

Student Behavioral Expectations

Building/Hallways



Lunch/Cafeteria



Playground and Bus



BEHAVIOR AND DISCIPLINE:

Student behavior is a district and school-wide priority.

School-Wide Behavioral Expectations Plan-

Aspen Elementary School follows a Response to Intervention multi-step approach to provide behavioral supports that clarify and help students meet school expectations. Response to Intervention for Behavioral Supports is a 3-tiered process which identifies students and then helps them through school-wide, classroom and individual behavior plans. We have a school-wide behavior program that teaches all of the children what is expected and then provides various levels of assistance to those who need more instruction whether through small group or individual sessions. In addition to the following behavioral structures, AES has established an AES CARES Matrix (see appendix) that guides students with their use of the elementary school building. Be sure to familiarize yourself and review this matrix with your child as often as possible.

General School-Wide Expectations-

1. Follow directions
2. Keep hands, feet and objects to yourself
3. Always use kind words and actions

Better Behavior /Detention Class-

When students are referred to the Principal or Assistant Principal for major behavioral incidents, they will fill out a Behavior Report to document that incident. Major incidents include the following:

- Bullying (others are afraid)
- Cheating (excessive or blatant)
- Fighting (physical aggression or excessive rough housing with intent to harm)
- Theft (taking something of value)
- Vandalism (destroying personal and/or public property)
- Weapons (has undisclosed item in his/her possession)

A copy of the Major Incident Behavior Report/Office Referral is included in the appendix. Parents will be notified immediately by the Principal/Assistant Principal if their child has been sent to the office for any of the above offenses. Consequences vary from loss of recess, removal from class, detention/Better Behavior Class and/or suspension (in or out of school).

If students are assigned a Detention/Better Behavior Class, the student will report directly to the office at the end of the school day. The Better Behavior Class is from 3:15pm to 3:45pm on Monday, Tuesday, Thursday, Friday and 1:45pm - 2:15pm on Wednesdays. Behavior Reports are sent home to be signed by his/her parent and then returned back to school the following day.

Kindergarteners will receive consequences that are appropriate to their developmental level. Teachers will be reviewing the "AES CARES Matrix" on a regular basis. Be sure your child understands the expectations. Go over the "AES CARES Matrix" page that is in this handbook with your child.

A few essentials to encourage and support respectful behavior-

- We have clear rules and assign consequences for behavior. Follow through and parent communication is immediate.
- Staff members make thoughtful decisions based on relevant information.
- If your child is assigned to "Better Behavior Class", which meets after school, parents will pick up their child in the front office at 3:45pm except on Wednesdays when pick up is at 2:30pm.
- Parents and staff working together to help students learn from their mistakes encourages a respectful and caring climate.
- AES supports "Character Counts" traits which are Trust, Respect, Responsibility, Fairness, Caring and Citizenship (see Appendix).

For further clarification of discipline policies, refer to District policies included at the back of this handbook and the Aspen School District web site.

BICYCLE RULES:

Students are allowed to ride their bicycles to school. Students must walk their bike when they get to the school sidewalk at the Middle School drop off area up to the Elementary School bike racks. Bike racks are provided, however the school is not responsible for any losses incurred. Please have your child lock and secure their bike.

Students riding their bicycle to school are requested to wear a helmet. Bus riders are not permitted to bring bicycles on the bus. Bicycle riding is not permitted on school grounds during school hours. Colorado law states that all bicycle riders must obey all regular traffic rules which are applicable to them.

BUILDING RULES:

Follow these rules when in the Elementary School building:

- Stop and listen to the morning announcements.
- No hats in the building (except during lunch/recess or on announced "Hat Day").
- No gum or candy in the building.
- Leave toys, stuffed animals and electronic game devices at home.
- Student cell phones must be turned off and kept in backpacks during school day. "ALWAYS OFF AND NEVER ON!"
- Parents in the building need to conduct personal phone conversations out of range of classrooms and Core areas.
- Shoes with wheels may not be worn during the school day.
- Students are to walk quietly, stay on the right and keep hands/feet to themselves.

- Pets are not allowed in school or on the school grounds.

ALSO, Pets are not allowed in building or on school district grounds. This includes any functions on the weekends or after school.

BULLYING/FRIENDSHIP:

“Establishing Friendships and Preventing Bullying” is a school wide program provided to students to develop positive character education and prevent violence in our school. It is a foundation program which teaches children to monitor their own behavior to prevent and/or deal with behavior and discipline issues.

