

WAS Regulations



**Willem
Alexander
School**

Willem-Alexander school rules for school year 2016-2017

The Willem-Alexander school is making the transition to the social emotional method of Kanjertraining in school year 2016-2017. This is more than just a method, as the school also uses it as a guide for the pedagogical policy. It is important to keep a good atmosphere in the classroom (preventive) and / or to improve it (curative).

The Kanjertraining aims for the following goals:

- The promotion of trust and safety in the class.
- The strengthening of the students social skills.
- Possess various solution strategies for bullying and other conflicts.
- Identity awareness among students.
- Learn to take responsibility.
- Promotion of active citizenship and social integration.

The Kanjertraining can help make it possible to talk about problems that might exist and to search for solutions that suit both parties. Children must feel safe at school, parents must feel that they are taken seriously and the teachers can practice their profession well (source: www.kanjertraining.nl).

The above-mentioned goals are translated for the children into 5 Kanjer agreements that stand central in the entire school. You can see them everywhere on the posters.

Kanjer agreements:

- We trust each other
- We help each other
- No one plays the boss
- No one laughs at you
- No one remains pitiful



With the Kanjertraining in mind, we took a good look at the school rules. This has resulted in a document full of arrangements where we as a school/team attach great value. We invite you to please read these 'new' school rules in the below document. If you have any queries or uncertainties you may always approach one of the team members or a member of the MT (Management team).

A. General school rules

1. You listen to each other.
2. You have respect for each other (including the appearance of another).
3. You do not exclude anyone, you are nice to each other.
4. You respect when someone wants to be left alone.
5. You treat the property from school, yourself and/or others well.
6. You don't laugh at anyone.
7. You use each other's first names and do not shout at each other.
8. You do not gossip about each other.
9. You do not hurt anyone (mentally or physically).
10. You do not choose sides (during a fight).
11. You welcome newcomers.
12. If you have an issue with the behaviour of another and cannot solve it yourself, then you go to the teacher.
13. You tell the teacher when you or someone else is being bullied (this is not tattle telling)
14. If you are being bullied, talk about it at home or at school. Do not keep it a secret!
15. You are only allowed to keep school items in your cupboard and drawer. You may only access your own drawer and cupboard and not those of another.
16. You are quiet during instruction, the circle, reading aloud, presentations & school TV. As well as, at any other moment that is required by the teacher.
17. It is best if you do not bring any (valuable) jewelry and/or toys to school. But sometimes you would like to show something from home, that you are proud of. The jewelry/toy remains in principle in your school bag (after you have shown it) and therefore does not directly fall under the responsibility of the school. We advise you to not bring anything valuable to the school for the entire day, but to give it back to your parent(s) or to leave it at home after your lunch break. A toy morning is organized every Friday in groups 1 & 2. You can then play with your own toy from home for a part of the morning. Keep in mind that fragile toys cannot constantly be under the supervision of the teacher and that the school cannot refund any damage.
18. You give your mobile immediately to the teacher when you enter the class. The teacher puts it in the designated box. Your mobile is switched off as of 8:15 / 8:20 and in the afternoon from 13:00. Students who go home at lunchtime take their mobiles with them and after the lunch break, they give it back to the teacher. At the end of the day, all students take their mobiles home. Any damage, loss or theft of mobiles will not be reimbursed. Personal mobile devices such as mobile phones, smartphones, laptops, notebooks & tablets are only used in the class if the teacher has given specific permission to do so.

B. Rules inside and around our school

1. You talk and walk quietly inside.
2. You address the teachers and others with 'Juf/Meester' and their first name. Physical and verbal violence against other students, or against the teacher will not be tolerated. See consequences: pages 8 & 9 – where by a serious incident it can be decided to suspend the student or both students (when two fight usually there are two to blame). For more information regarding suspension and expulsion of students, look at the website www.onderwijsgroepamstelland.nl, under the tab Parents.
3. You wash your hands after using the toilet. You leave the toilet in the same condition as you would like to find it.
4. Throw your rubbish in the rubbish bin, paper in the paper bin.
5. You are not allowed to cycle on the school square. You dismount from your bike before you enter the school gate. You leave your bike in the designated bike rack.
6. You are not allowed to have rollerblades, skeelers, Heely's, skateboards or a step on the school square or with you in the school. You are only allowed to play football on the football field with a leather football.
7. When playing outside during break, you stay within the agreed boundaries and are only allowed inside with the teacher's permission.
8. Every other day a group level from group 4 – 8 plays football outside on the football field. You are not allowed to play football on the school square, also not with a soft ball. Other ball games are allowed, for example, catch etc.
9. Jackets, hats & bags are hung up on your own coat rack.

