

CHRISTA McAULIFFE SCHOOL

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(708) 429-4565 FAX (708) 532-8533
www.ksd140.org

Margaret I. Sheehan
Principal

September, 2011

Dear Parents and Students:

This letter is to inform you of the rights and responsibilities necessary to maintain a school environment most conducive to learning. This information supplements, but does not replace, what is contained in the District 140 School Calendar and Parent/Student Handbook. Each year the Rights and Responsibilities of Students will be revised to reflect the suggestions of current staff, student body, and school community.

Each staff member will make every effort to assist students in understanding and complying with their rights and responsibilities. Please read and discuss with your child the attached information. Our goal is to see that students interact effectively in our society now and in the future.

PROCEDURES TO REINFORCE RIGHTS AND RESPONSIBILITIES:

1. Teachers facilitate the day-to-day management of student behavior. Students are given warnings when their behavior disrupts the rights of others. On occasion, students who make poor choices will be sent to the office. They will complete an Incident Report and discuss their actions with the principal or her designee.
2. All grade levels participate in our Character Counts Program. All student behavior is viewed and evaluated through the 6 Character Traits (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship) from the Character Counts Program.
3. In the primary grades, (K-2) students are given several warnings to help them learn school rules. If an inappropriate behavior continues, students will be guided through a problem solving process to help them reflect on their behavior and change it (using a conflict mat).
4. In 3rd through 5th grade, students are also given warnings to help them learn school rules. Students are encouraged to use a Conflict Resolution process to "TALK PROBLEMS OUT." Sometimes this process requires a mediator. Mediators can be peers, teachers, school counselors, school social workers or the Principal.
5. The 4th and 5th grade students also use a reward system to teach them the value of good character.
6. We are concerned with student safety. Fighting will result in a detention or consequence.
7. Students who display inappropriate behavior or who cause a threat to the safety of themselves or others will be detained in the office. The principal will contact the parents.

This packet also includes a Parent Volunteer Agreement. If you intend to volunteer at McAuliffe, please read, sign and return the bottom portion of that document as soon as possible.

Please sign and return with your child.

I have reviewed the Student Rights and Responsibilities with my student/child.

Student's Signature

Date

Parent's Signature

Date

Teacher's Signature

Date

CHRISTA MCAULIFFE ELEMENTARY SCHOOL

STUDENT RIGHTS & RESPONSIBILITIES

AT SCHOOL I HAVE THE RIGHT TO:

- talk at appropriate times
- find an appropriate work space
- a comfortable safe environment
- support when I do not understand
- be regarded as a worthwhile learner
- be treated fairly and honestly
- use the washroom when necessary
- learn to my potential
- disagree with others
- the materials and equipment needed to learn

ON THE PLAYGROUND I HAVE THE RIGHT TO:

- play on a safe playground
- play without disruption from others
- use school recess equipment

ON THE BUS I HAVE THE RIGHT TO:

- a safe and pleasant trip
- talk quietly and sit with my schoolmates
- ride a clean bus

DURING LUNCH I HAVE THE RIGHT TO:

- a safe place to eat
- sit and talk with classmates (after 10 minutes of silence)
- eat without disturbance

AT SCHOOL I HAVE THE RESPONSIBILITY TO:

- display honesty in all I do
- tell my teacher where I am at all times
- ask for support when I need it
- express my feelings with words in a respectful and appropriate manner
- treat others with respect
- be on time and ready to work
- think for myself
- not threaten, harm or endanger myself, others, or anything in school
- dress appropriately

ON THE PLAYGROUND I HAVE THE RESPONSIBILITY TO:*

- play safely, including respecting the space of others and staying dry and clean
- share space with others
- not disrupt the play of others
- control my behavior
- use appropriate language and tone
- travel in single file, silent lines to my destination
- take care of and return equipment
- check in or check out with my aide

ON THE BUS I HAVE THE RESPONSIBILITY TO:

- not distract the driver
- follow the driver's instructions
- put nothing out the window
- keep litter off the bus
- not eat on the bus
- go to my assigned bus stop/line at the designated time
- follow emergency procedures
- keep the aisle of the bus clear

DURING LUNCH I HAVE THE RESPONSIBILITY TO:

- use good manners
- clean up my space
- respect the Lunch Aides, myself and others
- stay in my seat and eat my own lunch
- use my quiet, inside voice

*Infraction or breaking of recess responsibilities will result in a loss of a subsequent recess, along with established school consequences.

