

Wyandotte Academy

Handbook

2019-2020



Think College Now

Teaching Staff

<u>Teacher</u>	<u>Grade</u>	<u>Room#</u>	<u>Ext#</u>	<u>Email</u>
Irma Gott	TK/K	K2	222	igott@ocesd.net
Kim Tietz	K	K1	221	ktietz@ocesd.net
Adrienne Coen	K	2	202	acoen@ocesd.net
Shoua Vang	1/2	4	204	svang@ocesd.net
Roxanne Garcia	1	5	205	rgarcia@ocesd.net
Jill Lowe	2nd	6	208	jlowe@ocesd.net
Courtney Egge	2nd	10	210	cegge@ocesd.net
Kurt Nilsson	3rd	11	211	knilsson@ocesd.net
Shaza Nassar	3rd	8	208	snassar@ocesd.net
Ashley Stark	3rd	9	209	astark@ocesd.net
Yia Hawj	4th	19	219	yhawj@ocesd.net
Christina Menchaca	4th	17	217	cmenchaca@ocesd.net
Scott Torricelli	5th	20	220	storricelli@ocesd.net
Luanne Metzger	5th	15	215	lmetzger@ocesd.net
Steve Connors	RSP	7	207	sconnors@ocesd.net
Lynita Jordan	SDC	18	218	ljordan@ocesd.net
Sharon Hintz	ASD	3	203	shintz@ocesd.net
Anne Campbell	Speech	Primary	226	acampbell@ocesd.net

Paraprofessionals

<u>Title</u>	<u>Room</u>	<u>Name</u>	<u>ext.#</u>	<u>Email</u>
Bilingual Aide		Pheng Vang		pvang@ocesd.net
Instructional Aide	K1	Isabel Valdez	221	ivaldez@ocesd.net
Instructional Aide	K2	Sandy Yang	222	syang@ocesd.net
Reading Specialist		Alex Olson		aolson@ocesd.net
Special Education	18	Mihaela Galev	203	mgalev@ocesd.net
Special Education	18	Gail Greb	207	ggreb@ocesd.net
Special Education	3	Tammy Smith	203	tsmith@ocesd.net
Special Education	3	Kasey Smith	203	ksmith@ocesd.net
Special Education	3	Melissa Valdez	203	mvaldez@ocesd.net

Office Staff

Principal	Todd Dowell	103	tdowell@ocesd.net
Office Manager	Michelle Collins	101	mcollins@ocesd.net
Attendance Clerk	Kelly Reeson	102	kreeson@ocesd.net
Health Aide	Monica Jenkins	104	mjenkins@ocesd.net

Support Staff

Psychologist	Holly Vanduzer	107	dstalter@ocesd.net
Counselor	Noemi Carrillo	107	ncarrillo@ocesd.net
Bilingual Aide	Anna Yang	201	ayang@ocesd.net
Bilingual Aide	Ana Maganda	201	amaganda@ocesd.net
Custodian	Tim Kuntz		tkuntz@ocesd.net
Custodian	Denny Medford		dmedford@ocesd.net
Campus Sup	Barbara Clark		bclark@ocesd.net
Campus Sup	Cynthia Spencer		cspencer@ocesd.net
Campus Sup	Wanda McDonald		wmcdonald@ocesd.net
Campus Sup	Debra Loeffler		dloeffler@ocesd.net
Campus Sup	Samerh Maksoud		smaksoud@ocesd.net
Food Service	Erika Wenzel	108	ewenzel@ocesd.net
Food Service	Laura Goitia	108	lgoitia@ocesd.net
Food Service	Jessica Veerkamp	108	jveerkamp@ocesd.net
Library clerk	Kyra Loucks	223	kloucks@ocesd.net

Mission Statement

Wyandotte Academy believes students deserve a relevant education which prepares them to be successful in an ever changing world of college and career.

Vision Statement

The vision for Wyandotte Academy is for all students to receive a rich, core knowledge in order to establish greater fairness, academic excellence, and higher literacy. Chromebooks will allow students to have equitable access to resources. Students are able to create, collaborate, and share their learning both at school and at home. As students learn higher order critical thinking skills, they have the necessary tools to succeed in a technologically advanced society.

