

**SAN JUAN UNIFIED SCHOOL DISTRICT  
Howe Avenue Elementary School  
Student Behavior Code**

**I. PHILOSOPHY**

Students will be treated with dignity and respect. The school environment will be positive and pleasing to students and they will be able to attend school without experiencing fear or undue anxiety. Howe Avenue Elementary School will provide an atmosphere where each student can develop the basic academic and emotional skills necessary for independence in an ever-changing society and develop self-discipline and a positive self-image with an appreciation for the value of learning.

**II. AREAS OF RESPONSIBILITY**

All members of the school community have the responsibility to ensure and maintain the stability of a 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 individuals and disciplining their efforts to achieve this common goal of human respect.

**A. SCHOOL STAFF** - All the school staff has primary responsibility for providing a teaching-learning situation which contributes to the atmosphere of respect and trust within the school community. School staff is responsible for modeling and teaching their students the behavioral standards existent in the classroom and the school as a whole. They enforce the rules and regulations in the schools and give support to the principal in maintaining district policy.

**B. PARENTS/GUARDIANS** - Parents/guardians are responsible for reinforcing behaviors consistent with the Howe Avenue School Behavior Code and district policy on the part of their children. Parents/guardians function in a partnership with school staff regarding decisions directly affecting their children or the well-being of the school as a whole. Parents/guardians are liable for damages to persons or property by their children for any sum up to \$5,000. The school whose property is lost or damaged may withhold grades, diploma or records of a student providing written notification of the student's misconduct is given.

**C. STUDENTS** - Students are responsible for following school rules and procedures established by the Howe Avenue School Behavior Code. Respecting the rights of others and demonstrating self-discipline are primary requirements of students in order for optimum school climate to exist. Positive student attitudes and actions are an integral part of the establishment of such a climate.

### **III. SCHOOL RULES AND PROCEDURES**

#### **A. SCHOOL RULES**

1. Students will attend school regularly and arrive at school on time. Students in grades K-5 should not arrive at school earlier than 7:20 a.m. if they eat breakfast. Otherwise they should arrive at 7:35. We do not have supervision prior to that time. Students should leave campus at the end of the day by 2:25 p.m., unless enrolled in an after school program.
2. Students will walk in the hallway at all times.
3. Students will not interfere with the activities of another student.
4. Students will stay in designated, supervised areas at all times.
5. Students will not ride bicycles in the halls, parking area, or on the playground. Bicycles must be walked until off campus. The bike rack is off limits during school hours.
6. Skateboards, rollerblades, roller shoes, and scooters are not allowed at school.
7. Students will keep their hands, feet, and other objects to themselves.
8. Students will use restrooms for their intended use only. Playing or loitering is not allowed.
9. No spitting is allowed on campus.
10. Fights, threatening the safety of others, willful destruction of property (including graffiti), and disrespect/defiance toward school personnel will not be tolerated.
11. Food is allowed at designated times and in designated areas only. Chewing gum is not allowed at school.
12. Profanity (including gestures), ridicule, or racial, ethnic, religious, handicap, or sexual slurs will not be tolerated.
13. Personal property (toys, games, sports equipment, cell phones, radios, etc.) should not be brought to school. The school is not responsible for lost, stolen, or damaged property.
14. Students must have a "Cell Phones on Campus Permission Form" (obtained from office) on file in the office in order to have a cell phone on campus. Students will follow all San Juan cell phone rules (see form).
15. The buying and selling of personal items is not allowed. Items and money involved will be confiscated.
16. The rights and property of others must be respected at all times. Students must pay for damaged or lost property, both school and personal.

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**B. PLAYGROUND RULES**

1. When bell rings, all students will walk to class.
2. Personal sports items and toys are not permitted on campus.
3. All games are "open" to all students.
4. Football and soccer are restricted to the field area.
5. All equipment must be used safely, cooperatively, and for the purpose intended.
6. Students will follow the school rules for all games (i.e. tetherball, four square, wall ball, etc.).
7. When the grounds are wet, students are to stay on the blacktop area.
8. Injuries will be reported to the staff member on duty. When necessary, a student may go to the office after obtaining a pass from the adult on yard duty.
9. Throwing sand, rocks, bark, or other inappropriate objects is not allowed.
10. Chasing games and/or "play fighting" are not allowed.

**C. DRESS CODE Students are expected to come to school in attire that is appropriate for school. Safety is also a concern. We count on our parents for support in dressing their children in clothing that is appropriate for school.**

1. Students are to wear the Howe Avenue school uniform: plain white or black shirts (bare midriffs, half shirts, muscle shirts, halter tops, etc. are not appropriate for school); plain white or black pants, skirts, shorts dresses, or jumpers (blue jeans are also acceptable). Sweatshirts, light jackets, shoes, socks, non-canvas belts, etc. should also be either black or white (plain – no pictures, designs or writing). Heavy winter coats only may be in colors.
2. Inappropriate attire will be referred to the principal. If we have appropriate clothing it may be borrowed, otherwise we will have to call home.
3. Clothes are to be clean, neat, and well kept.
4. Shorts must be fingertip length.
5. Pants may not sag and/or show underwear.
6. Sandals must have a back strap for safety; tennis shoes should be worn on days when student has P.E. Shoes may not have roller blades or cleats in soles.
7. Clothing printed with lettering or pictures relating to drugs, alcohol, tobacco, profanity, vulgarity, gangs, etc. are not to be worn.
8. Students may not wear or display anything associated with gangs. No child will be allowed to wear solid red (Nortenos or Bloods) or solid blue (Surenos or Crips) to school at any time.
9. Make-up will not be worn.

