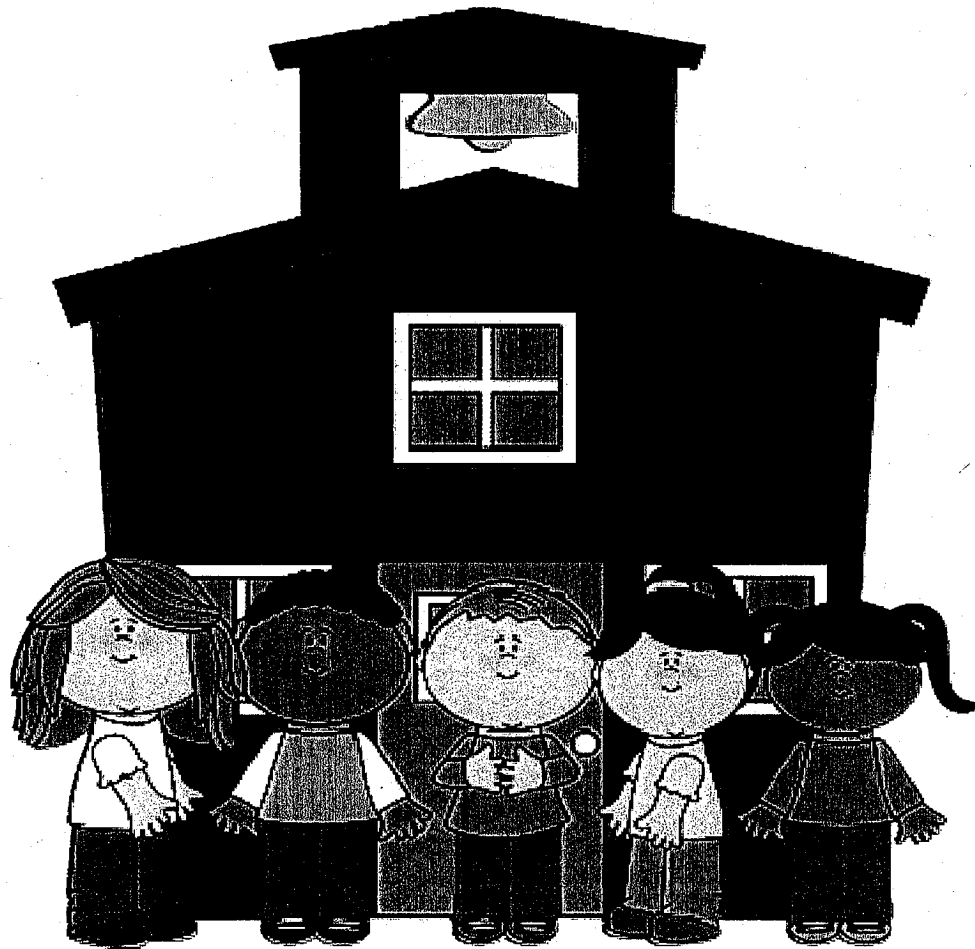


Gainfield Elementary School

“Follow the T.R.A.C.K.s
on the Path to Success!”

Our Student Behavior Handbook

2014-2015



Trust **R**espect **A**ccountability **C**ooperation **K**indness **S**afety

Our Gainfield Community

As member of Gainfield Elementary School you are part of a large family that includes more than 380 students and 65 teachers and staff members. As you grow, we want you to learn how to:

- Solve problems in a thoughtful, non-violent way
- Communicate with adults and peers in a respectful manner
- Show kindness to others
- Admit to and learn from mistakes
- Accept the consequences for poor decisions

We know you will sometimes make mistakes, but our goal for you is to learn from the mistakes as you grow as a Gainfield citizen. Please read this handbook with your parents to ensure that all students at GES know and follow the rules of our school community.

-Mr. Salvestrini

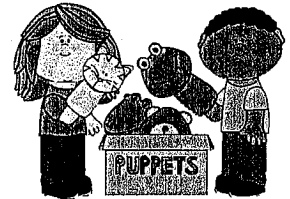
Being a Good GES Citizen

T.R.A.C.K.S. is something we believe in here at Gainfield. It stands for Trust, Respect, Accountability, Cooperation, Kindness, and Safety. Your good behavior sets positive examples for those around you in the classroom, the hallways, the cafeteria, the playground, and the bus...everywhere you go! By solving problems rather than creating problems, you help make the Gainfield community a place where everyone is feeling happy and respected.

"On the Right T.R.A.C.K."

We actively search out opportunities to recognize students who are following one or more of the T.R.A.C.K.s traits. Student may be presented with a "Certificate of Character" by a teacher or GES staff member, a Paw Print, during lunch and recess, or some other acknowledgement. The Paw Print acknowledges students who are showing adults that they can be trusted, respectful, accountable, cooperative, kind, and/or safe.

The child's name will be written on the Paw Print and it will be displayed on the TRACKS bulletin board in the cafeteria and announced in the morning announcements the following morning. All names that are on the bulletin board will go into a bucket for a random drawing during our Gainfield Gatherings. The student selected will then be given a certificate of recognition in front of their peers.