Attendance

Regular daily attendance is vital to a student's successful educational experience. It is important that you encourage your child to attend school regularly. Our district uses an automated absence calling service. If your child is absent, you will most likely receive a call in the evening on each day of the absence. You will have the opportunity to clear your child's absence at the end of the automated call, or you can either send a written note or make a phone call the next day. You could also leave a message after hours on our answering machine. All absences must be cleared either with a phone call, note, or doctor's note. ***District policy requires that all absences are cleared within five days.*** (When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence within five school days. Absences shall be verified by the student's parent/guardian, or other person having control of the minor.)

Excused Absences

- Court appearances
- Doctor/dentist appointments
- Family bereavement
- Illness
- Religious holidays

If you are going on an extended trip (a minimum of five days), please contact the school at least one week in advance and make alternate arrangements for your child's learning. Students will be able to complete their work and not be marked absent if all of the rules are followed. Please call our office to inquire about our Short Term Independent Study Program.

Tardies

Students arriving late must report to the office before going to class. Any tardy over 30 minutes without a valid medical or legal excuse is equal to an absence for truancy purposes. A student is not considered tardy if a student rides a "late bus" or is tardy due to bus transportation issues.

Truancy

Any pupil who is absent from school without valid excuses for three full days or tardy in excess of 30 minutes without a valid excuse on three occasions, or a combination of both, is truant and shall be reported to the attendance supervisor or superintendent of the district.

Truant, unverified, unexcused, excessive excused absences and tardies affect the student's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment of all students. Our goal is to educate your child and success will be more challenging if your child is not in school.

Checking out Students

We understand that occasionally parents need to take their children off campus during the school day. Students must be signed out in the office. **Only individuals listed on the student's contact list will be allowed to pick up your child.** Arrangements may be made for someone else to pick up children if those arrangements are given to the office in writing or in person by the legal guardian.

Daily Schedules

Breakfast is served beginning at 7:45. All students arriving at this time are to go directly to the cafeteria. Students should not arrive prior to 7:45. At 8:00 students are allowed to be on the playground where supervision is provided.

TK/Kindergarten

8:24 Class Begins

2:35 Class Ends

Minimum Days (12 per year)

Kinders released at 1:20

Grades 1-5

8:24 Class Begins

2:35 Class Ends

Minimum Days(12 per year)

Students released at 1:20

Minimum Days

Twelve minimum days are scheduled throughout the year. Students in TK and kindergarten are dismissed at 1:20, as well as students in grades 1-5, which are also dismissed at 1:20 p.m. Please be sure your child is picked up on time as there is no after school supervision. No instructional time is lost for your child due to these days. Other days are lengthened to ensure that your child gets the appropriate amount of instruction per year. The dates are as follows:

August 28

October 9, 23, 30 & 31

March 4

September 11 & 25

January 22

May 6 & 20

June 5

Character Traits

We have identified ten traits that we will be studying this year. Students will also be given opportunities to be recognized as they demonstrate the character trait of the month. Listed below are the character traits and the months they will be emphasized.

August	Self Respect	September	Citizenship
October	Responsible	November	Respect/Kindness
December	Self-Control	January	Perseverance
February	Compassion	March	Dependable
April	Forgiveness	May	Personal Goals

These traits will be a focus during the Principal's PLC assemblies and at the Monthly Awards Assembly.

Award Assemblies

Wyandotte Academy teachers enjoy honoring the hard work and character of our students. Students have numerous assemblies to highlight virtues, life skills and student success. Our monthly assemblies are designed to honor students who have perfect attendance, reading, and student character. Wyandotte has great kids and we want the parents and students to know about it! The assemblies are typically at the end of the month. Parents are welcomed to attend, whether their student is receiving an award or not. Please be sure to check in with your student's teacher for dates/times if you would like to attend.

Parent Involvement

Communication

The Tracker is our newsletter published once a month. This is an important form of communication with families. The Tracker provides current school and classroom events and other important information. It is also published on our school's web page.

