

# **Albert Schweitzer Elementary School**

School Policies, Procedures, and School Rules

Rights, Respect, Responsibilities

## **San Juan Unified School District Philosophy**

All students will learn in a psychologically safe environment.

## **Albert Schweitzer School Philosophy**

Albert Schweitzer School fosters a safe, positive, and challenging learning environment where students, teachers, and parents collaborate in support of creating an atmosphere that fosters individual abilities. Our goals are to provide:

- A safe learning environment
- An integrated, academically challenging program
- An environment that fosters self-esteem, autonomy, respect, and responsibility through the implementation of strategies that value each student
- A strong home-school bond in support of our community of learners.

## **School Rules**

- Be Respectful
- Be Responsible
- Be Safe

## **Areas of Responsibility**

All members of the school community have the responsibility to ensure and to maintain a stable, positive learning environment. Human trust, acceptance and concern for each individual must be fostered in order to achieve this climate in school. With these basic rights go the responsibility for guiding and disciplining their efforts to achieve this common goal of human respect.

## **School Responsibilities**

All school staff has the responsibility of providing a teaching/learning environment that contributes to the atmosphere of respect and trust within the school community. School staff members are responsible for:

- Teaching and modeling school rules and acceptable standards of behavior
- Communicating to parents/guardians student progress and other school related information
- Consistently reinforcing school and district rules and procedures
- Treating each individual and situation with respect and objectivity

## **Parent/Guardian Responsibilities**

Parents and guardians are responsible for reinforcing their children's behaviors that are consistent with the school and district behavior codes. Parents/guardians are to form a partnership with school staff regarding decisions directly affecting their children and the well-being of the school as a whole:

- Read and discuss the school's policies, procedures, and school rules found in the orange student school folder and folder insert
- Support and generate respect for staff, property, and programs
- Reinforce behaviors with their children that are consistent with school and district policy
- Communicate with the school about student progress.

## **Student Responsibilities**

Respecting the rights of others and demonstrating self-discipline are the primary requirements of student behavior so that an optimum school climate may exist. Students are expected to:

- Learn and follow school rules and procedures
- Respect the rights and property of others
- Exhibit and model positive attitudes and actions
- Make responsible choices using communication and problem solving

## **Contacting A Teacher**

Teachers welcome notes, phone calls and e-mails. Conferences can be easily arranged. Teachers are usually available to return phone calls after school or during their prep periods. The teacher will return the phone call as soon as it is practical to do so. Communication between teacher and parents is extremely important. Please do not hesitate to call, e-mail or send a note if you have a question or concern.

## **Behavior Policy**

### **Recognition of Appropriate Behavior**

The emphasis of Albert Schweitzer School is on positive recognition for safe and appropriate school behavior. Schweitzer will be using *Positive Behavior Support* and parents will hear more about this program at Back to School Night.

Teachers will teach the School Policies, Procedures and School Rules to students the first week of school and repeat them often. Teachers will take students on a walkabout to teach playground and equipment use, the first days of school. Class rules are posted in each classroom in clear view and students will be taught problem solving techniques to help students define and identify which solution to try next time: empathy, impulse control and anger management.

Depending on the severity of the behavior infraction, students who disobey school rules may be issued a citation. Consequences for inappropriate behavior range from a warning/parent conference to home suspension or home suspension and a recommendation for expulsion. Students who are issued a citation must return it signed by the parent the next school day. The signed citations are reviewed by the principal and kept on file. Students who do not return the signed citation will be required to call home and will receive the next level of discipline and a recess detention.

For some students the consequence for the misbehavior is directly related. The student may be required to pick up litter for littering during lunch; students may be required to sweep up areas in which they have thrown sand or wood chips.

Other consequences could include recess/lunch detention, on-site suspension, parents attending school, and for serious misbehavior; suspension or expulsion. A few examples of serious behavior are fighting/rough behavior, racial slurs, sexual harassment, profanity, disrespect of adults/peers, disrupting classes in session and abuse of school or private property.

## **Field Trips**

Field trips are an extension of the classroom learning environment in a less structured setting. Therefore, it is important that students participating in field trips conduct themselves in an appropriate manner which will ensure their safety and the safety of others. Students' behavior must be appropriate to the setting to allow all participants the opportunity to see, hear and learn. During a field trip, a student will be expected to follow school rules. If a student's behavior endangers his/her safety or the safety of others or requires a significant amount of teacher/chaperone time which would endanger others or diminishes the amount of education other students will receive, the student will be removed from the site of the field trip. Either the parent will be called to come to the site and take the child home or the principal will come to the site and take the child back to the school.

Citizenship exhibited at school is one indicator of a student's ability to behave on a field trip. A student may be excluded from a field trip, but still must come to school, if prior behavior has been inappropriate and would cause a concern for the safety and welfare of others.