“Positive Character Education: Second Step of Violence Prevention” is delivered to help Kindergarten, First and Second grade students develop: critical thinking, emotional intelligence, and corresponding social skills; thus addressing the: head, heart, and hand of character development. Students learn to think rationally to handle everyday conflicts and problems, develop a respect for others’ perspectives and practice ideas and strategies to support typical social issues. “Steps to Respect: Bullying Prevention” presented to Third and Fourth graders integrates the cognitive, emotional and behavioral aspects of character education. Lessons teach empathy for bullying targets and/or victims of bullying incidents and helps to develop appropriate ways bystanders can respond when they witness or experience bullying and other aggressive behavior.

The following chart identifies topics and concepts implemented through the “Second Step of Violence Prevention” curriculum.

<p>Kindergarten: Identify Feelings Similarities and Differences Feelings Change Accidents- How to Apologize How to Care for Others How to Help Others Strong Feelings Calming Down Strong Feelings Dealing with Waiting Dealing with Not Getting What You Want Dealing with Being Hurt Dealing with Losing Something Dealing with Distractions Interrupting Politely Fair Ways to Play Having Things Taken Away Name Calling Joining in a Group</p>	<p>First and Second Grade: Identifying Feelings Similarities and Differences Feelings Change Predicting Feelings Feelings Change Communicating Feelings Problem Solving Ignoring Distractions Interrupting Politely Wanting Something that Isn't Yours Anger Management; Visual and Bodily Cues Triggers Calming Down Self-Talk Reflection Keeping Out of a Fight</p>	<p>Third and Fourth Grade: Identifying Feelings Similarities and Differences Feelings Change Predicting Feelings Communicating Feelings- “I Messages” Conflicting Feelings Active Listening Expressing Concern Expressing Differences Problem Solving Making Conversation Dealing with Peer Pressure Anger Management: Visual and Bodily Cues Triggers Calming Down Self-Talk Reflection Dealing with Disappointment Dealing with Accusations Making a Complaint</p>
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In addition to the "Second Steps Curriculum", students are provided classes and lessons on identifying and preventing bullying. A series of video/DVD presentations and follow up activities are implemented at all grade levels. The following chart identifies possible topics presented at each grade level.

Kindergarten: When Telling Isn't Tattling Share Your Feelings, Use Your Words Don't Call Me Names	First Grade: Learning Good Words for a Bad Mood Don't Be So Bossy Stop Picking on Me
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Second Grade: Let's All Get Along When Telling Isn't Tattling See A Bully! Stop A Bully! Don't Be a Bully Bystander We All Make Mistakes Think About Others: What It Means to Be Considerate Don't Call Me Names Time Out on Anger	Third Grade: We Can All Get Along What's A Bully? No More Teasing	Fourth Grade: When You See Bullying: What a Bystander Can Do Using Your WITS: Strategies to Stop Bullying Buzz, Buzz, Buzz, Did You Hear About...? We're In, You're Out: Looking at Cliques What We Learned About Bullying
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In the "Establishing Friendships and Preventing Bullying" program, Aspen Elementary School works on behaviors that establish healthy friendships and develop positive peer relations. We explore strategies to recognize, prevent and stop bullying. One of the main determiners of whether an altercation is considered bullying is if the victim or target is afraid of the aggressor. According to the Colorado School Safety Resource Center, bullying is defined by three important components:

- behaviors that are aggressive and involve unwanted, negative actions.
- patterns of repeated negative and mean behavior over time.
- an imbalance of power or strength among students.

When students find themselves in a situation that involves bullying, they are taught and encouraged to do the following:

- walk away and ignore the bullying behavior
- tell the bully to stop in a firm but regular voice.
- come forward and help the victim tell the bully to stop. They are not to stand by and watch, laugh along with the bully or join in the bullying behavior.
- when an incident is scary and dangerous, victims and bystanders need to get immediate help from an adult they trust

Please review and practice these basic strategies with your children. Together we can help our students treat each other the way they would want to be treated and prevent bullying behavior in our school.

CAFETERIA/LUNCH EXPECTATIONS:

Students will have a 20 minute lunch in the AES cafeteria each day. They are dismissed to recess when they are finished eating and have cleaned their areas of food and waste.

- WALK down the ramp and at all times in the cafeteria.
- Stand quietly in line on the right of the ramp.
- Lunch baskets are put under grade level sign. Do not block doors or ramp.
- Talk quietly and only when your mouth is empty.
- Food is for eating only.
- Eat only the food you buy or the food you bring from home.
- You may NOT heat food you bring in core microwaves and then carry it to cafeteria. Bring prepared food that can be eaten cold in your cold lunches.
- Stay seated while eating.
- Do not leave your seat without raising your hand.
- Ask permission to use the bathroom. Duty teachers must know where students are at all times.
- Follow rules of good manners and politeness.
- Pick up items off table and floor. Be sure the area where you are sitting is clean.
- Talk in a low and calm voice to your neighbors. Noise making, shouting and popping bags are unacceptable.
- Plastic eating utensils never go out to the playground.
- Students will be excused by the teacher on duty when table and floor area is clean.
- Raise your hand and wait for a teacher to dismiss you.