Text and Phone messages

Parents can receive text messages from Wyandotte Academy. Please let us know your preferred cell phone number or email address and we will send you a confirmation text or email. In addition, periodically you will receive automated phone messages regarding events that happen at school. Please make sure you keep your contact information updated in the office.

Web Page

Wyandotte Academy's webpage is <http://ocesdca.apptegy.us/o/wyandotte-academy>. Our web page provides staff and school information.

Visitation/Volunteers

Families are encouraged to visit in classrooms as long as they **check in at the office and get a visitor's pass**. If you plan on staying with your child for any length of time other than for an immediate drop off/pick up, please be sure to get a visitor's pass in the office. Calling ahead for an appointment to visit the classroom is a courtesy to the teacher and the school and also ensures that your visit will be scheduled and will be a positive and safe experience for all our students. Students may not bring other visitors, such as cousins, nieces, nephews, or friends from out of town with them to spend a day in school.

Parents and family members are able to volunteer in the classroom or attend field trips with their students. Volunteer forms must be completed and returned to the office along with your photo ID. It can take up to two weeks to get approval from the district. We look forward to having you on campus.

Parent/Teacher Wolfpack

The purpose of the Wolfpack Parent Teacher Club (PTC) is to develop a closer relationship between home and school, allowing parents and teachers to work together in the education and safety of children at home, school, and community. The PTC meets monthly and enjoys helping with funding field trips, outings, classroom needs, Christmas programs and Open House, as well as operates the Student Store. "Think College First" is our motto! Our staff is available to provide community resources to assist parents/children. If you would like more information or to become a member, contact the parent club by email at wolfpack@ocesd.net.

School Site Council and ELAC Committee

The School Site Council (SSC) and the English Language Acquisition Committee (ELAC) serve as advisory groups in the planning, implementation, and review of State and Federal programs. They are also critical in connecting with parents and community members. Both of these committees are composed of elected parents. The SSC also has elected school staff. The

SSC meets at least three times a year, while the ELAC meets three to four times a year. All meetings are open to all staff and parents.

School Rules

1. Students may arrive at school no earlier than 7:45 a.m. Students who arrive before 8:00 must report immediately to the cafeteria.
2. Students may not leave the school grounds during school hours unless signed out in the office by an adult who is listed as a contact.
3. Students may enter a classroom only if the teacher is present.
4. Students are to WALK in the hallways.
5. Students must have an office pass to go to the office.
6. The office phone is for school business only. Social arrangements must be made at home **before** coming to school.
7. Chewing gum is not allowed at school.
8. Use appropriate language at all times. Cursing, swearing, racial slurs or other abusive language or gestures is not permitted at any time.
9. Spitting spreads disease and is not permitted at any time.
10. Do not throw rocks, sticks, or any other inappropriate objects.
11. After school, all students are to stay off playground and all equipment, including the K-playground and Kindergarten bikes, wagons, etc. Unless enrolled in a special program, all students are to be picked up at 2:35 each day. Minimum day dismissal is at 1:20 for all students
12. Students are to WALK from classroom to bus or to crosswalk. Bus students are to wait quietly in their line until their bus arrives and loads up.
13. Students who walk, ride a bike, or ride in a car will be escorted to the Parent Pick-Up Lot with a teacher. Students who are bus riders wait for a bus at the Bus Pick-Up Lot in their bus line.

Bicycles

Students who ride their bicycles to and from school must obey all traffic laws. Helmets are mandatory. Bicycles must be parked in the bike racks and locked. Bicycles must be walked on campus. Students are not to ride or straddle a bicycle. SKATEBOARDS, RIPSTICKS, SKATES and HEELYS roller shoes are definitely **NOT** allowed at school.

IF a student uses a scooter to get to school, it also must be locked up in the bike rack or put in the office. Scooters must also be walked on campus, not ridden or straddled.

Personal Items

Student owned toys or other personal items can be a problem at school by creating disagreements, losses, damages and distractions from learning. **Unless** asked for by your child's teacher, students are **NOT** to bring toys, balls, bats, electronics, fidget spinners, Pokemon (or other trading cards), laser pointers or any personal property. Shining a laser

pointer at someone may result in a suspension. All personal items left at the end of the year will be donated or discarded.

