

# Code of Cooperation



**Orchards Elementary uses similar vocabulary across grade levels to ensure all students understand common expectations.**

Current Common Vocabulary	Description
7 Habits	The 7 Habits of Highly Effective People help students and staff navigate problems in challenging times through a common vocabulary.
Habit 1: Be Proactive	You are in charge.
Habit 2: Begin With the End In Mind	Have a plan.
Habit 3: Put First Things First	Work first, then play.
Habit 4: Think Win-Win	Everyone can win.
Habit 5: Seek First To Understand, Then To Be Understood	Listen before you talk.
Habit 6: Synergize	Together is better.
Habit 7: Sharpen the Saw	Balance feels best.

# The Common Teach To's of Orchards

*There is a need for all students and adults in the school to have a common understanding of the school-wide expectations. In order to be proactive, teachers teach, model (what does it look like and sound like, and perhaps what doesn't it look like and sound like), and rehearse expectations with the students.. There may need to be an occasional re-teaching of particular "teach-to's" throughout the year.*

## **LUNCHROOM EXPECTATIONS:**

- Follow the directions of the adult supervisor.
- Stand in line quietly on the next available Panther Paw.
- Clean up the area when finished eating.
- Throw paper products in the trash, dump excess milk, place the trays in the kitchen window.
  - Use restaurant table manners and quiet voices at all times.
  - Walk in the lunchroom.
  - Raise hand to be dismissed when finished.
  - Trading or sharing food is not recommended.

## **ASSEMBLY/PROGRAM EXPECTATIONS:**

- Enter and leave respectfully.
- Be silent when a signal is given.
- Be a good listener and be respectful of the presenter.
- Sit with your bottom on the floor and your hands and feet to yourself.
  - Leave personal objects (pens, pencils, books, etc.) in the classroom unless you are instructed to bring them.
- Respond appropriately and respectfully to the presenter.
- Remain seated with your class unless given permission to leave.
  - Stay seated until your class is dismissed.

## **CLASSROOM AND HALLWAY EXPECTATIONS:**

- Use quiet voices in the building.
- Go in and out through the right hand door.
- Walk while in the building.
- Keep your hands off wall art or walls.
- Do not touch other students' clothing or backpacks.
  - Be courteous and polite to others. Use basic manners, such as waiting your turn, holding doors open for others and using kind words.

## **DRINKING FOUNTAINS:**

- Stand behind the person using the drinking fountain until they have finished.
- Wait patiently for your turn to use the drinking fountain.

- o **BATHROOM SINKS**

- Wait until the person washing has finished.

- o **BATHROOMS**

- If all stalls or urinals are in use, wait until at least one person comes out of the bathroom.
- Never run or play in the bathrooms.
- Respect the privacy of others.
- Use quiet voices in the bathroom.
- Keep hands off plumbing fixtures under sinks.

**MOBILE TECHNOLOGY/IPAD USE**

<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Hold iPad with 2 hands</li> <li>• Keep iPad off the floor</li> <li>• Keep passwords confidential</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Kind, academic feedback</li> <li>• Apples up/Lights out when asked</li> <li>• Ask for permission before touching device</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Keep iPad with student</li> <li>• Ask to take pictures before taking</li> <li>• Charge iPad each night</li> <li>• Maintain cleanliness of device</li> </ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"> <li>• Complete task given</li> <li>• Stay with app identified</li> </ul>

Per the Lewiston School District Elementary Handbook, students may be suspended by the principal for flagrant misconduct or gross disobedience. If a student uses, possesses, is under the influence of, or distributes alcohol or a controlled substance on school grounds, the district's Student Substance Abuse Policy will be followed. Furthermore, any student suspected of a criminal act will be referred to law enforcement.

## Playground Guidelines

While out on the playground, remember to use your seven habits. Be proactive in regards to safety while on playground equipment, synergize with others, put first things first and think win-win with each situation you're in. Make sure you are seeking to understand others before taking action or jumping to conclusions.

