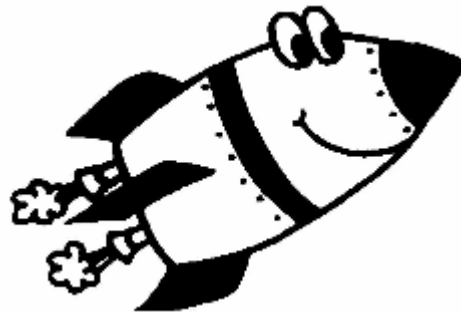


Castle Rock Elementary School

Castle Rock School District #401

2008-2009

Home of the Junior Rockets



STUDENT / PARENT HANDBOOK

*Castle Rock Elementary School
700 Huntington Avenue South
Castle Rock, WA 98611*

Student Name



Castle Rock School District Vision:

To Prepare Castle Rock Students to Live, Learn, and Work as Productive Citizens in the 21st Century.

Castle Rock School District Mission:

The mission of the Castle Rock School District, in partnership with families and the community, is to ensure that all students acquire the attitudes, knowledge, and skills to become responsible citizens, contribute to their own economic well-being and that of their families, and to enjoy productive and satisfying lives.



Castle Rock Elementary Mission Statement:

In partnership with families and the community, our mission at Castle Rock Elementary is to empower all students to become life-long learners and productive citizens.

Belief Statements

- Families are primary teachers of their children.
- Every child can learn.
- Students, staff, family, and community members accept responsibility for the progress of all learners.
- Life-long learners are accountable to themselves and continually seek new knowledge.
- All students are unique and deserve equal access and opportunity to quality education.
- Our school operates in a safe, healthy, professional, and orderly manner.
- Respect is essential for learning.

Introduction:

This student handbook is used to support conduct and discipline at Castle Rock Elementary School. Each student must obey school and district rules while on school grounds; while being transported to or from school and during school sponsored events, field trips, athletic functions, and any other school district sponsored activities. During such time, all students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned.

CRES Staff

Office & Administration

Mr. Henry Karnofski.....	P-6 Principal – Elem Office
Mrs. Julie Davidson.....	Parent Liaison – Elem Office
Mrs. Heather Ogden.....	Title I – Elem Office
Mrs. Julie Johnson.....	School Psychologist
Mrs. Kim Lovingfoss.....	K-3 Special Services – Rm. 201
Brenda Miller.....	4-6 Special Services – Rm. 411
Ms. Becky Holborn.....	Office Manager/Budget/Accts – Elem Office
Mrs. Liz Baker.....	Secretary/Attendance/Records - Elem Office
Mrs. Tisha McCoy.....	Health Room Assistant – Elem Office
Ms. Corliss McDaniel.....	Food Services Supervisor – Elem Cafeteria
Mrs. Lorraine Sebastian.....	Elementary Custodian