Cell Phones

Students are not to have electronics at school. Cell phones are allowed if they have cell service; however, it is recommended that they remain at home. If parents want their child to have a phone, it **must be off** and **secured in a backpack** once the student **arrives on campus and must remain secured until dismissed from school**. If the cellphone is heard, it may be taken from the student. Cellphones are **not to be kept** in a student's clothing (pockets, etc.). If they do not have a backpack, the phone must be taken to the office for the day.

If students are using their phone or any electronic device once they arrive on campus, the device will be confiscated. The parent or guardian can pick up the device from the office after school. Cell phones remaining at the end of the year will be donated to a local donation center.

Wyandotte Academy understands that other electronic devices are necessary for some educational settings. If this is the case, students will be allowed to use their devices while at school; however, this will be determined on an individual basis.

Dress Guidelines

Wyandotte Academy believes in providing a safe learning environment and playground experience. Data has shown that uniforms help to achieve this goal. Last year, students in TK, K, 1st, 2nd, 3rd grades were required to wear either Wyandotte shirts or plain **navy** blue shirts to school. They had the choice of wearing any color pants, skirts, or shorts. This year, Wyandotte is having the TK, K, first, second, third and fourth grade students wear their Wyandotte or plain **navy blue** shirts. All students are encouraged to wear the Wyandotte Academy shirt or a **navy blue** shirt every Wednesday. Wyandotte will sell shirts at the beginning of each month. Purchase order slips can be found in the front office. For students in TK, K, first, second, third or fourth grade who cannot afford a shirt, Wyandotte has a shirt that can be loaned for the year.

Obviously, shirts are not the only required clothing item for proper school attire. We encourage parents to dress their children in clothing appropriate for school every day.

- Students are to wear socks and closed-toed shoes, with a strap on the back of the heel at all times (unless directed by a teacher).
- Although students can have hoodies outside, HATS and bandanas are NOT allowed on campus.
- Clothing should cover undergarments: low cut tops, bare backs and midriffs, spaghetti straps, tank tops with large armholes, and sagging pants are not permitted.
- Skirts and shorts should be hemmed and at mid thigh or fingertip length.
- Clothing with pictures or ads of alcohol, drugs, sex, violence, professional freestyle wrestling, weapons, or reference or could be interpreted to reference profanity, racial-ethnic slurs, or gang affiliation are not permitted.
- Faddish extremes in dress are to be avoided due to the distraction they bring to the classroom.
- Students may be asked to change their questionable clothing if necessary.
- Strong smelling deodorizers, perfumes, deodorants, hair gels/spray, hand sanitizer gels are not allowed so as not to affect other students' asthma or other health issues.

All clothing left at the end of the year will be donated to a local donation center.

Playground Rules

- Walk on the blacktop.
- Only students in 1-3 should play at the primary basketball courts.
- Gates should be gently closed, not slammed shut.
- Contact games are not allowed. No tagging, tackling, wrestling, piling on, piggy backing, etc.
- Only school balls and equipment may be used during recess, unless the teacher gives prior approval.
- Balls may be kicked only on the grass.
- Basketball, 4-square, dodgeball, and handball are the only games where balls can be thrown on the blacktop. All other games where balls are thrown must be done on the grass.
- Only balls designed for dodgeball can be used to play dodgeball.
- Games are open and all students are included.
- At recess, older students must wait until the younger students go in to take over the playground.
- Running games must be played on the grass.
- Pupils may not climb trees, poles, backstops, drain pipes, or the fence.
- One ball may be used in a game at one time.
- Ask teacher for permission to leave playground to retrieve a ball. Use the gate. Swinging on the gate or slamming it is not allowed.
- When the **bell rings**, students are to **hold playground equipment** and **freeze**. Once the whistle is blown, they should walk to line up.
- Students are not to eat on the playground. They are to sit down on a bench or on the ground by the buildings and not go to the playground until they are finished eating.
- No student is to be in front of room 12 or 13. Please stay out of the garden and do not pick any items out of the garden or off the vines unless a teacher is present.