### Primary

The designated play areas extend from the southeast corner of the intermediate building to the far west corner of the primary building. This includes the grass and the blacktop. The third graders may use the southeast corner ball diamond after the intermediate lunch recess is over.

**Swings:**

- Swing only back and forth towards building
- Sit on seat
- No pushing each other
- No jumping out
- No twisting
- Counting must include 20 up and back swings

**Slide:**

- One student at a time
- Use handrails when climbing ladder
- Feet first when coming down
- No climbing up the slide
- No standing
- No jumping off ladder or slide

**Dome:**

- No jumping off
- No swinging upside down
- No playing under the dome
  - Feet first to climb down is recommended (sometimes students hang and drop inside to get off).
- Must wear shorts under dresses

**Twirling Bars:**

- Be sure to have a firm, safe grip
- No balls in this area
- Take turns--count to 20 up and down swings
- Only 3 students on a bar at a time
- No help getting on or off

**Wall Ball:**

- South end of primary building only

## **Both Primary and Intermediate**

**Purple Toy:**

- No grades K-5 before school
- K-2 has morning recess
- 3-6 has it for afternoon recess
- 3-6 has it after the first bell
- No tagging, running or jumping

#### **Friendship Ring:**

- Sitting only
- No standing and jumping off
- Leave the gravel inside the ring

## **Intermediate**

Blacktop area is shared by all students as long as it is safe and cooperation/sportsmanship is shown. The ball diamonds are used by all students (kickball, soccer, etc.).

#### **Twirling Bars:**

- Two hands on bars
- No swinging with coats, clothes, etc.
- Take turns—20 swings up and down
- No Gymnastics-style tricks
- No Standing on bars

#### **Tables:**

- Sit and talk with friends
- No jumping off or playing tag games

#### **Monkey Bars:**

- No sitting or crawling on top of any of the bars

#### **Special Guidelines:**

- No Food or drinks outside.
- Fences and backstops-no climbing.
- Bikes and scooters—must walk on school grounds. This includes sidewalks. Use bike racks.
- Gravel/Bark—leave on ground. No piling, picking it up or throwing.
- Umbrellas—not to be used for safety reasons.
- Snow—can build snowmen and forts. If you did not build it, leave it alone. No sliding, throwing, or kicking snow.

## **Various Playground Games**

### Tetherball Rules:

- One player is chosen to serve.
- The opponent is given the choice of which side they want **or** which direction they want the server to serve the ball.
- To start, the server hits the ball around the tether ball pole.
- The ball may be hit with an open hand or closed hand. As the ball travels around the pole, the server attempts to hit it again and again in the direction of the original serve to wind it around the pole.
- The opposing player tries to unwind the rope and then wind it again by hitting it in the opposite direction.
- The player who winds it completely around the pole wins.

### 4-Square Rules:

- Each time the ball bounces, the owner of the square **must** hit the ball into another square.
- If he/she does not, he/she is out.
- If he/she hits it poorly or out of bounds, he/she is out.
- If another player hits the ball before the owner of the square the other player is out.

### 4-Square Elimination:

- Each time a player is eliminated, that player leaves the court and all players advance to the higher numbered square.
- The lowest numbered square is filled with the next player.
- All eliminated players leave the court and wait in line for their next turn to join in the lowest numbered square.

### Reasons Players are Eliminated:

- Failing to hit the ball into another square
- Allowing the ball to bounce more than once in their square
- Hitting the ball onto an inside line
- Hitting the ball incorrectly, such as holding, catching, carrying
- Hitting the ball with a part of the body that is not hands
- Hitting the ball out of turn
- **NO CHERRY BOMBS**

**When one of the following violations is committed, play stops and the ball is forfeited to the opponent:**

- Hitting the ball with anything but the hands.
- Holding or catching the ball during play.
- Touching the pole with the body.
- Hitting or catching the **rope**.
- Stepping inside the neutral zone.