Gainfield Gatherings

Throughout the school year, we will have school-wide assemblies called "Gainfield Gatherings". These meetings are how we come together as a school to celebrate the hard work and success of our students. Whether it is a writing piece to share, a karate move mastered, an experience a student has had outside in our community, or a "On T.R.A.C.K." award celebrated, there is something for each of us at Gainfield to be proud of. We feel it is important to recognize these special accomplishments as a caring school community. These gatherings are during the school day and consist of students and staff only. Being mindful of respectful and appropriate behavior is the expectation of all students during these gatherings especially while our youngest learners are sharing an accomplishment.

Behavior Guidelines

1. Student behavior should always support teaching and learning.
2. Student behavior should always support positive relationships.
3. Students should always show respect for people and property.

Behavior Throughout The School

1. Take care of our school building and all property inside and out (bathrooms, desks, chairs, equipment, rugs, playground equipment, etc)
2. Walk quietly throughout the building and always use inside voices. Students should be in a straight line, close together, and on the right.
3. Be considerate and courteous. Examples of acceptable behavior : holding doors, sharing, obeying directions given by an adult, using "please" , "thank you", and "excuse me". Never harass or threaten another student (if they ask you to STOP you need to respect them and STOP the behavior).
4. Leave dangerous and disruptive objects at home
5. "Dress for Success". Keep clothing appropriate for school.
6. Follow all bus and safety rules.
7. Computers and other equipment are for appropriate school purposes only. Never use our internet connection to reach inappropriate sites. If you mistakenly open an inappropriate site, report it to an adult immediately.



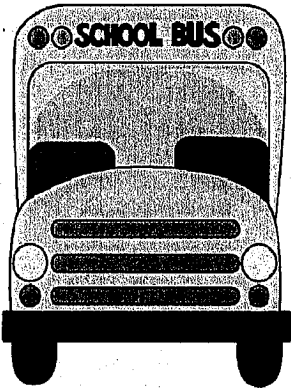
T.R.A.C.K.S. in the Cafeteria

1. **Trust**- We will trust students to make good choices in the cafeteria. Students will seek out an adult if necessary and ask before leaving the cafeteria for any reason.
2. **Respect**- Students will show respect to the cafeteria ladies and paraprofessionals by using manners throughout their lunch experience. Saying, "Please" and "Thank you" are simple ways of showing respect. Children will talk at a manageable level to show respect to their peers during lunch.
3. **Accountability**- Students will show accountability by cleaning up their space before leaving for recess or class. If a student needs assistance with a spill they will seek out a custodian and not leave the spill for someone else to clean up.
4. **Cooperation**- Students will work together to make their lunch experience a socially appropriate time. Seats cannot be saved for a friend. You may choose an open seat after purchasing your lunch. Students will also line up for recess in a quiet and orderly manner.
5. **Kindness**- Students will be kind to all people in the cafeteria (peers, paras, cafeteria workers, custodians) and help each other when necessary. "Please" and "Thank you" are important words in our vocabulary. Students will acknowledge adults when they are spoken to and greeted. A friendly smile, wave, or a "hello" can go a long way!
6. **Safety**- Students will stay safe in the cafeteria by sitting on their bottoms to eat, not sharing food, walking to get what they need, looking where they are walking, and keeping feet tucked under the table. Food will not be thrown at someone or into the garbage. Students will safely walk to the garbage to throw



their garbage away. If someone needs to use the bathroom during lunchtime, he or she will ask permission to ensure an adult knows where they are in case of an emergency and/or drill.

T.R.A.C.K.S. on the Bus



1. **Trust-** Students will report problems immediately and accurately to the bus driver. The bus driver will then share the matter with the principal if it hasn't already been resolved or if the problem persists.

2. **Respect-** Students on the bus will use indoor voices during their ride to and from school. Students will keep their hands and feet to themselves and listen/respond to redirection from the bus driver. Students are also expected to greet their bus driver when they are picked up and say "goodbye" and "thank you" when they are dropped off at the end of the day. A little gesture can go a long way!

3. **Accountability-** Students will show they are accountable by following bus rules and being part of the solution when there is a problem. Admitting to the problem is the first step in problem solving and also a way in which students earn trust from their peers and adults around them.

4. **Cooperation-** Students will share their seat with another peer if necessary and help the younger students off of the bus especially in the beginning of the school year when routines need to be established for them.

5. **Kindness-** Students will use appropriate language and kind words only to and from school. Please be mindful that there are younger children on the bus with the older children and students should be role models for other students around them. Students should look for opportunities to show an act of kindness to one another. The bus (a more social atmosphere) is a great place to do that!

6. **Safety-** Students will sit on their bottoms on the bus and remain seated while the bus is in motion. Seats are not to be switched during the bus ride. The seat that a student chooses when they enter the bus is the seat they keep for the remainder of their bus ride.

