

SKYRIDGE SCHOOL DISCIPLINE PLAN

CODE OF CONDUCT

2010-2011

Site Council Members

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SKYRIDGE SCHOOL DISCIPLINE PROGRAM

Our goal is to maintain an environment that frees every teacher to teach and inspires every child to learn. Rules and expectations are defined, achievement and good citizenship are supported and recognized, and consequences for infractions of rules are provided.

Our goals for each and every student are:

- Gain self-discipline, self-control, and self-respect
- Experience the satisfaction of personal growth and accomplishment that comes with personal striving, the thrill of success, and the pride of achievement.

The rules and discipline plan are shared with students at the beginning of each year. The plan is sent home for parent and student acknowledgement. It is evaluated each year by parents, students, and staff and approved by the Auburn Union School District Board of Trustees.

SKYRIDGE RULES AND EXPECTATIONS

Skyridge rules are based upon treating all others with courtesy and respect. All students will:

- Mind all adults in charge
- Speak and reply politely to all school adults, volunteers, and other students
- Remove caps and hats when entering any school building
- Use acceptable language at all times
- Keep hands and feet to him/herself
- Respect each other's property and school property
- Help keep the campus clean and orderly. Littering and spitting are not allowed
- Observe all school rules on the way to and from school and while on field trips
- Allow others to learn
- Allow others to be safe

Skyridge Guidelines and Procedures for Common Areas

| <i>Common Area</i> | <i>Be Smart Be Safe</i> | <i>Be Responsible</i> | <i>Be Respectful</i> |
|---|---|--|---|
| Classroom | <ul style="list-style-type: none"> *Eat a nutritional breakfast *Come well rested, neat and clean *Leave the classroom or campus only when given permission *On rainy days, remain in the classroom unless excused by adult | <ul style="list-style-type: none"> *Be on time, ready to enter the classroom at 8:00, and ready to learn *Bring completed homework and necessary materials *Listen carefully and follow teacher's instructions and directions *On rainy days, play quiet, indoor games | <ul style="list-style-type: none"> *Enter to classroom quietly and keep voices at acceptable level *Raise his/her hand when wanting to speak or be recognized *Wait his/her turn when others are speaking |
| Cafeteria – Snack Recess and Lunch | <ul style="list-style-type: none"> *Walk to the cafeteria *Walk quietly to the playground *Eat only your food and in a mannerly way *Observe "lights out" signals: BRIGHT LIGHTS – Inside, conversational voices LIGHTS OUT – No whispering, talking or playing | <ul style="list-style-type: none"> *Fill in at the assigned table unless otherwise directed *Dispose of leftover food and paper properly *Eating on the playground is not allowed except with permission in the designated outdoors eating area or during snack recess | <ul style="list-style-type: none"> *Use good manners *Stand in line quietly while waiting to be served *Clean up your area before being excused *Raise your hand for assistance or permission to get out of your seat |
| Cafeteria – Game Time and Celebration Friday | <ul style="list-style-type: none"> Use equipment properly | <ul style="list-style-type: none"> *Show good sportsmanship *Return equipment to designated area | <ul style="list-style-type: none"> *Be a team player by encouraging others *Share equipment and space |
| Assemblies & Special Events | <ul style="list-style-type: none"> *Enter in a single file, quiet line *Remove hats when entering any building | <ul style="list-style-type: none"> *Focus on the presentation, and participate when appropriate *Wait for dismissal instructions | <ul style="list-style-type: none"> *Applaud appropriately |
| Hallways, Corridors, and Walkways | <ul style="list-style-type: none"> *Get a pass from your teacher or other adult | <ul style="list-style-type: none"> *Walk only on designated walkways and in building areas | <ul style="list-style-type: none"> *Keep hands and feet to yourself |
| Office Area – Health Office | <ul style="list-style-type: none"> *Get a pass from your teacher or other adult | <ul style="list-style-type: none"> *State your purpose politely | <ul style="list-style-type: none"> *Ask for permission to get mail or see the principal *Obtain permission to use phone |
| Bathrooms | <ul style="list-style-type: none"> *Wash hands and turn off water *Don't hang out or play in or around the bathrooms | <ul style="list-style-type: none"> *Use the bathroom before the recess bell rings *Use quiet voices *Inform adults of vandalism or other problem | <ul style="list-style-type: none"> *Put paper towels in containers provided *Flush toilets |
| Bicycles | <ul style="list-style-type: none"> *Walk bikes on and off campus *Wear helmets | <ul style="list-style-type: none"> *Touch others' property only with permission. *Lock bicycles in bike rack | <ul style="list-style-type: none"> *Respect property – yours and others' |
| Bus Area | <ul style="list-style-type: none"> *Wait in designated line until your route is called *Grades K,1,2, and 3 at the front of the line | <ul style="list-style-type: none"> *Ride bus to assigned stop unless a parent permission note is given to the driver *Follow directions of bus driver and supervising teacher | <ul style="list-style-type: none"> *Remain seated until excused *Keep hands and feet to yourself *Talk in a quiet voice |