C. Rules for parents

1. Your child cannot go to school when he/she is sick. We ask that report your child sick, after 8:00 and before 8:30 at the building where your child has school.
Orion 15-17: group 1, 2 and 3: 020 - 643 79 80
Orion 1b dependence: group 4, 5, 6 and 7: 020 - 647 24 51
Orion 19: group 8: 020 - 820 89 44
2. If your child needs to go to the doctor or the dentist, please ensure that this happens, as much as possible, outside of the times of the important CITO-test and also not during school outings.
3. You must adhere to the set school holidays. For special cases, you need to contact the Principal.
4. Your child gets the day(s) free where your child cannot be at school due to his/her religion or beliefs. This also applies to important family days, such as a funeral, a wedding or holidays at other times (including work declaration). You can download a form for this from our website.
5. If your child needs medicine during school hours, see the protocol 'Dispensing of medicine and medical treatments' (Medicijnverstrekking en medisch handelen'). The end responsibility of providing medication or medical treatment remains with the parent(s).
6. Preferably bring your child to school by bike or by walking. If you have to come by car, park in the big parking lot and only in the designated parking spaces.
7. Parents and teachers have the role to set an example. We do not shout at each other, or at the others child and we treat each other with respect. In case this does happen, a meeting will be held with the Principal immediately.
8. Meetings with the parents are planned a few times in the year to discuss your child's progress. The parents are expected to be there on the planned date/time.

D. Gym rules

Below are extra points regarding safety:

1. You leave your jewelry in the class.
2. You wear suitable gym clothes.
3. During the lesson you wear gym shoes without black soles.
4. Bring a letter from your parents if you are not allowed to do gym.
5. The teacher will bring it to the parent's attention if in group 3 or 4 you forget your gym clothes. If during one period (until Christmas or from the Christmas holiday) you forget your gym clothes twice, you may not do gym.
6. If you forget your gym clothes for the second time in a period and you are in group 5 to 8 (until Christmas or from the Christmas holiday), you may not do gym.
7. You follow the instruction of the gym teacher or your own teacher as of the start of the lesson.
8. You can freshen up after gym with a damp face cloth or deodorant (deodorant spray is not allowed, due to the allergic reaction of some students).
9. Stay in the gym hall away from the walls and doors.

E. Treats and invitations to birthday parties

1. The children usually bring a treat to school when it's their birthday, preferably something healthy. We prefer that you do not hand out a large quantity of candy. Especially not candy where there is a danger of choking. For example: chewing gum, lolly's etc.
2. If the treat is large, the teacher decides what part of the treat may be handed out. Your classmates may take the remainder of the treat home with them.
3. If your child has an allergy, tell your child's teacher at the start of the school year.
4. The birthday boy/girl may take maximum two classmates with to hand out treats to the teachers and other colleagues in their own building.
5. To avoid disappointment in the children that are not invited to a party, we ask you to please hand out the invitations outside school.

F. School rules regarding social media

1. The teachers do not post any photos of the students via social media, except via the 'Klasbord'.
2. All of the teachers use 'Klasbord'. We request all parents to use this. You can find lots of information regarding your child's class here. The teacher does not have any personal app-contact with the students.
3. The Willem-Alexander school ensures that no photos appear on the school website, for those children whose parents have not given their permission.
4. Parents remain responsible for the social media behaviour of their child. Group apps that are not started from the school therefore also fall under the parent's responsibility. During the Kanjertraining the students from the upper classes will get 'lessons' about cyber bullying and social media use. The students from the upper classes will also receive a social media lesson from the library.

5. At school and during school outings, parents and/or children may not take any photos or videos, unless the teacher has given permission. Ultimately the teacher decides whether a photo is posted on 'Klasbord'.
6. Video's/photos of teachers or fellow students, which are taken with permission from the teacher, are not allowed to be shared on social media.
7. Visual/sound recordings may not be made during parent meetings/information evenings, unless in special cases where written permission has been given by the attending teacher.
8. Students take their mobiles to school at their own risk. During school times the mobiles remain with the teacher. The mobiles remain at school during excursions and trips. The school cannot be held liable for the damage and/or loss of mobiles.
9. Teachers will not accept a Facebook friend request from parents or students.
10. During trips the teacher will be reachable on a school mobile. Teachers do not give out their personal mobile number to parents. An exception will be made during the Group 8 camp and a teacher's mobile number will be available. During an emergency the parent can contact the teacher. Students may call their parents/caregivers with the school mobile. Students do not take their own mobile with on camp.

G. Computer and internet use

The most recent information regarding (online) bullying can be found in the school guide.

The students are making use of educative software and the internet more often now during the lessons.