Play equipment must be used in a safe and appropriate manner.

Bars: Students must always have two hands on the bars. No trick which involves hands leaving the bars during that trick may be done.

Horizontal ladder: Pupils may not walk, crawl, or sit on top of this structure.

Slide and playground structure: Only go down on the slide. Be patient. Take turns. Do not touch others at the bottom of the slide, that may cause a shock. (It can hurt!)

Swings:

1. Remain seated in swing.
2. Keep both hands on chain.
3. Swing forward and back. (Never sideways)
4. Do not jump off the swings.
5. Those waiting for a turn must wait NEXT TO THE LEGS OF THE SWING STRUCTURE.
6. When waiting for a turn, count to 100 (1-alligator, 2-alligator, 3-alligator, etc.)

Breakfast/Lunch Program

Wyandotte does not charge for its breakfast and lunch program. Breakfast is served between 7:45 a.m.– 8:15 a.m. Lunch is served between 11:20 a.m. – 12:45 p.m. Menus can be found in the office or parents can visit the district website at <http://www.ocesd.net/food-services--103> to view the current menu and other information regarding the Food Services Department.

Students with special dietary needs must fill out the Medical Statement To Request Special Meals And/Or Accommodations Form. This form may be picked up in the school office or printed from the district website. This form is to be turned in to the school Health Aide.

Healthy Snacks

Students are given a time during recess to eat a snack. Students are to bring healthy snacks to school. Granola bars, crackers, and fruit are good examples of healthy snacks, but candy is not to be eaten as a snack. Students are NOT to share snacks or bring large bags of chips. Chips that leave powdery residue (Cheetos, Takis, etc.) on fingers are not allowed. Carbonated drinks, coffee drinks (blended mochas, etc.) and energy drinks are also not allowed on campus. Students are encouraged to drink water and juices.

Health Support

A Health Aide is present at Wyandotte Academy Monday – Friday 10:00 a.m. – 1:00 p.m. A registered nurse, who is available to our campus weekly, supervises the Health Aide. First aid is given to injured students as needed. Parents will be notified as soon as possible if students need further attention. We do not remove slivers or give medical treatment, that should be done at home or at a doctor's office. When emergencies do occur, an attempt to contact the parents will be made and injured students will be taken to the E.R. by ambulance, if necessary, at parents' expense.

Food Allergies

If your child has any food allergies, a "Special Meals and/or Accommodations" form must be filled out and returned to the school Health Aide, where it will be forwarded to our district nurse, kitchen staff and your child's teacher.

Head Lice

For the protection of all persons at school, all students showing symptoms of having head lice will be thoroughly examined. **If lice or eggs (nits) are found, the student will be excluded until every trace of lice and nits are removed as per the board policy.** Prior to returning to the school or classroom, students must be accompanied by their legal guardian before they can be readmitted to the school. At this time they will be re-examined to ensure that they no longer have nits (eggs) so that the entire school can remain head lice free. Please do not return your child to school unescorted.

Medications

A Medical Authorization Form is required for all types of medication that should be given at

school. Aspirin, over the counter drugs, and any prescribed medication cannot be given at school unless a **Medical Authorization Form** is picked up at the office and signed by a doctor and parent.

Health Coverage Opportunities and Enrollment Assistance

Senate Bill 75 (Lara) expanded affordable Medi-Cal coverage to **all** children, regardless of their immigration status. This means that low income, undocumented children can receive full Medi-Cal benefits. Eligible children can enroll today. For more information, visit the Health4All Kids website at: www.health4allkids.org.

After School Program

The After School Program is run by Butte County Office of Education, BCOE, for grades K-6. After school classes are Monday – Friday from 2:35 pm – 5:30 pm. Permission slips are available in the office and in the designated After School Program area in the cafeteria. For more information contact the After School Program Coordinator at 532-3007 ext. 236.