SKYRIDGE FALCON CODE

- Be Safe
- Be Respectful
- Be Responsible
- Be Prepared

Every classroom, the library, the computer lab, science, Quiet room and the MPR have charts with the Skyridge Falcon Code. Students and teachers discuss the meaning of each word: safe, respectful, responsible, and prepared each trimester. Sticky notes are used to add student ideas to the chart. A quick reminder to students of appropriate behavior where ever they may be is the Code: SRRP Falcons (and what does that mean – safe, respectful, responsible, prepared)

SCHOOL-WIDE POSITIVE INCENTIVE PROGRAMS

Our goal is to provide each student with opportunities to receive positive feedback for good behavior and achievement. These opportunities are provided throughout the school year.

FALCON FEATHERS – Given to students to students who have performed a good deed, who have been especially kind or courteous, who have been helpful in the classroom/playground, or have demonstrated exemplary behavior. Recognition is given in the Falcon Flyer.

ROUND-UP – Regularly scheduled assemblies for grades 2 and 3 to celebrate positive student behavior and achievements

ENRICHMENT ASSEMBLIES – Several assemblies are planned throughout the year for all students.

STUDENT OF THE MONTH – Students in grade K-3 are recognized for behavior and academic work. The student receives a certificate and a picture of himself/herself.

CAFETERIA HELPERS - Students receive a special treat on Fridays

SAFETY PATROL – Students participate in a BBQ and Swim party at the end of the year.

CLASSROOM INCENTIVES - Classroom teachers have positive incentive plans in the classroom, i.e., table points, citizenship awards and parties, compliment cards, academic rewards and parties.

CELEBRATION FRIDAY - Students who have not received a Behavior Warning or Citation during the month will enjoy special activities and treats. Other students will report to the quiet room.

AWARD ASSEMBLIES – Assemblies are held at the end of each trimester and at the end of the school year.

KINDERGARTEN – 3RD grade: Perfect Attendance, Excellent Attendance, Citizenship

GRADES 4 - 8: Perfect Attendance, Excellent Attendance, Citizenship, Honor Roll

INCLUDED AT THE END OF THE YEAR: Most Positive Person (1 boy and 1 girl);

Presidential Physical Fitness and Presidential Educational Award (grade 5 only)

AWARD QUALIFICATIONS

❖ **Perfect Attendance (all grades)**

No absences and no unexcused tardies, no Travel Study

❖ **Excellent Attendance (all grades)**

No unexcused tardies, only absence due to Travel Study accepted

❖ **Citizenship (all grades)**

0 Citations OR Behavior Warnings

❖ **Most Positive Person (all grades)**

Teacher selects a boy and a girl from class

❖ **Honor Roll (grades 4-8)**

All A's and all A's and B's

❖ **Presidential Educational Award (grades 5-8)**

❖ **Presidential Physical Fitness – (grades 5-8)**

GUIDELINES AND PROCEDURES

EACH STUDENT WILL:

BE ON TIME AND READY TO LEARN

- Eat a nutritional breakfast.
- Come well rested, neat and clean.
- Be ready to enter the classroom at 8:00 a.m.
- Bring completed homework.
- Have necessary materials.

FOLLOW CLASSROOM RULES

- Enter the classroom quietly.
- Keep voices at an acceptable level.
- Listen carefully.
- Follow instructions and directions of the teacher.
- Raise hand when wanting to speak or be recognized.
- Wait his/her turn when others are speaking.
- Leave the classroom or campus only when given permission.
- Remove hats and caps in a building.

LINE UP IN AN ORDERLY WAY

- Keep hands and feet to himself / herself.
- Not save a place in line.
- Go the end of the line if he/she leaves the line

FOLLOW BUS RULES

- Walk to bus or car pick-up area.
- Wait in the designated line until route is called.
- Ride bus to assigned stop unless a parent permission note is given to the driver.

USE GOOD MANNERS IN THE CAFETERIA

- Walk to the cafeteria.
- Remove caps or hats when entering any building.
- Stand in line quietly while waiting to be served.
- Fill in at the assigned table unless otherwise directed.
- Raise his/her hand for assistance or permission to get out of seat.
- Observe the school-wide light signals:
BRIGHT LIGHTS: Inside, conversational voices
LIGHTS OUT: No whispering, talking or playing
- Eat only his/her own food and in a mannerly way.
- Clean the top of the table and the floor around him/her before being excused.
- Dispose of left over food and paper properly.
- Walk quietly to the playground. Eating on the playground is not allowed except with permission in the designated outdoors eating area or during snack recess.