The following agreements apply with regards to the use of the computer and the internet:

1. The children sit with some regularity behind the computer. They use various teaching programs for maths, language and spelling. Sites that include sex, violence, racism etc... may not be seen.
2. The teachers are aware of the services and the websites that the children use.
3. Nothing may be downloaded without the teacher's permission.
4. Installing software is forbidden, unless the teacher asks for it.
5. 'Chatting' is not allowed during school hours.
6. The computers are not allowed to be used if you stay behind at school.
7. Misuse will be immediately reported to the parent(s).

H. Daily food and drink

We promote a healthy snack.

1. For the short morning break on a Monday, Tuesday, Thursday and Friday you can give your child(ren) the following: a drink, a snack or a piece of fruit. You can give the children that remain at school during the afternoon lunch break the following: a sandwich, drink and some fruit or vegetables. In both cases, no sweets and/or carbonated cool drinks.
2. Wednesday is fruit day! To help make healthy snacks normal we have implemented at least one obligated fruit day a week. Hereby we encourage healthy eating and we make the children aware of it.

I. During the in-between school care (lunch break)

Below are extra points regarding the in-between school care:

1. We listen to the lunch break staff.
2. We start the break with silence, so that children that would like to pray have the opportunity to do so.
3. We remain seated for at least 10 minutes during eating.
4. We wash our hands before or after eating in the toilet basin.
5. We tidy up when the break staff asks it.
6. We play football in a sportsmanlike manner on the appointed football field.
7. You may play football with a leather ball only on the football field. A ball game may be played on the school square, but only with a plastic ball.
8. We stop playing outside when called or whistled, the students tidy up the square and the students from the lower classes go and stand in the row. At Orion 1b the lunch break staff opens the door. One of the lunch break staff goes up the stairs first. The students follow and walk on the right hand side up the stairs. The students go calmly to their classes and do something for themselves at their own tables. The lunch break staff member remains in the class with the students until the teacher returns at 13:05.
9. If a student misbehaves, the break staff will attach a pedagogical consequence to this and the break coordinator will be informed. The break coordinator will then inform the parents.

J. Arriving on time

1. All students are to be seated in their class at 8:30 and the teacher will start the lesson. All students are to be seated in the class in the afternoon at 13:15 and the teacher will start the lesson again.
2. Students arrive on time. If a student arrives late, it is noted in the file. If a student arrives late 3 times without prior notice to the teacher, the parents will be invited for a meeting with the teacher and a MT or BT ('Begeleidingsteam' (mentor)) member. If a student continues to be late, then the attendance officer will be notified.
3. Students from groups 1 to 3 and group 8 have a 15 minute walk in time between 8:15 and 8:30. The lesson starts at 8:30 and the students are seated in class.
4. Students from groups 4 to 7 have a walk in time of 10 minutes between 8:20 and 8:30.
5. Students that arrive too late at school will wait (with their parents) in the hallway until the teacher gives a sign that the students may enter.

K. Celebrations

1. We celebrate two big Christian celebrations at school: Christmas & Easter. These celebrations are focused on the experience of the child and the connection with each other. As we are a Christian school, and you as a parent chose us, we assume that your child will take part in these celebrations, also if they are held in the evening and/or in the church. All students are present at the Christmas & Easter celebrations.

L. Sponsorship and Insurance

You can find the most recent information regarding sponsorships and insurances in the school guide.

M. Bullying / unwanted behaviour

Bullying is the continuous practice of mental and/or bodily violence by one person or a group of people. It is aimed at one person who is not able to defend himself/herself. There are 4 groups involved in bullying, all of whom must be given consideration during the process: the bully, the child that suffers from the bullying (the bullied child), classmates & the teacher(s).

Bullying never stops by itself, therefore it is important that the school and the educators, for both the perpetrator's and the victims, take responsibility.

Anyone who sees bullying (in all possible forms) happening should inform the teacher(s). It is essential that there is a safe atmosphere in the classroom/school for this to happen. This falls under the first two Kanjer agreements: 'we trust each other' & 'we help each other'

Every report of bullying by a student, parent/caregiver and/or others is taken seriously and is handled according to the bullying protocol. We follow a line of consequences within the bullying protocol. We also support all those involved.

Consequences:

Unwanted /inappropriate behaviour results in consequences. These consequences are built up of 5 phases; depending on how long the unwanted behavior continues and if there is no improvement in the behaviour. The parents/caregivers will be informed of every executed/still to be executed consequence. We talk about the student, but we mean the problem causer, disruptor and/or bully.