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**D. CAFETERIA RULES**

1. Students are to enter and exit the lunchroom in a quiet and orderly manner as directed by supervisors.
2. Students are to eat quietly at assigned tables, be courteous, and exhibit good manners.
3. Students will raise their hands for permission to leave their table.
4. Students are to eat their food in the cafeteria.
5. Each class will be responsible for cleaning their eating area before they are dismissed.

**E. COMPUTER USE** The use of school computers and access to the Internet is a privilege. Students who do not follow the rules may be disciplined, and may lose computer privileges. When students use school computers they agree to follow:

- the directions of teachers and school staff
- rules of the school and school district, *and*
- rules of any computer network they access.

Students also agree to be considerate and respectful of other users.

**F. FIELD TRIP DISCIPLINE POLICY** 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 insure 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, 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.

One indicator of a student's ability to behave on a field trip is the citizenship exhibited at school. Therefore, a student may be excluded from a field trip if prior behavior has been inappropriate and causes a concern for the safety of others or for the amount of teacher/chaperone time that would be required to monitor such behavior.

#### **IV. SYSTEMATIC PLAN FOR BEHAVIOR**

##### **A. BEHAVIOR CODE**

1. Teachers will review the Howe Avenue School Behavior Code with students during the first week of school. During class discussion, the necessity for the rules will be emphasized. This will be repeated mid-year and after Spring Break.
2. Each student will receive a copy of the Howe Avenue School Behavior Code to take home and share with his/her parents. Parent and student signature acknowledging understanding of the code will be required.

##### **B. POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR**

1. “Life Skills” tickets are given to recognize students who are conducting themselves in a positive way in the classroom or anywhere on campus. Tickets may be used to purchase small items from the Life Skills cart.
2. Awards Assemblies are held once a month to celebrate student learning and behavior. Each month a different positive behavior trait will be highlighted. All staff will discuss these virtues and encourage students as they see behaviors exhibited. Each teacher hands out certificates to students.
3. Each teacher may have their own student recognition program to reinforce positive behaviors in their classroom. These will be shared at Back to School Night with parents.

##### **C. NEGATIVE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

At Howe Avenue School we use a progressive discipline system. The goal of any negative consequence is to direct and encourage positive behavior. Possible negative consequences to be applied when dealing with students who do not observe Howe Avenue School, Classroom or Cafeteria Rules are:

1. School community service
2. Letter of apology
3. Recess Detention
4. On-site suspension
5. Home suspension
6. Expulsion

The Howe Avenue School discipline system follows this progression:

Verbal Warning: Verbal warnings are the most frequently used effort to change negative behavior and encourage positive. Warnings will always include a review of the positive behavior that is expected.

School Behavior Form: If verbal warnings do not positively affect a student’s behavior a Behavior Form is issued. Behavior Forms are used for repeated and/or minor infractions of the rules and major offenses. The purpose of these slips is to

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remind students that their behavior is not appropriate or is unsafe. Parent signatures will usually be required on these reports. For more serious or major offenses a parent conference may be required to develop a plan for improving the student's behavior. The staff realizes the student is more likely to change negative behavior if the school and family work together to encourage positive change.

On-Site Suspension: Students may be placed in another classroom for a portion of the school day as an alternative to home suspension. They will have class work to complete during this time. They will not participate in regular school activities for that period of time. Parents will be required to sign a form indicating that they are aware of this placement.

Home Suspension: Suspension means removal of the student from ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Parents are required to respond to a conference regarding a suspension without delay.

Expulsion: The maximum penalty for any disciplinary violation could be expulsion. A student who is expelled shall not attend any school or alternative instruction program within the San Juan School District for the duration of the expulsion.

When appropriate, students may have school community service, write a letter of apology or not participate in recess as a consequence to help reinforce the appropriate behaviors we are teaching.

**V. HOWE AVENUE SCHOOL BEHAVIOR CODE AND THE SAN JUAN UNIFIED SCHOOL DISTRICT**

The Howe Avenue School Behavior Code has been written in conjunction with the mandates of San Juan Unified School District Policy 5161 "Policies and Procedures Governing Student Behavior" and California Education Codes 48900/48915. These regulations define suspension and expulsion from school. This information is in San Juan Unified School District Important Information for Parents And Students handbook that is given to all students.

Please read and discuss this Behavior Code with your child. If you have any questions or concerns, please contact your child's teacher or the principal for clarification.

Keep the Behavior Code for use during the school year. Sign and return the tear off to school. Thank you for working with us to ensure a safe learning environment for all children.

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**Sign and return this page to classroom teacher!**

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We have read and discussed the Howe Avenue School Behavior Code.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date