Elementary Teachers

Mrs. Tammy Kessler.....	Head Start – Early Childhood Center
Mrs. Vicki Hinze.....	EK – Early Childhood Center
Mrs. Jeana Bayes.....	Kindergarten – Early Childhood Center
Mrs. Rebecca Lowsley.....	Kindergarten – Early Childhood Center
Ms. Deb Conley.....	First Grade – Rm. 101
Mrs. Stephanie MacArthur.....	First Grade – Rm. 100
Mrs. Janet Misner.....	First Grade – Rm. 102
Mrs. Sara Rosado.....	First Grade – Rm. 103
Mrs. Cindy Stephenson.....	First/Second Multi-age – Rm. 200
Mrs. Holly Newburn.....	Second Grade – Rm. 106
Mrs. Ada Frandsen.....	Second Grade – Rm. 104
Mrs. Karen Peeler.....	Second Grade – Rm. 107
Ms. Elizabeth Sherrow.....	Second Grade – Rm. 105
Ms. Rita Bryant.....	Third Grade – Rm. 109
Mr. Mike Duree.....	Third Grade – Rm. 110
Mrs. Vicki Masten.....	Third Grade – Rm. 111
Mrs. Jennifer Kraley.....	Third Grade – Rm. 108
Mrs. Tammy Paget.....	Third/Fourth Grade Multi-age – Rm. 202
Mr. Jim Bierlein.....	Fourth Grade – Rm. 207
Mrs. Sandi Carpenter.....	Fourth Grade – Rm. 204
Mrs. Kerry Gardner.....	Fourth Grade – Rm. 205
Mrs. Pam Swanson.....	Fourth Grade – Rm. 206
Mrs. Allison Birch.....	Fifth Grade – Rm. 408
Mrs. Jennifer Nelson.....	Fifth Grade – Rm. 407
Mrs. Lisa Smith.....	Fifth Grade – Rm. 406
Ms. Corrine Flatz, Fifth Grade Science.....	Fifth Grade – Rm. 405
Mr. Josh Auckland.....	Sixth Grade – Rm. 401
Mrs. Teresa Lomer.....	Sixth Grade – Rm. 404
Ms. Jeri Rose.....	Sixth Grade – Rm. 403
Ms. Shannon Miller.....	Sixth Grade – Rm. 409
Ms. Jennifer Williamson, Sixth Grade Writing.....	Sixth Grade – Rm. 402
Miss Nikki Williams.....	CLC – Rm. 300
Mrs. Aleeda Chastain.....	PE – Elementary Gymnasium
Unfilled, PE.....	PE – Elementary Gymnasium
Ms. Allyson McNeil.....	Choir/Music – Music Building
Mr. John Veltkamp.....	Band/Music – Music Building
Mrs. Sally Bern.....	Speech – Rm. 203
Ms. Carlee Doehne.....	Speech – Rm. 203

Elementary Paraprofessionals

Katrina Anshutz	Lorie Baker	Vickie Black	Sandy Carlson		
Janice Hill	Alicia Johnson	Lynn Johnston	Rhonda Lowe	Sandy DeWeese	Barbara Moore
Jenny Mickelson	Reenie Parker	Connie Perdue	Cindy Pettit	Elaine Quick	Diana Rahn

Gerrie Roberson Linda Staudinger Tina Stugill Florence Ogden

General Information

Accidents

In the event of an injury, be sure someone remains with the injured student and obtain the help of a staff member immediately. All student accidents should be reported to the teacher, or to the office immediately.

Bell Schedule

7:40	Building Open
8:00	Classrooms Open
8:10	Start Time
8:10-8:20	Help Time
10:20-11:25	Kindergarten Recess/Lunch
10:30-11:30	First Grade Recess/Lunch
10:50-11:40	Second Grade Recess/Lunch
11:05-11:55	Third Grade Recess/Lunch
11:15-12:05	Fourth Grade Recess/Lunch
12:05-12:35	Fifth Grade Lunch
12:20-12:50	Sixth Grade Lunch
1:00-1:10	Grades K-2 PM Recess
1:20-1:30	Grades 3-4 PM Recess
2:40	Dismissal

Building Hours

The elementary school is open to students' weekdays between 7:40 am and 3:00 pm. The school is open every week day at these times. Students are not to be in the building at other times except for special events or by direction of a staff member.

Change of Address/Phone Number/E-mail

Students and parents are requested to keep the school informed of current addresses, telephone numbers, and possible e-mail addresses. If there should be a change in either, please notify the school office immediately. This information is important particularly in an emergency situation. E-mail addresses are helpful for teachers in communication with parents.

Daily Bulletin Announcements

A daily bulletin is published with valuable information for students and staff. A copy of the bulletin is emailed to staff and will be read by the teacher each morning. Items for the bulletin must be submitted to the office prior to the start of school.