HALL BEHAVIOR:

The following expectations have been developed to maintain a safe and orderly environment for all our students:

- Always walk quietly in the hallways. Use indoor voices at all times.
- Stay on the right in a single file line.
- Keep hands and feet to yourself.
- Feet always stay on the floor. Hopping, jumping, etc. is for outside.
- Line leaders are to walk slowly and calmly as they lead the class.
- Go straight to your class or assigned destination.
- Keep backpack/bags and lunch boxes to yourself or in front of yourself when moving through the hallways.
- Balls and other sport equipment are to be carried in your hands or kept in your backpack/bag when moving through the hallways.
- During fire drills or alarms, talking is not allowed. Students must follow their teacher's directions to the nearest exit and walk in a single file line.

PLAYGROUND RULES:

In order to assure the safety of all of our students, please go over the playground rules with your child.

- The playground teachers are in charge and their directions are to be followed.
- Include other classmates and allow them to join in your games.
- Independent student clubs foster "exclusion" and are not allowed at school.
- Use the bathroom BEFORE you go out to recess.
- Stay on the playground.
- Stay off the hill outside the cafeteria door. It is NOT part of the playground.
- Keep sand on the ground under the playground equipment. Throwing rocks, wood chips, dirt or sand is not allowed.
- Snowball / rock throwing is not allowed. (Snowball/rock throwing = miss recess- sitting out on playground)
- Only one person per swing. If others are waiting for a turn, count to 50 (each full swing equals 1 count) and the person in the swing will get off. Counting and turn taking should be used in order to be fair to all. Kindergarteners should sing the "ABC" song twice before getting a turn.
- If an open swing is available, you must use that swing and not count on others swinging.
- Stand behind the green seat swings when pushing your classmates.
- Sit down on slide; go feet first - not head first or on knees. No standing or climbing up the slide. One person may go down the slide at a time. This includes snow sliding.
- Skateboards, scooters, roller blades, bicycles, baseball bats and balls and hockey sticks are not allowed on the playground.
- Lacrosse with a soft ball (tennis) is allowed with permission and proper use of equipment is a must.
- Climbing or hanging on the fences or gates is not allowed.
- Share monkey bars, parallel bars and other climbing equipment.
- Chase and tag are to be played in open areas. It is NOT to be played in the Miner's Shack.
- When the bell rings, class lines are formed for quick entry into the building. Students should line up right away.
- Balls and other sport equipment are to be carried and students are to walk down the hall quietly.
- No toys, stuffed animals or electronic games should be brought to school or taken out to recess.
- No games involving physical contact will be allowed. Our school playground has a "No Contact Games" rule.
- Be respectful and cooperative. Treat your classmates like you want to be treated.

SCHOOL BUS RULES:

Each School District has the responsibility to formulate procedures for the conduct of the pupils as bus passengers. The procedures shall include but not be limited to the rules set down by the State of Colorado. The procedures of Aspen School District RE#1 include the following: The driver is in full charge of the bus and students. Students will comply cheerfully, cooperatively and promptly with his/her request.

- Students are to greet their bus driver upon entering and exiting the bus.
- Students will not tamper with the door controls or safety equipment.
- Students will not mark or deface the bus and its equipment.
- Students will not converse with the bus driver while the bus is in motion.
- Students will practice general classroom conduct while riding the bus.
- Students will not litter the bus.
- Students will not operate the windows unless directed to do so by the driver.
- If windows are open, students will not throw objects or extend any part of their bodies outside the bus.
- Students will not reserve seats.
- Students will remain seated while the bus is in motion and will not stand to disembark until the bus is fully stopped.
- Students must be absolutely quiet while the bus is stopped at a railroad crossing.
- There will be no smoking on the bus.
- Students will not exit from the emergency door unless directed to do so by the driver.
- Padding on the seats and other areas about the bus is for passenger protection. Students will not mark or destroy it.
- Students must be on time. The bus will not wait for those who are late.
- Continued or willful violation of any rule will result in suspension of riding privileges.