- Winding the rope completely around the pole on the serve.  
(The opponent must have the chance to hit the ball at least once.)

### Kickball rules:

- Pitcher must pitch from the mound and cannot go in front of the plate until the ball is kicked. Slow moderate pitches only. If the kicker asks for a slower pitch, the pitcher must pitch slow.
- Kicker is out if he/she gets 3 strikes or 4 fouls.
- Putting a player out: The ball can be thrown at any base runner and must hit the runner below the shoulder unless the runner is sliding into a base. If the runner is hit above the shoulder the runner is safe and they get the base they were going toward. Any runner hit by the ball (below the shoulder) is out.
- On an overthrow, the runner may continue running at his/her own risk to the next base and stop. Players may only advance one base on an overthrow.
- A play ends when the pitcher has control of the ball and is near the mound.
- Any runner interfering with the ball on its way back to the pitcher will be called out.
- No leading off base or stealing bases allowed. Any runner who is off his/her base before the ball is kicked is out.
- A runner who crashes into a base man on purpose to avoid being tagged is **out of the game**.

### Football Rules:

- One or two hand touch only
- Cannot choose who can and cannot play
- Must show sportsmanship

### Fly-Up Rules:

- The person who is **IT** can throw up to 10 times if no one catches the ball
- Those playing choose who throws next
- If the ball is caught that person is up
- Must say "mine" if catching the ball

At every recess, there are two adults on recess duty. When a student has a concern, he/she should immediately find an adult for help.

No student, at any time, can leave the playground to retrieve equipment that has gone outside the fence without getting permission from the duty first.



# Minor and Major Slips

Minor and major slips are used to communicate with parents if a student has struggled with choices. The slips are meant to let parents know what their student did, consequence (if any), and plan to be successful in the future. The difference in the two forms is the severity of the behavior.

Following are examples of both forms.

**Orchards Elementary Behavior Slip**

Student's Name: \_\_\_\_\_

Grade: K 1 2 3 4 5 6 IEP  504

Referring Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Minor Behavior Incident**

**Defiance/Disrespect/Insubordination/Non-Compliance:** brief or low-intensity failure to respond to adult requests

- not working/unfinished work
- not participating in group work
- making faces/rolling eyes
- butting, sighing, etc.
- arguing or inappropriate response to staff request
- cheating/lying

**Disruption:** low-intensity, but inappropriate disruption

- making distracting noises
- talking out of turn
- out of seat/assigned working area
- not listening

**Inappropriate language:** general use of profanity

- negative talk
- name calling
- swearing

**Physical contact:** non-serious, but inappropriate physical contact

- poking
- tripping
- bumping into another
- rough-housing or play fighting

**Property Misuse:** low-intensity misuse of property

- minor vandalism (writing on desk)
- equipment misuse (classroom materials, technology, PE/recess equipment)

Other \_\_\_\_\_

My behavior was \_\_\_\_\_

Next time I will \_\_\_\_\_

Circle the Habit(s) you will work on:

Habit 1	Habit 2	Habit 3	Habit 4	Habit 5	Habit 6	Habit 7
Be Proactive	Begin with the end in mind	Put the Things First	Think Win/Win	Seek First to Understand then to be understood	Synergy	Sharpen the Saw

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_

**Incident Time Description**

- Before Class
- During Class
- During Passing
- During Lunch/Recess
- At School Related Activity
- On Way to School
- After School
- Other \_\_\_\_\_

**Location**

- Classroom
- Bus
- Bathroom
- Cafeteria/Gym
- Playground
- Library/Lab
- Other \_\_\_\_\_

**Possible Motivation(s)**

- Avoid Adult
- Avoid Peer(s)
- Avoid Task or Activity
- Obtain Adult Attention
- Obtain Items/Activities
- Obtain Peer Attention
- Unknown
- Other \_\_\_\_\_