Counseling

The school counselor is available at least twice a week to provide students with social and emotional support. Students also have the opportunity to participate in group sessions that target issues such as social skills, self-esteem, anger, friendship and behavior. In addition, class presentations on kindness, bullying, problem solving and other topics are presented throughout the year. The counselor refers students to counseling offered by Behavioral Health and other community services.

Computer/Internet Usage

Wyandotte Academy believes that knowing and using technology is essential for our students to be successful in any job or schooling with which they continue. Wyandotte staff spend personal and professional time to learn how best to assist students in being successful with technology. Wyandotte has met its goal of having a device for each student. For the 2019-2020 school year, every student from TK to fifth grades will utilize a Chromebook to do research and student work!

When parents confirmed their student's data during the Data Confirmation process at the start of school, they acknowledged the appropriate use of computers and internet by their student. Students are NOT to use school devices for personal accounts or sites not approved by the teacher. To do so, may result in loss of computer usage.

Library

Wyandotte Academy has a library available to students in the a.m. We have an open library available for all students as well as some classes coming in weekly. The library provides reading materials covering a wide variety of reading interests and information for school projects. As in any library, students should not be eating or talking loudly while in the library.

Pets at School

Although having pets at school can be an educational experience, the Board of Trustees has established guidelines in order for animals to be at school. Parents and students are NOT to bring their pets on campus without first receiving written permission from the Principal.

Individuals with disabilities may be accompanied by specifically trained guide dogs, signal dogs, or service dogs on school premises or on school transportation.

Safety

Wyandotte Academy has monthly practice safety drills. Teachers and students evacuate the classroom when the fire alarm rings. All students are accounted for before returning to class. In addition, Wyandotte also practices lockdown drills to give students an opportunity to know what to do in an emergency. During this time, parents and community members will not be allowed inside the building. We also practice DROP drills which help prepare students in the event that an earthquake occurs.

Parking lot

Wyandotte Academy has two parking lots. **The one on the east side, close to the kindergarten playground is for bus loading and unloading. The parking lot on the west side is for parents to pick up and drop off students.** Vehicles should never be parked in the driveway unattended. Parents should drive up to the curb so they can have students get to the cars without running through the parking lot. Children's safety is always our first concern.

Sexual Harassment

Wyandotte Academy is committed to providing a work environment that is free of harassment. In keeping with this commitment, the school maintains a strict policy prohibiting sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment. Sexual harassment of or by any employee or agent of the school shall not be tolerated and may result in disciplinary action against the offender. Anyone who complains about sexual harassment will not be retaliated against for making such a complaint. This means that no adverse employment decisions will be made as a result of someone making a complaint about sexual harassment. Complaints will be handled as quickly, confidentially, and fairly as possible. Policy: 5145.7(a)

Racial and Ethnic Harassment

Wyandotte Academy is committed to providing a school environment that is free of all forms of racial and ethnic harassment. In keeping with this commitment, Wyandotte Academy maintains a strict policy prohibiting racial and ethnic harassment. The policy prohibits harassment in any form, including verbal, physical threats and visual displays. Racial and/or ethnic harassment of or by any employee or agent of the school, any student, and/or parents and community

members shall not be tolerated and may result in disciplinary action against the offender.
Policy: 5145.4(a)

Weapons and Dangerous Instruments

Students possessing a weapon, such as a firearm, or dangerous instrument, and/or threatening others with the weapon or dangerous instrument shall be expelled from school for a period of not less than one calendar year. However, on a case-by-case basis, the Board of Trustees may set an earlier date for the student's readmission to school. Any student found in possession of a knife will be suspended and possibly expelled. Board Policy: 5131.7

Retention Policy and Procedures

Students in grades 2, 3, 4, and 5 may be retained if they do not meet the State standards in certain academic areas and are identified as being "At Risk" of being retained. Students in grades 2 and 3 can be recommended for retention if they do not show their grade level proficiency in Reading. Students in grades 4 and 5 may be retained if they do not show proficiency in reading, language arts or mathematics. A student Retention form will be filed on all students not meeting proficiency. Teachers will make the decision as to the appropriateness of the retention based on your child's performance in the specific academic areas. Parents will be notified in all cases and circumstances. Students may be retained in all other grades (K,1) due to lack of performance at the discretion of parent and teacher collaboration. Policy: 5011.3





Promotion Policy


All students shall progress through the school system's grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. Students meeting the State standards will be promoted to the next grade. It is the district policy that all students meeting or passing a certain level of performance be moved on in grade. A double promotion can be considered via a Student Study Team when very high academic achievement is evident. The site principal may make this recommendation. Board Policy: 5123.