## **Harassment Prevention**

Sexual harassment is a form of personal misconduct that undermines the integrity of social and academic relationships. No individual student, male or female, should be subjected to sexual overtures or conduct, verbal, visual or physical.

### **Verbal harassment, derogatory comments or slurs**

Examples: Name calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about a student's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual preferences, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.

### **Visual harassment-derogatory drawings, cartoons or posters**

Examples: displaying sexual pictures, writing or objects, obscene letters or invitations, staring at a student's anatomy, leering, sexually oriented gestures, displaying private parts, unwanted love letters or notes.

**Physical harassment**-assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at an individual.

Examples: touching, pinching, patting, grabbing, kissing, brushing against or poking another student's body. If a student feels harassed by another student, he/she should take the following steps:

- Tell the person to stop the offensive behavior and notify a teacher or supervising adult. The adult will notify the Principal.
- If unable (or uncomfortable) to confront the person or if the behavior persists, tell the teacher or supervising adult who will investigate and issue a citation and call the parent of the offender if the behavior is confirmed.

## **ARRIVAL/DISMISSAL**

### **Walkers Entering/Exiting Campus**

All students and adults entering the school campus from Glenridge must use the crosswalk in the front of the school, or walk behind the pylons when entering the campus from the south end of the driveway **in the morning only**.

All walkers must walk up sidewalks to the flag pole to wait for the duty teacher to excuse the students to the playgrounds.

No walkers (because of the number of cars exiting from behind the MP Room at that time) leaving campus during dismissal may exit at the south end of the driveway during dismissal.

Walkers must use the Glenridge crosswalk to exit campus during dismissal time.

### **Drivers entering/Exiting School Driveway during Arrival/Dismissal Times**

All parents, guardians, and day care providers who enter the driveway to drop off/pick up children must do the following:

Drive all the way forward along the inside curb next to the sidewalk before stopping.

All students are to exit or enter the car from the inside curb only.

No students are permitted to leave or enter their cars in the thru lane and walk between cars parked at the curb.

Drivers dropping off or picking up children will enter/exit the driveway from the curb side lane only.

Drivers not dropping off or picking up children at the inside curb may exit from the thru lane.

Drivers may not park and wait at the curb until their child comes out to the car. Drivers of those cars must go around again.

**Before the Bell Rings:** Students may not be on campus before 8:20 am unless they are buying breakfast, bus riders, or participating in a school sponsored activity.

All students must wait at the flag pole until dismissed to the playground by the duty teacher.

Parents who remain on campus with their children before the start of the school day are asked to wait with them at the flag pole.

Students will be escorted to their classrooms from the playground by their teachers when the bell signaling the start of the day rings.

Students arriving after the start of their school day must go to the office for an admit slip before going to class.

Parents remaining on campus after school begins are asked to sign in at the front office and wear a visitor tag.

**Dismissal time:** Because of supervision issues, students are to be picked up within 10 minutes of their dismissal. All students will be escorted to the flag pole by their teachers at dismissal time. (Students living in homes along the Schweitzer fence line may, with parent permission, go directly home through their own gate).

Unless staying for an authorized school activity, students are to be picked up promptly.

Walkers are to exit campus immediately at the end of the day.

Students waiting to be picked up will remain in the flagpole area under the supervision of the duty supervisor.

## **Breakfast/Lunch Procedures**

### **Breakfast**

Breakfast is served from 8:00 am to 8:20 am. Students will report directly to the cafeteria for breakfast where they will eat and remain under the supervision of the cook until they are dismissed to the flag pole for dismissal to the playground by the morning yard duty teachers.

### **Lunch**

- Students will line up to walk to the cafeteria or directly to the courtyard if they have brought lunch from home.
- Teachers will walk their students to the cafeteria or to the courtyard when the lunch bell rings, not before.
- Students buying lunch will enter the cafeteria in their class line in an alphabetical, orderly, quiet manner. (lunch accounting is computerized)
- The first student in the class line buying lunch will give the cook at the computer the highlighted class roster of those students buying lunch.
- Students may eat in the courtyard on all days that weather permits.
- Students will clean their table and eating area before being dismissed to the playground.
- Students will be dismissed from the courtyard to the playground by noon duty supervisors and/or the custodian.
- Food is not allowed on the playground.

### **Lunch on Minimum Days**

- Classes will be called to the cafeteria to purchase their lunches.
- Students will return to their classrooms to eat under the direct supervision of their classroom teacher.
- Large garbage containers will be placed in the corridors for paper tray disposal.

### **Rainy Days: Classrooms will be notified by intercom before lunch**

- Staff will be notified of a rainy day schedule.
- Students will eat and remain in the cafeteria for at least 20 minutes.
- Students will be released by the noon aides to return to their classrooms.
- Rainy day rules are posted in each classroom: quiet games, quiet talking, remain in your seat, etc.
- Noon aides will hold students accountable for following Rainy Day Rules.