WALK QUIETLY PAST CLASSROOMS, ALONG CORRIDORS AND WALKWAYS

Walk only on designated walkways and in building areas.

Walk bicycles on and off school grounds.

USE BATHROOM CORRECTLY

Use the bathroom before the recess bell rings.

Use toilets correctly and flush after use.

Wash hands and turn off water after use.

Put paper towels in the containers provided.

Use quiet voices.

NOT hang out or play in or around the bathrooms.

MORNING SNACK RECESS

Eat only nutritional foods. Candy, soda, and gum are not considered nutritional and not allowed.

Eat in designated area only before playing.

Dispose of all garbage in containers provided

RECESS GUIDELINES

- Use the bathroom and get a drink.
- No running in or around the restrooms.
- Electrical boxes and the hill area are off limits.
- No standing, climbing or jumping off tables.
- End of recess: FREEZE at the sound of bell, WAIT for the whistle, WALK directly to class.
- 4th and 5th grade students line up on designated spot, wait to be dismissed, walk quietly to the classroom.

RAINY DAY RECESS

Remain in the classroom unless excused by supervisor. Play quiet indoor games.

PLAYGROUND and GAME RULES

EACH STUDENT WILL PLAY FAIRLY AND SAFELY ON THE PLAYGROUND

- Leave all personal equipment at home (toys, balls, bats, radios, cassette players, MP3 players, IPOD, cell phones, video and computer games, skateboards, scooters, roller blades, etc.)
 - Share all school games and school equipment.
 - NOT save places in line.
 - Be responsible for playground equipment he/she takes from the ball box.
 - Return all playground equipment.
 - Throw no objects other than playground balls.
 - Refrain from physical contact games ("cherry drop", tackle football, etc.); roughhouse or interfering with on-going games, or climbing trees and fences
- Get permission from adult before leaving an area to retrieve a ball.

BALLS AND JUMPROPES

- Hard footballs, kick balls, and bats are used in organized, supervised games only.
- Balls are kicked on the soccer and baseball fields only.
- Only footballs and soccer balls may be kicked. Balls are pumped up only by the custodian.
- Jump ropes are to be used for jumping only.

EQUIPMENT AREA

Swings

- One person at a time on a swing.
- Stand clear of "swing" area when waiting turn.
- Keep both hands on the chain.
- Exchange the swing at the count of 25. (no "count backs")
- Counts are made on back swing.
- No bailing out, twirling, or swaying.

Slides

- Slide seated, feet first.
- One person at a time on the platform.

Bars

- One student to a bar.
- No physical contact on the bars.
- Students move in only one direction.
- No hanging by knees and dropping.

BLACKTOP AREA

Basketball

- Basketball is played on half court.
- Three basketballs may be played per hoop.

Four square

- Flat hands only.
- Play your own square.
- Balls must arc, no slam downs.
- One bounce before hitting or you're out.
- Lines are do-overs.
- Two bounces and you're out.

Tetherball

- Ball is hit with hands only.
- "Setting up" is not allowed.
- Catching the rope or using the pole to jump for the ball is an out.

- When a player defeats three opponents in a row, he/she drops out at the end of the third game, then two new players take the court.
- Keep waiting line out of playing area.

Wall ball

- Only three students play at a time, per side.
- Two balls may be played on backboard.
- The ball is hit with your fist.
- Balls must bounce once before hitting the backboard.
- If the ball hits a line, it is a do-over.
- No "holdies".
- Vote to eliminate arguments on questionable "outs".
- If you are out, you must go to the end of the line.
- Keep waiting line out of play area.

DRESS CODE

Appropriate school attire is expected of all students. Good standards of dress and appearance reflect good judgment, poise, and increased maturity, and help to create a wholesome atmosphere in the school. All underwear shall be covered at all times. Students will be asked to change if attire is distracting or inappropriate.