School Bus Disciplinary Measures-

1. All misdemeanors will be reported to the Principal / Assistant Principal by the director of transportation by means of a "ticket". Students can be cited for the following activities:

- Failure to remain seated
- Refusing to obey driver
- Fighting, Profanity, Vandalism
- Lighting matches, Smoking on bus
- Bothering others, Spitting
- Throwing of objects out of or on bus
- Hanging out of window
- Unusual loud talking
- Eating on the bus

2. After the student and the Principal/Assistant Principal have discussed the situation, the student will telephone his/her parent(s) to inform them of the details.

3. Three misdemeanors or documented Bus Tickets will be followed by a bus suspension. The number of suspended days will depend on the seriousness of the offense. Parents will be involved in the suspension process and will be kept informed at all times. If any incident is deemed unsafe for the student and harmful to others or should students experience a hurtful incident on the school bus as a result of another student, the aggressive student will be immediately suspended.

Help us monitor safe school conditions by reporting traffic violations (around campus), to the Director of Transportation 925-7868 or Pitkin County Sheriff's Office 920-5300

THEATER MANNERS:

Our theater is the venue for numerous presentations and performances. When students and teachers are members of the audience they are expected follow these guidelines:

- Enter the theater quietly.
- Hats are NEVER to be worn in the theater
- Remain quiet during performance
- Sit in assigned areas.
- Clapping is the appropriate method of showing appreciation.
- Do not shout out. Shouting, whistling, etc. is for sporting events or rock concerts.
- Keep feet off chair students are sitting in and seat in front of you.
- Do not kick seat in front of you.
- Sit quietly. If you must talk, use quiet voices.
- Leave the theater quietly and calmly. Hopping, jumping, pushing is not allowed. Students are dismissed row by row with top rows going first.

Appendix

- AES CARES Matrix
- Major Incident Behavior Report/Office Referral
- Character Counts! The Six Pillars of Character
- Colorado House Bill 11-1254: Concerning Measures to Reduce the Frequency of Bullying

Aspen Elementary School CARES Matrix!

Be an AES student who ...

	<i>cares in the Classroom</i>	<i>cares in Specials</i>	<i>cares in the Cafeteria</i>	<i>cares on the Playground</i>	<i>cares in the Hallway</i>
<i>- shows good Citizenship</i>	Helps others when they ask	Cooperates with your classmates and your teachers	Talks about friendly topics when having conversations	Follows rules by keeping, snow, dirt, sticks, rocks on the ground	Encourages others to follow the hallway rules
<i>- has a positive Attitude</i>	Completes work and activities with your best effort	Participates and supports others during activities	Raises hand, waits to be excused and leaves plastic spoons, etc. in the cafeteria	Takes turns, keeps snow on the ground, and shares games & equipment	Talks quietly and carries balls without bouncing them
<i>- is always Respectful</i>	Uses manners, takes turns when having conversations	Follows directions given by your teachers	Chews with your mouth closed and talk when it is empty	Treats others like you want to be treated by using kind words.	Takes your hat off in the hallways and inside the classroom
<i>- takes care of the Environment</i>	Keeps your classroom clean and your materials tidy	Puts things away where they belong	Picks up trash, returns tray, and goes back to your table right away	Picks up your things, lines up right away when the bell rings	Walks the shortest path to classes
<i>- can act Safely</i>	Follows the teacher's rules and classroom expectations	Lines up quietly to wait for your classroom teacher	Stays seated and talks quietly to the people sitting nearby	Avoids physical contact and saying mean things when playing	Walks to the right, stays in line keeps your feet on the floor

Treats others the way you want to be treated!

Aspen Elementary School CARES Matrix!

Be an AES student who...

	<i>cares in Line</i>	<i>cares in the Core</i>	<i>cares in the Bathroom</i>	<i>cares on the Computers</i>	<i>cares in the Theater</i>	<i>cares on the Bus</i>
<i>- shows good Citizenship</i>	Walks on the right side, keeps hands to yourself and talks quietly	Uses the Core computers only when teachers allow you	Leaves the bathroom right away and returns to class	Uses grade level programs & appropriate web sites	Leaves hats, pencils, books, food, drinks, etc. in the classroom	Brings a note and gets it signed in the office to ride a different bus.
<i>- has a positive Attitude</i>	Whispers and speaks kindly to those near you	Smiles and greets others when you see them	Uses the bathroom with permission during breaks	Interacts with computer activities and tries your best	Claps at breaks and only sings or makes noise when asked	Listens to the bus driver, does what he/she asks and keeps hands to yourself
<i>- is always Respectful</i>	Keeps your feet on the ground and walks softly	Talks quietly when working or passing through	Always uses the toilet when going to the bathroom.	Logs in and accesses only your documents and programs	Watches quietly during performances, sits still and pays attention	Greets the bus driver getting on and says thank you getting off
<i>- takes care of the Environment</i>	Looks and keeps hands off the Art displays when passing by	Cleans up messes and pushes in chairs	Flushes toilet and throws paper towels in trash.	Prints only what is necessary	Keeps feet down off the chair and puts hands in your lap	Picks up their things and takes them off the bus
<i>- can act Safely</i>	Leaves space between one another when walking	Walks through the core areas keeps hands and feet to yourself	Washes hands with soap and warm water.	Blogs and emails only when assigned or asked by your teacher	Waits for teacher's directions and exits in an orderly manner	Practices safety at all times by following the bus rules