Phase 1 – for all students (*below mentioned points always happen and parents/caregivers are informed*)

- a) Group 1-8: The student will be talked to, to make him/her aware of what his/her behaviour does to another.
- b) Group 1-8: Agreements will be made about changing behaviour. The compliance of these agreements will be briefly discussed at the end of each week (for a short period). Notes will be taken and put in the students file.

Phase 1 – valid for group 3 – 8 (*the teacher will make the choice*)

- c) Group 3-8: The student will remain inside during one or more breaks to complete a short written assignment, for example a composition about the situation and his/her role in the problem.
- d) Group 3-8: The student remains at school after school has finished to complete a task. The student will come out a maximum of 10 minutes later. The student will call his/her parents/caregivers himself/herself to inform them of this.

Phase 2:

If the above-mentioned actions do not improve the situation contact will again be made with the parents/caregivers. Parents/caregivers will be invited to a problem solving discussion with the group teacher (and if necessary the Kanjer coordinator and/or the internal supervisor). The cooperation of the parents/caregivers is seen as vital in putting an end to the problem. The student will be asked during the meeting: 'What is your intention?' 'Is it your intention that you show annoying behaviour?'

You insist that the student stops. Give the student time for reflection if he does not stop. Management will be kept informed no matter the outcome of the meeting.

Phase 3.1:

Does the behaviour remain unchanged? Then the parents/caregivers will be invited again for a meeting. This time there will not only be the group teacher (and if need be the Kanjer coordinator and/or internal supervisor) present, but also the Principal.

During the meeting the question will be asked: 'What do you think of the behaviour of your son/daughter?'

- a) Parents who feel 'this is just how their child is' will get a month in which to change the behaviour of their child.
- b) Parents that feel their child's behaviour should change, but do not have the means to do this themselves, will be supported in finding help.

An official (written) warning will be given.

Phase 3.2:

An expert, such as Teaching Advisor, youth helper, school doctor or a social worker can become involved if need be when the unwanted/inappropriate behaviour continues.

A social training or an individual Kanjer training can also be advised.

Steps that are implemented will always be discussed with the involved parent(s) and the teacher.

The student can be temporarily placed in another group within the school. Or the student can be temporarily placed with a MT-member. Being placed (temporarily) at another school, is also one of the options.

Phase 4:

The student can be suspended when the unwanted/inappropriate behaviour does not stop.

The school has as such done all it can to end the problem around the concerned student.

NB. The safety of the individual student, the group and the teachers comes first! When it concerns a serious incident then a MT-member, in consultation with the group's teacher, may immediately proceed to suspend the student. Parents/caregivers will be immediately informed.

See the school guide or the website www.onderwijsgroepamstelland.nl (under the tab Parents) for more information regarding suspension & removal of students.

Support:

Care is taken with all of the involved parties in bullying. You have read under the section 'consequences' about the steps we take with bullies and their parents, but the school also takes responsibility for the support and guidance of the other groups that have a role in bullying. Bullying is a complex problem in which all roles should be highlighted from the first phase. Therefore the Kanjertraining doesn't just focus on the bully, but on the whole group. We think explicitly of the child that is the most impacted by the bullying and his/her parents, but also of the followers in the class. Here we will use the model of the Kanjertraining which is key: putting the mutual confidence back into the group.

The 4 Kanjer caps are a tool to make a clear distinction between a 'world of trust' and a 'world of mistrust'. The bullied children learn to stand up for themselves and to offer a response to the behaviour of the black and/or red cap. The followers in the class learn not to give fuel to the fire (bully / black cap) so that the incentive to produce bad behaviour lessens. The school keeps a close eye on the support and the results there from and sets pedagogical goals. When these goals are not sufficiently met, the school gives, in consultation with the parents, more intensive help.

Phase 1:

The teacher talks to the bullied child about the bullying. The role of the bullied child is discussed to help make the child aware of his/her behaviour within the bullying situation. The teacher gives possibilities for the child to strengthen him/herself. The teacher will also discuss with the bullied child what the consequences are for the bully.

The parents of the bullied child will be informed of the bullying, the consequences and of the conversations with their child.

If there are indeed a group of followers, the teacher will speak with these children and point out their role as fuel givers.

Phase 2:

The teacher will inform the parents of the bullied child of the next steps within phase 2. If there is a group of followers, the teacher will inform their parents of what has been happening. When the behaviour of the follower does not change, then he/she will be considered a bully and the consequences in phase 1 will go into effect for this child.

Phase 3:

The teacher informs the parents of the bullied child of the next steps within phase 3.

Phase 4:

The teacher informs the parents of the bullied child of the next steps within phase 4.

Per situation, in consultation with the director and/or a MT-member, the internal supervisor and the Kanjer coordinator, it will be decided whether in phase 3 or 4, besides the involved children and their parents, also all other parents of the class will be informed.