One of the indicators of a positive campus culture is the effective execution of campus systems and procedures. To maintain a safe, civil and orderly environment, we will adhere to the following guidelines:

1. **Guideline for Success**: The school day at Birdie Alexander will begin with safety, civility and order.

   **Student Behaviors**: Students will…
   - Always walk to the designated common area.
   - Always use “level 0” voice in the hallways.
   - Immediately follow the directions of the adult on duty.
   - Use level 0 voice in the common area as they wait on directions from the adult(s) on duty.
   - Upon retrieval to the classroom, walk in a line with the teacher as a guide to their classroom.

   **Adult Behaviors**: Adults will…
   - Arrive 5 minutes prior to students’ arrival.
   - Connect with students with a cheerful greeting
   - Protect students by providing clear directions of where to sit
   - Refrain from cell phone use, extensive conversations with colleagues
   - Actively monitor by moving about the assigned area

   **Student Noncompliance**: Using a “level 1” voice, the adult will quickly review the expectations. Adult may remove student to an isolated area until student can comply. The adult may submit “common area” referral to the main office.

2. **Guideline for Success**: The hallways at Birdie Alexander will always be safe, orderly, and quiet.

   **Student Behaviors**: Students will…
   - Walk to one side of the hall
   - Not talk in the hallways during transition
   - Walk in a line with their class
   - Keep their arms and hands close to their person. (“Hugs and Bubbles”)

   **Adult Behaviors**: Adults will…
   - Review the expectations with the class prior to entering the hallways
   - Not talk to students in the halls
   - Walk midway the line to allow close monitoring of all students
   - Protect, Expect, Connect, Correct

   **Student Noncompliance**: Using hand symbols (finger to the lips, one hand behind the back or “Hugs and Bubbles”) the teacher will demonstrate the expectations. Upon return to class, quickly review the expectations with the student. Send note home (see school form); student is to return the form the next day with parent signature and phone number. 

   *Note: Give student the note at the end of the day.*
3. **Guideline for Success:** The cafeteria at Birdie Alexander will be a safe and orderly setting allowing all students and staff the opportunity to enjoy their lunch.  

<table>
<thead>
<tr>
<th>Student behaviors: Student will</th>
<th>Adult Behaviors: Adults will…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain a voice level of “0” upon entering and while in line. Use a level of .5 during the meal.</td>
<td>Monitor students' entry, line behavior and direct student to their assigned seating areas</td>
</tr>
<tr>
<td>Speak appropriately to adults in the cafeteria when making a request or asking a question.</td>
<td>Use level 1 voice when directing students.</td>
</tr>
<tr>
<td>Remain seated at all times.</td>
<td>Stay alert to closely monitor students to provide assistance as needed.</td>
</tr>
<tr>
<td>Once seated, raise their hands to be recognized for assistance.</td>
<td>Direct students to next steps when lunch is over.</td>
</tr>
<tr>
<td>Discard all trash as directed.</td>
<td>Protect, Expect, Connect, Correct</td>
</tr>
<tr>
<td>Listen and follow the directives of the adults in the cafeteria.</td>
<td></td>
</tr>
</tbody>
</table>

**Student Noncompliance:**  
- Using a “level 1” voice, the adult will review the expectations with the student.  
- Ask the student to move to a separate table.  
- Student not allowed to participate in recess.  
- Send note home (see school form); student is to return the form the next day with parent signature and phone number *Note: Give student the note at the end of the day.*  
- Submit Common area to referral to the main office.

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4. **Guideline for Success:** The bathrooms at Birdie Alexander will be safe and clean facilities.  

<table>
<thead>
<tr>
<th>Student behaviors: Students will…</th>
<th>Adult Behaviors: Adults will…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the bathroom</td>
<td>Teach students the expectations</td>
</tr>
<tr>
<td>Use the bathroom</td>
<td>Judiciously issue bathroom passes</td>
</tr>
<tr>
<td>Wash and dry hands</td>
<td>Closely monitor students’ entry</td>
</tr>
<tr>
<td>Discard any trash in the trash cans.</td>
<td>Periodically check bathrooms</td>
</tr>
</tbody>
</table>

**Student Noncompliance:**  
- Using a “level 1” voice, the adult will review the expectations with the student.  
- Allow students to practice the expectation.  
- Allow student a designated time to go to the bathroom.  
- Send note home (see school form); student is to return the form the next day with parent signature and phone number *Note: Give student the note at the end of the day.*  
- Submit Common area to referral to the main office.
5. **Guideline for Success:** The classrooms at Birdie Alexander will be safe and civil where effective teaching and learning thrives.

<table>
<thead>
<tr>
<th>Student behaviors: <em>Students will...</em></th>
<th>Adult Behaviors: <em>Adults will...</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Immediately Follow the teacher’s directive</td>
<td>• Create an effective classroom management plan.</td>
</tr>
<tr>
<td>• Ask questions when confused.</td>
<td>• <em>Teach and practice</em> the classroom expectations of the classroom management.</td>
</tr>
<tr>
<td></td>
<td>• Plan and deliver effective instruction every instructional day.</td>
</tr>
<tr>
<td></td>
<td>• Protect, Expect, Connect, Correct</td>
</tr>
</tbody>
</table>

**Strategies to use with non-compliant students:**

- Review the expectation.
- Allow student to practice the expectation.
- Allow student to write the expectation.
- Allow student to teach you the expectation as well as practice the expectation again.
- Note home to parent
- Behavior Intervention Plan (week)
- Phone Call to Parent
- Discipline Referral

**Note:** Teachers may immediately submit a referral for severe disruption (fighting, profanity, out-of-control behaviors, walking out of the classrooms, belligerence, seriously disrupting the learning environment)

**Notes:**

- *Students who are sent to the office must be accompanied with a referral.*
- *Students who arrive without a referral, will be escorted back to the classroom.*
- *Please call the office if assistance is needed.*
- *Maintain a level 1 voice when speaking with student.*
- *Direct student to move to a designated area in the classroom, write the referral, send student to the office with the referral. Again, call the office if student refuses to leave the classroom.*

**When writing a Referral:**

- Complete student name and ID
- Thoroughly but succinctly describe student’s behavior
- List the interventions tried (include dates and phone number if parent contacted)
- Sign the referral

**Administration will...**

- Review the referral.
- Create a discipline file for the student (A discipline file is begun when the student receives a referral; all referrals are placed in that file).
- Administer the appropriate consequence and note it on the referral.
- Make a copy of the referral and place a copy in the teacher’s mailbox in 24 hours.
6. **Guideline for Success:** Students at Birdie Alexander will participate in a safe and orderly dismissal to arrive home safely. **Who:** Students and Staff

<table>
<thead>
<tr>
<th>Student Behaviors: <em>Students will…</em></th>
<th>Adult Behaviors: <em>Adults will…</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Stop, look, Listen</td>
<td>▪ Teach students the dismissal process</td>
</tr>
<tr>
<td>▪ Follow the teacher's directives.</td>
<td>▪ Practice the dismissal process.</td>
</tr>
<tr>
<td>▪ Stay with the group</td>
<td>▪ Closely monitor students.</td>
</tr>
<tr>
<td></td>
<td>▪ Stay with students through the dismissal process</td>
</tr>
<tr>
<td></td>
<td>▪ Protect, Expect, Connect, Correct</td>
</tr>
</tbody>
</table>

**Strategies to use with non-compliant students:**
- Reteach the expectation (make sure student understands the safety perspective of noncompliance)
- Allow student to practice the expectation
- Contact parent regarding the noncompliance
- Submit Campus Discipline Referral