Students who leave campus for lunch with a parent must be signed out and back in by the parent. Parents eating on campus with their child must sign in and out at the office.

## **Albert Schweitzer Elementary School General School Rules**

Students are responsible to know and follow school and classroom rules: Be Respectful, Be Responsible, Be Safe.

Students must show respect for themselves, other students, adults and school property.

All personal items are to be left at home unless specific permission is given by the teacher to bring them to school. The school is not responsible for lost, stolen, or damaged personal items.

Students may not be on campus before 8:20 unless they are eating breakfast.

Students are to address teachers in the school as Mr. Mrs. Ms. or Miss.

Students may only leave the classroom with teacher permission.

Students must walk in the halls.

Skateboards and scooters brought on district school campuses are subject to impound and fine as per Sacramento County Ordinance.

Bicycles must be walked on school grounds at all times. Bikes will be impounded in the school office until the next day if the rule is violated.

Students are not allowed in the nature area before school or after school before 4:00 pm.

Students are not permitted to return to the school campus until after 4:00 pm.

Medications of any kind may not be taken unless a medication form has been completed and filed in the office. Medication must be kept in the school office unless arrangements are made for specific reasons.

**Dress Code:** Student clothing should be comfortable, practical and appropriate for elementary school. Clothes depicting alcohol, drugs, sexual innuendo, inappropriate gestures or violence are not permitted.

Students may ***not*** wear the following to school:

- Short shorts (length of shorts need to be to the end of the fingertips)
- Spandex pants
- Sagging pants (pants stay up, no underwear displayed)
- Unhemmed shorts
- Hats with brims facing forward are permitted outside only
- Halter tops, tops that show bare midriff, tube tops or spaghetti strap tops
- Tank tops with large armholes; sleeveless shirts with regular armholes are OK
- Tops with inappropriate messages
- Pajama bottoms
- Dangling earrings (post only) (piercing on earlobes only)
- Colored hair (except during special school sponsored activities)
- Inappropriate tattoos
- Make-up
- Clogs, flip-flops, zories, shoes without back straps, elevated platforms, skate shoes
- Recess and P.E. require appropriate footwear

Students who dress inappropriately will be sent to the school office to call for a parent to bring them a change of clothes. If this is not possible, the student may be asked to remain in the office with his or her work for the rest of the day.

## **Playground Recess Rules**

### **(Morning and Lunch)**

#### **Boundaries**

- Students must walk and maintain quiet in the halls going to and from class/assemblies.
- Students may go anywhere on the playground where they are in clear view of the duty teacher.  
K-2 students must play in front of the trees on the primary playground and not between the fence and trees and not beyond the sandbox.  
Students in grades 3-6 must remain inside the line of telephone poles, the sidewalk by the fire lane, and remain on the blacktop or playing field, and not in the halls, at the tables behind room 15 without permission, or behind the third grade portables and storage sheds. (Third graders, with permission of their teachers may use the tables in front of their classrooms).
- Students may go to the office with a pass from the teacher.
- Students must get a pass to leave the yard and use the restroom.
- Primary students must use hallway by rooms 5-8 at lunch to avoid disruption of Kindergarten.
- The hallway by rooms 9-11 is off limits during upper grade lunch and recess.
- Students must report to the duty teacher when they return from the restroom to the yard.
- Students may not go into the nature area during recess or lunch time.
- Students may not climb trees, hang or pull on branches, or berry bushes.
- Neighbors' property is to be respected.
- Students' may be given recess time out
- Other students may not visit with students on time out.
- Students must remain in their own classrooms during rainy day recess.
- Students may not be in the classroom unless there is supervision.

#### **Equipment and Games**

- Equipment will be used for its intended purpose.  
Slides: from the top, feet first, sitting up  
Cross bars in one direction only beginning at ladder and ending at platform.  
Jumping out of swings on the primary playground or off the top of playground equipment on either playground is not permitted. Take turns, count to twenty on the swings.
- Tetherballs will be hung before morning recess and taken down after lunch. Hits only, no help. Players stay in own court, watchers outside circle.
- Buildings may not be used for ball walls.
- Only rubber balls may be used on ball walls; butts up may not be played.
- Balls may not be kicked on or over the ball walls.
- The blacktop may only be used for designated games: basketball, volleyball, four square court games, etc.
- Games and organized activities may not be locked to exclude student participation.
- Flag football and soccer may only be played on the 3-6 grassy area if an adult other than the duty teacher is available to referee.
- During all recesses, students will follow The Recess Game Rules
- Basketball courts: third/fourth graders have ½ courts each: fifth/sixth graders each have full courts.

#### **At the End of Recess**

- K-6: When bell rings or whistle blows students quietly line up.

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