Treats others the way you want to be treated!

AES Major Incident Behavior Report/Office Referral

Name: _____ Date: _____

Grade: ____ Classroom Teacher: _____ Referred by: _____

Teacher Comments:

Who was involved?

Where did this problem happen? _____ Classroom _____ Specials _____ Cafeteria
_____ Playground _____ Hallway _____ In-Line _____ Core _____ Bathroom
_____ Computer Lab _____ Theater _____ Bus

How did the problem begin?

What happened?

Why did you do it?

Name 2 ways you could have prevented the problem or something you could have done differently.

1. _____

2. _____

Student Signature: _____ Parent Signature: _____

AES Major Incident Behavior Referral/Office Report

Check the type of major incident:

- Bullying (others are afraid)
- Cheating (excessive or blatant)
- Fighting (physical aggression or excessive rough housing with the intent to harm)
- Theft (taking something of value)
- Vandalism (taking something of value)
- Weapons (has disclosed item in his/her possession)

The following action has been taken:

- Loss of Recess-Date(s) _____ Removed From Class- Date(s): _____
- Detention-Date(s) _____ Suspension In/Out-Date(s): _____
- Other-Date(s) _____

Parent Contacted/Comments:

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- Phone Conference Email/Text

Bullying - House Bill 11-1254 - 2011

"Bullying" means any written or verbal expression, or physical or electronic or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student

If this was an incident that involved bullying, indicate the type:

- Verbal (written or spoken) - includes name-calling, criticism, slurs, rumors,
- Physical- includes hitting, slapping, pushing, choking, pinching, scratching, restraining
- Relational - embarrassing stories, social exclusion, targeted rumors

Additional Comments:

Dates of Interventions:

Interventions:

Is Student Behavior Plan entered in Alpine APAS YES NO

Character Counts!
The Six Pillars of Character
Josephson Institute of Ethics

Trustworthiness

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable- do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal- stand by your friends, family and country

Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

Responsibility

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self-control.
- Be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

Fairness

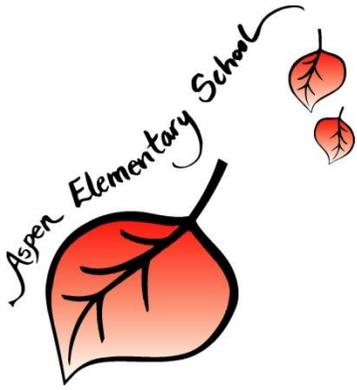
- Play by the rules
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

Caring

- Be kind.
- Be compassionate; show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

Citizenship

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.



Aspen Elementary School
Teacher Handbook
Colorado House Bill 11-1254
May 13 2011

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Summary of Provisions of the Bill

1. School Bullying and Education Grant Program (CDE July 2012)
2. CDE to create page on public website
3. Edits the Safe School Act

Conduct and Discipline

Language added for dress code:

- A dress code policy that ENCOURAGES SCHOOL PRIDE AND UNITY, PROMOTES UNIFORMITY OF DRESS, AND defines and prohibits students from wearing apparel that is deemed disruptive...

Encourages school district to ensure that its conduct and discipline policy incorporates:

- The biennial administration of surveys of students' impressions of the severity of bullying in their schools
- Character building
- Designation of a team to advise school administration concerning the severity and frequency of bullying incidents in the school
- Appropriate disciplinary consequences for students who bully AND for those who take retaliatory action against someone who reports in good faith

Changes the Definition of Bullying:

- "Bullying" means any written or verbal expression, or physical or electronic gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student
- Bullying is prohibited for any reason against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the following basis: disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services
- This definition is not to infringe upon any right guaranteed to any person by the first amendment to the United States Constitution or prevent the expression of any religious, political, or philosophical views.

Safe School Reporting requirements addition:

- Behavior detrimental to the welfare and safety of other students or of other school personnel, INCLUDING BUT NOT LIMITED TO INCIDENTS OF BULLYING.