EVACUATION PROCEDURES

Wyandotte Academy is a possible staging area in the event of a disaster. This action is part of the district's civil defense and disaster preparedness plan required by the State Department of Education. A variety of emergency response drills are practiced every month. Teachers are responsible for the supervision of students in their charge at all times. Monthly meetings of the school safety committee are held involving safety inspections, evacuation drills, and any safety issues. Parents will be notified either by phone (Edulink) or by newsletter, when evacuation takes place or concern that an evacuation will take place. The district comprehensive safety plan guides the direction for emergencies that may occur.

BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

SCHOOL WIDE EXPECTATIONS	SAFE	RESPONSIBLE	RESPECTFUL
Common Areas	<ul style="list-style-type: none"> We follow adult directions We keep hands, feet & objects to self We walk at all times 	<ul style="list-style-type: none"> We follow adult directions We help others if they are in trouble, or seek help We take proper care of property, equipment and ourselves 	<ul style="list-style-type: none"> We use appropriate language We use quiet voices inside We follow adult directions
Cafeteria 	<ul style="list-style-type: none"> We keep food on our trays We walk in all eating areas We stay seated and face forward 	<ul style="list-style-type: none"> We raise our hand and wait to be excused 	<ul style="list-style-type: none"> We use quiet voices We clean up after ourselves We stand in line quietly We wait patiently to be excused
Playground	<ul style="list-style-type: none"> We walk to and from playground We stay within boundaries We are aware of games around us We use playground equipment and materials appropriately 	<ul style="list-style-type: none"> We return all play equipment to the classroom or storage area When we take it out, we bring it back. 	<ul style="list-style-type: none"> We follow game rules We use appropriate language, play fair with others, and take turns We resolve conflicts peacefully
Hallways 	<ul style="list-style-type: none"> We keep our hands and feet to ourselves We walk at all times 	<ul style="list-style-type: none"> We stay in designated areas We come and go promptly and safely We keep hallways clean 	<ul style="list-style-type: none"> We greet others appropriately We use quiet voices, not interrupting classrooms
Restrooms 	<ul style="list-style-type: none"> We keep feet on the floor We keep water in the sink We wash our hands 	<ul style="list-style-type: none"> We flush the toilet after use We put towels in the garbage We return to class or playground promptly 	<ul style="list-style-type: none"> We give people privacy We keep all areas clean We take proper care of all school property
Office 	<ul style="list-style-type: none"> We sit quietly in the chair while we wait 	<ul style="list-style-type: none"> We enter and exit through the appropriate door 	<ul style="list-style-type: none"> We enter and exit quietly We use quiet voices

		<ul style="list-style-type: none"> ▪ We wait quietly until an adult speaks to us ▪ We wait patiently for our turn 	
Library 	<ul style="list-style-type: none"> ▪ Walk slowly and carefully ▪ We keep hands, feet, books, objects and shelf markers to self ▪ We push in chairs 	<ul style="list-style-type: none"> ▪ We use shelf markers ▪ We return books to proper location ▪ We treat books with care ▪ We return books on time 	<ul style="list-style-type: none"> ▪ We use quiet voices ▪ We treat books with care ▪ We are polite ▪ We wait quietly in line to check out books