T.R.A.C.K.S on the Playground

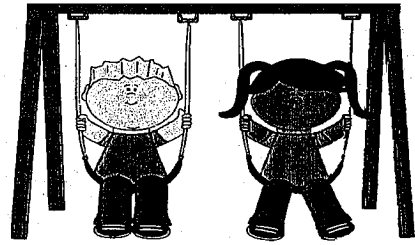
1. **Trust-** Students will ask an adult for permission to leave the playground (i.e. to visit the bathroom, nurse, counselor, or teacher).

2. **Respect-** Students will be considerate to others and will include everyone who would like to join in the activity. Students will keep their hands and feet to themselves and solve problems with their words or with an adult's assistance. Fighting is not the answer.

3. **Accountability-** Students will show accountability when a problem arises and they are being asked about what happened. Mistakes are made and easily learned from. It is when the mistakes are repeated that it becomes a bigger problem. Students will accept consequences for their actions while outside at recess.

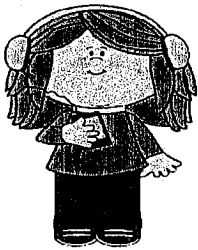
4. **Cooperation-** Students will follow the rules of the game or activity. They will share playground equipment and use the equipment appropriately.

5. **Kindness-** Students will include each other and allow each student to have a “fun” 20 minute recess experience. Helping someone to the nurse, asking a new student to join, or problem solving with a friend are all ways we could show kindness to each other during that time.



6. **Safety-** Students will use equipment safely, walk cautiously near swings, slides, and ball games. Students will slide feet first and not climb up the slides. While swinging, it is expected that students sit, hold on with both hands, and wait until the swing stops before getting off. Hard balls and bats are prohibited from recess.

Toys/Electronics



In general, toys are not to be brought into school since they are often disruptive to the classroom and the school cannot be responsible if toys are broken or lost. This includes electronic such as iPhones and iPods as well as other “toys” like trading cards, skateboards, kites, sillybands, hard Frisbees, sports ball, and bats. Please keep your stuffed animals at home as well.

Technology Devices: Kindles or other e-reader devices may be brought into school in support of student reading. Guidelines for use of Kindles or other reading devices are:

- Technology devices for reading will be allowed for grades 3, 4 and 5
- A separate permission slip will need to be filled out, signed and brought to school before the device is allowed (each year)
- Your child’s name MUST be on the device
- GES/Region 15 takes NO responsibility for the device if it is lost, stolen or damaged; it is the responsibility of the student
- Any inappropriate use will cause the privilege to be revoked for those involved

Dress Code

How you dress can show others how you feel about yourself. How you dress can also influence how you act and how you learn. Students should choose clothes that are appropriate for the activities that they engage in during the school day. The following are examples of attire that may not be worn in the school during the academic school day or at school activities:

- Footwear: Children engage in many different activities throughout the school day. To ensure their safety, I must ask that students wear close-toes shoes to school. Sandals and flip-flops can cause serious injuries to students when they are playing outside or in PE class.
- Attire or accessories that set out disruptive, obscene writing or pictures.
- Attire or accessories that depict logos, emblems, or images that encourage the use of items not meant for children.
- Clothing that is overly revealing, considering the age and gender of the student.
- Clothes or accessories that could create an unfriendly learning environment for students.
- Sunglasses (unless required by doctor’s order).

- Hats are not to be worn inside the school.

Consequences

When determining consequences for inappropriate behavior, the following are considered:

- The age of the student- We expect better judgment from older students.
- Past behavior- Everyone makes an occasional mistake and hopefully learns from that mistake. However, students who repeatedly break school rules will receive more severe consequences. Many less severe behavior problems are handled by teachers and instructional assistants. Classroom privileges may be lost and assigned seats may be given at lunch.
- Understanding and Intent- Sometimes students do something without understanding the impact it may have on them or others. After an explanation, it is expected that behaviors are not repeated.

When a behavior is deemed serious or continuous by the staff, and/or classroom behavior consequences have been employed, the student is referred to the office and asked to fill out a T.R.A.C.K.S. reflection sheet that will be seen by the principal. Taking into account the above, the next part outlines actions that may be taken.

At GES, we try to foster appropriate behavior through modeling positive behaviors and expectations, structure and routine. We educate students through the School Counseling Curriculum about safety, respect, problem solving, cooperation, and good citizenship. It is our hope that we can help students learn to better understand the impact of and to take responsibility for their actions. Parental support and cooperation is needed.

When a student makes a poor choice a variety of consequences may be utilized depending upon the severity of the situation. These consequences may include (but are not limited to) one or more of the following:

- Level 1: Verbal warning
- Level 2: Letter or phone call to parents
- Level 3: Restitution (appropriate to the issue)
- Level 4: Loss of some privilege
- Level 5: Other consequences decided by Mr. Salvestrini

Thank you for taking the time to read this handbook carefully. Please keep it in your home as a reference.

-Mr. Salvestrini

To ensure that all students at Gainfield have a common understanding of our school rules, please sign and return the bottom portion of this page to your classroom teacher.

I promise to do my best to make Gainfield a caring place to learn by following the T.R.A.C.K.s plan:

Student Signature: _____ Parent Signature: _____