Pupils are not to wear:

- Ø Halter tops and spaghetti straps
- Ø Flip flops and clogs (closed-toe shoes or sandals securely strapped to the feet are advised for safety)
- Ø Roller skate shoes if the rollers are attached
- Ø Clothing that may interfere with safety such as pants that touch the ground and wallets on chains
- Ø Shirts or blouses that are see-through or do not cover the midriff
- Ø Clothing that is ripped or frayed
- Ø Clothing and jewelry with inappropriate pictures, liquor or cigarette advertisements; sexually suggestive, drug-related, vulgar, or other inappropriate messages
- Ø Hats or caps inside buildings; bills will be worn forward.
- Ø Any article of clothing that the local law enforcement agency deems as gang apparel is inappropriate

ALL UNDERWEAR SHALL BE COVERED AT ALL TIMES



Shorts and skirts must pass the "thumbnail" test. To perform the thumbnail test, stand at attention with arms at the side. Place the palm of the hand on the thigh, extending the fingers. The shorts or skirt must **not** be shorter than the extended thumbs.

**CODE OF CONDUCT CONFERENCE
TEACHER with ADMINISTRATOR**

Student _____ Teacher _____

Step 1 (one point)

- *Issued* Conduct Report, sent home for signature, return to school
- Intervention (teacher): _____

Step 2 (three points)

- *Issued* ? Conduct Reports, *teacher contacts parent*
- Conference with student, teacher and principal
- Intervention (teacher): _____

Step 3 (five points)

- Issued 3 Conduct Reports
- Conference with student, teacher, parent and principal
- Behavior Contract

Additional Comments: _____

Procedures and Consequences of Conduct Report

Procedure: The adult issuing the Conduct Report talks with the student and explains why the Report is being given. *A copy of the report is given to the teacher and the principal.*

1st Conduct Report – (One Point)

Procedure: The Principal receives a copy of the Conduct Report. A copy is sent home.

Consequence: The student may spend the balance of the recess in a time-out area. Upon receipt of the warning, the classroom teacher has the opportunity to counsel the student and reinforce school rules. The teacher may assign time-out for a full recess. Repeated misconduct will result in additional lost recess time or other appropriate consequence.

2nd Conduct Report – (Three Points)

Procedure: The Principal receives a copy of the Conduct Report. A phone call to the parent will be made by the teacher (do not leave messages on recorder). The teacher mails a conduct letter home.

Consequence: Parents are asked to reinforce school rules with their child. Above also applies.

3rd Conduct Report – (five Points)

Procedure: The Principal requests the parent attend a conference with the principal, teacher and student. A behavior contract outlining expectations and consequences may be issued.

Consequence: Will include but not limited to loss of recesses, classroom and/or school-wide activities, assemblies, field trips; home, office, or playground suspension; school suspension, required parent attendance at school; referral to Student Study Team; partial day schedule; time out of class; school service (pick up trash, sweep sidewalks, clean in the classroom).

SAMPLE OF CONDUCT REPORT

SKYRIDGE SCHOOL 885-7019
CONDUCT REPORT

| |
|--|
| <input type="checkbox"/> Parent contacted Date: _____ |
|--|

STUDENT'S FULL NAME / TEACHER

Issued by / DATE / TIME

CONDUCT (1/2 point) – Did not:
 ___ FOLLOW CLASSROOM RULES _____
 ___ FOLLOW SCHOOL RULES _____
 ___ USE GOOD MANNERS _____

BEHAVIOR (1 point)
 ___ DEFIANT _____
 ___ DISRUPTIVE _____
 ___ UNSAFE _____
 ___ INAPPROPRIATE _____
 ___ DISRESPECTFUL _____
 ___ DISHONEST _____
 ___ PROFANITY _____
 ___ INAPPROPRIATE LANGUAGE ___ CLOTHING ___ GESTURE ___

ACTIONS (2 points – possible suspension)
 ___ FIGHTING _____
 ___ HARASSING _____
 ___ THREATENING _____
 ___ BULLYING _____
 ___ STEALING _____
 ___ ILLEGAL ITEMS/SUBSTANCES (tobacco, matches, knives, etc.) _____
 ___ DAMAGE and/or DEFACE SCHOOL PROPERTY _____

CONSEQUENCE: Temporary removal from class or activity
 In-school suspension Letter/phone call home Suspension from school
 Other _____

Parent Signature: _____

SIGN AND RETURN TO YOUR TEACHER NEXT SCHOOL DAY

White/Parent Pink/Teacher Yellow/Office

- When a student breaks school rules:
- He/she will be removed from the situation.
 - Counseled, issued a citation, assigned a time out.
 - Behavior Report must be signed by the parent and returned to the classroom teacher the following day. If not signed and returned, the student misses recess (es).
 - Teachers follow though by contacting parents and administrator as appropriate (see addendum).

- Consequences may be as follows:
- Loss of Celebration Friday
 - In-school or playground suspension
 - Quiet room
 - School Service time
 - Home Suspension
 - Loss of classroom and/or school activities, assemblies or field trips
 - Required parent attendance at school and/or in the classroom