At an Assembly	<ul style="list-style-type: none"> ▪ We sit on our bottoms ▪ We keep our hands and feet to ourselves 	<ul style="list-style-type: none"> ▪ We are alert for instructions ▪ We follow adult instructions for seating, arrival & dismissal 	<ul style="list-style-type: none"> ▪ We use applause for appreciation only ▪ We use quiet voices and are silent during the performance ▪ We keep our eyes on the speaker
Classroom	<ul style="list-style-type: none"> ▪ We walk at all times ▪ We keep hands, feet and objects to ourselves 	<ul style="list-style-type: none"> ▪ We are prepared and ready to learn and work hard 	<ul style="list-style-type: none"> ▪ We treat everyone with courtesy and respect ▪ We are on time
Line-Up Areas	<ul style="list-style-type: none"> ▪ We hold playground equipment ▪ We don't run, push or cut in line 	<ul style="list-style-type: none"> ▪ We are alert for instructions ▪ We follow adult instructions ▪ We face forward 	<ul style="list-style-type: none"> ▪ We wait quietly in personal space, before school and after recess. ▪ We keep hands, feet & objects to ourselves
Dismissal and Loading Zone	<ul style="list-style-type: none"> ▪ We walk slowly and carefully ▪ We do not play or eat while waiting. ▪ We do not swing backpacks ▪ We stay on sidewalk 	<ul style="list-style-type: none"> ▪ We are ready to board ▪ We listen for directions ▪ We have all materials in our backpack ▪ We have all possessions ready to go 	<ul style="list-style-type: none"> ▪ We use quiet voice ▪ We keep our hands and feet to ourselves ▪ We wait patiently in line ▪ We greet bus driver or crossing guard

Behavior Consequences

Offense	Minimum Consequences (Could include)	Maximum Consequences
Alcohol/Drug providing and/or sales, offer to sell, sell, or attempt to sell, deliver or furnish	Confiscation Parent contact 1-5 days suspension Police notified	Expulsion Police notified
Alcohol/Drug use, or possession; under the influence	Confiscation Parent contact 1-5 days suspension Police notified	Expulsion Police notified
Attack upon School Personnel	Parent conference 1-5 days suspension	Expulsion Police notified
Bullying	Conference Detention	Parent Conference 1-5 days suspension Expulsion
Defiance of Authority/Disrupting school activities/Missing detention	Conference Detention	Parent Conference 1-5 days suspension Expulsion
Dress code	Conference Parent notified Change clothes	Detention 1-5 days suspension Parent contact
Electronic devices possession or use	Confiscation with parent needing to pick up in the office	Confiscation with parent needing to pick up in the office 1-5 days suspension

Offense	Minimum Consequences (Could include)	Maximum Consequences
Extortion or Robbery, taking or attempting to take money or something of value through threats	Restitution Parent conference 1-5 days suspension	Restitution Expulsion Police notified
Fighting, caused, attempted to cause or threatened to cause physical injury to another person	Parent conference Detention or 1-5 days suspension	Expulsion Police notified
Fire alarm: tampering with or setting off when no fire exists/ Arson	Restitution Detention or 1-5 days suspension Parent conference Report to the Fire Marshall	Restitution Expulsion Report to the Fire Marshall
Firecrackers, party poppers, sparklers, explosive devices (use, possession, or sale of)	Parent conference 1-5 days suspension	Expulsion Police notified
Forgery (signing another person's name to official school documents, notes, etc)	Detention Parent conference	1-5 days suspension
Obscene behavior, profanity or vulgarity	Conference Detention Parent conference	1-5 days suspension Expulsion
Possession or sale of drug paraphernalia	Confiscation Parent conference 1-5 days suspension Police notified	Confiscation Expulsion Police notified

Offense	Minimum Consequences	Maximum Consequences
Riding bikes, skateboards, or scooters on campus	Confiscation Conference Detention	Confiscation with parent needing to pick up in the office 1-5 days suspension
Sexual/Ethnic Harassment (Verbal or written abuse)	Parent conference Detention	1-5 days suspension Expulsion
Theft (stealing or attempting to steal)	Restitution Parent conference Detention	Restitution 1-5 days suspension Expulsion Police notified
Tobacco use/Possession	Conference Detention Parent conference	1-5 days suspension
Vandalism (destroying or damaging school property)	Restitution Parent conference Detention	Restitution 1-5 days suspension Expulsion Police notified
Weapons or replicas (use or possession of any object which could inflict injury)	Confiscation Parent conference 1-5 day suspension	Confiscation Expulsion Police notified