**Action Taken**

- Conference with Student
- Loss of Recess
  - Number of Recesses Lost \_\_\_\_\_
- Conference with Peer
- Apology
- Student Call Home
- Contact Parent
- In-School Suspension \_\_\_\_\_ Days
- Out of School Suspension \_\_\_\_\_ Days
- Other \_\_\_\_\_

**Orchards Elementary Major Behavior Form**

Name: \_\_\_\_\_

Grade: K 1 2 3 4 5 6 IEP  504

Referring Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Major Behavior Incident**

**Defiance/Disrespect/Insult/Vandalism/Non-Compliance: Refusal to Follow Directions**

- Blatant insubordination
- "F---you", flipping off, etc.
- Repetitive minor incidents that normal classroom consequences are not addressing (3 or more minor incidents in one week)

**Disruption:** behavior causing interruption of class, intentional disruption of class, repeated minor disruptions, refusal to stop when asked

- Screaming/yelling
- Teacher cannot teach
- Students cannot learn
- Out of control behavior

**Abusive/Inappropriate Language/Profanity:**

- Blatant swearing
- Offensive/harassing language

**Physical Aggression:** serious physical contact where injury may occur

- Spitting
- Fighting
- Pushing
- Punching
- Choking

**Property Damage: Stealing**

- Vandalism (breakage)
- Defacing property
- Stealing

**Harassment:** Discernible messages in any form related to race, ethnicity, sex, etc.

**Bullying:** Repeated and/or serious harassment, physical aggression or verbal intimidation

Other Problem Behavior Not Listed Above: \_\_\_\_\_

My behavior was \_\_\_\_\_

Next time I will \_\_\_\_\_

Circle the Habit you will work on:

Habit 1	Habit 2	Habit 3	Habit 4	Habit 5	Habit 6	Habit 7
Be Proactive	Begin with the end in mind	Put the Things First	Think Win/Win	Seek First to Understand then to be understood	Synergian	Sharpen the Saw

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_

**Location**

- Classroom
- Bus
- Bathroom
- Cafeteria/Gym
- Playground
- Library/Lab
- Other \_\_\_\_\_

**Possible Motivation(s)**

- Avoid Adult
- Avoid Peer(s)
- Avoid Task or Activity
- Obtain Adult Attention
- Obtain Items/Activities
- Obtain Peer Attention
- Unknown
- Other \_\_\_\_\_

**Action Taken**

- Conference with Student
- Loss of Recess
  - Number \_\_\_\_\_
- Conference with Peer
- Apology
- Student Call Home
- Contact Parent
- In-School Suspension \_\_\_\_\_ Days
- Out of School Suspension \_\_\_\_\_ Days
- Other \_\_\_\_\_

**Others Involved**

- None
- Peers
- Staff
- Teachers
- Substitute
- Unknown
- Other \_\_\_\_\_

# Field Trip Chaperone Information

We have created this checklist to ensure that all of our children are cared for the way you would like your own child to be cared for. Attached you will find a list of guidelines that we here at Orchards would like to remind our chaperones to follow when they are on field trips.

- Orchards has a dress code and as a chaperone you are an extension of our school on this day. Please remember that shirt straps must be 2 fingers wide, shorts or skirts must be at least fingertip length.
- Please use appropriate language.
- Although your needs are important to us as well, you will not be able to take smoke breaks during any school field trip. If you feel that this will not work for you, please let us know.
- All inappropriate tattoos must be covered. Examples: inappropriate language or pictures
- If you have a medical condition or illness that you feel would prevent you from caring for our kids, please make sure you are healthy before agreeing to join us.
- This field trip is an extension of school for our kids. Please speak kindly and appropriately to all of the kids in our care and around the kids in our care. Little ears hear everything.
- Any discipline needs should be referred to the classroom teacher.

At Orchards we really appreciate our chaperones. We are looking forward to spending this special time with you.