McAULIFFE SCHOOL
PARENT VOLUNTEER AGREEMENT

Dear Parent,

Thank you for volunteering to help at McAuliffe School during the school day. Your assistance is appreciated and adds to the educational experience of our students.

Families place trust in schools to provide a good education and to protect their child's confidentiality. Volunteers in the school are asked to honor student confidentiality by not talking about specific student learning and/or behavioral difficulties with others.

Volunteers must report to the office each time they volunteer. Each year, volunteers are required to register with the McAuliffe Office by filling out a Volunteer/Non-Employee Acknowledgement of Non-Criminal Background form and having their driver's license photocopied on this form. A visitor's badge will be issued during each visit. It must be worn and visible at all times.

On behalf of all of our students and their parents, please sign below agreeing that you understand and will abide by our confidentiality and security guidelines. This form must be returned to the office before your first visit.

If you have any concerns, please see Mrs. Sheehan.

I will abide by the volunteer and security guidelines set by McAuliffe School.

Volunteer Signature

Date

Student Name

Room No.

MEDIATION REQUEST/AGREEMENT

Your name _____

Date _____

Student(s) you are having a conflict with:

Where did the conflict occur?

Briefly describe the conflict:

MEDIATORS _____

Ideas For Solving the Conflict:

(Check the boxes that both students agree upon)

Disputant Signatures

Mediator Signatures

KIRBY SCHOOL DISTRICT 140
Tinley Park, Illinois

Name _____

CONFLICT RESOLUTION FOLLOW-UP

How long has it been since you participated in a mediation?

- _____ about a week
- _____ two weeks
- _____ more than two weeks

What was the problem that brought you to mediation?

What did you agree to do to settle the conflict?

How well do you feel you are doing with following your part of the agreement?

- _____ very well
- _____ o.k.
- _____ not very well

How would you rate your satisfaction with the results of your mediation?

- _____ very good (we're not fighting at all anymore)
- _____ o.k. (it's much better than it was, but not perfect)
- _____ poor (it's about as bad as it was before)

Would you come back to mediation for a similar situation? ____ Yes ____ No

If not, please tell us why not: _____

Any additional comments or suggestions?

Thanks.

Incident Report

Student Name: _____

Teacher/Room Number: _____

Date: _____

Who was involved?

What happened? What did I do?

Where did it happen?

When did this happen?

Were my actions disruptive to my class/other students? Yes No

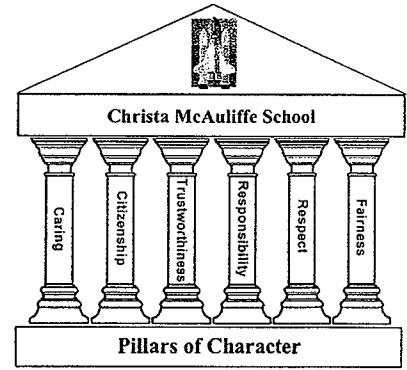
Why? _____

How did others probably see my actions?

What would have been a better choice?

What can I do to make the situation better now?

What will I do in the future?



Dear Parent or Guardian,

Your child was involved in a discipline concern today. Details are listed below. "Pillars of Character" that were affected are circled on the front of this form. We have discussed with your child how each Pillar was affected. I encourage you to continue the discussion.

Please review this with your child, sign at the bottom, and return this form to school.

Sincerely,
Mrs. Sheehan
Principal

Teacher Notes: _____

Principal Notes: _____

Action Taken: _____

Parent Signature: _____

Parent Concerns (if any): _____