Fee Schedule

ASB Card	Grades K-4	\$5.00	-Admission to MS & HS home sporting events for \$1.00
	Grades 5-6	\$10.00	-Admission to MS home sporting events free, admission to HS home sporting events for \$1.00.
Student Planner	Fourth Grade	\$4.00	
	Fifth/Sixth	\$4.00	
Breakfast Prices	<i>Regular</i>	\$1.35	
Lunch Prices	<i>Regular</i>	\$2.00	
	<i>Reduced</i>	\$.40	
Milk		\$.30	

**Separate checks are required for ASB/student planner fees and lunch account deposits.

Hazardous Weather – Special Procedures

Bus service may be limited during hazardous weather. If it is necessary to close school early or to cancel school due to inclement weather or an unforeseen emergency, announcements will be made over the following:

Radio Stations: KEDO – 1500 AM, KLOG – 1490 AM, KBAM – 1270 AM, KRQT – 107.1 FM, KLYK – 94.5 FM, KUKN – 105.5 FM.

Television Stations: KATU Channel 2 Portland, KOIN Channel 6 Portland, KGW Channel 8 Portland

Websites: www.katu.com; www.koin.com; www.kgw.com; www.kptv.com

Insurance

Student accident insurance is offered to all students. Parents may purchase insurance on a yearly basis. This insurance covers students while participating in interscholastic sports and intramural sports, as well as any other accident which might occur during the school year. Twenty-four hour coverage is offered. Check the insurance brochure for specific details and current prices. Contact the office if you need additional information.

Lost and Found

The lost and found is located across from the gymnasium for clothes and at the office for other items. Unclaimed items will be discarded or donated to charities on the first of each month.

Meal Accounts

Castle Rock Elementary School has an automated lunch program. Students may make deposits of any amount at the office. The money is put into an account and the student is assigned a personal identification number (PIN), by which they access their account at meal times. Students are encouraged to make deposits of more than one day at a time. Students may deposit money before school and during lunch time. Students will not be allowed to make deposits during class time. Checks must be made payable to: **Castle Rock Elementary School**.

Office Business

The office is maintained as a work area. Consequently, students are not to loiter in or near the office and should go to the office only on business or when directed by a staff member.

Any student wishing to pay fees in the office should go to the student window (fees should be paid before school, during lunch or after school). Students should conduct office business through the window during regular school hours. Students bringing a note or arriving at school late should enter the office to receive permission to go to class.

Students are to come to the office on business during class time only in emergencies or when possessing a note from their teacher.

Parent Conferences

Parents are invited to communicate with school personnel about their students. Teachers can be contacted before or after school, not during their regular instructional time. Parents are encouraged to stay in contact with their students' teachers. Appointments can also be made ahead of time. School-wide conferences are scheduled through-out the year – Please see district and school publications for the exact dates. Furthermore, please check for the teachers e-mail address.

Parent Involvement

Parents are the primary teacher in their child's life. This means it is vital that parents keep open communication with their child's classroom teacher. Parents and teachers working together is one way to help student's meet state standards. Parents are encouraged to participate on school advisory committees, K-8 PTO and Title I program planning committees.

Personal Property

Castle Rock Elementary School cannot be responsible for lost or stolen articles. Cameras, expensive watches, cell phones, GAME BOYS, MP3 players (other electronics), sums of money and/or other similar items should not be brought to school unless they are for a school project. Shoes with wheels (heelies) are not allowed at school. Wheels should be removed and left at home. Students are asked to bring found items to the office. All personal items may be claimed in the office or in the lost and found area.

Report Cards

Report cards are sent home at the end of each semester. Students are evaluated on academic performance, participation, citizenship and effort. Regular attendance is a critical component of school achievement.

CRES Grading & Report Schedule 2007-2008

Nov. 6	End of First Quarter
Jan. 24	End of Second Quarter/First Semester
Apr. 8	End of Third Quarter
June 12	End of Fourth Quarter/Second Semester

WASL Standards

4	Exceeds state standard
3	Meets state standard
2	Below state standard
1	Significantly below state standard

Student Regulations

A “*” may be considered as exceptional misconduct.

Items including “discipline to expulsion” relate to possible consequences are discipline, in-school suspension, short term suspension, long term suspension, and/or expulsion.

Accumulation of Violations*

Repeated violation of different or similar school rules (accumulation of minor offenses that have led to an accumulation of detentions and/or verbal warnings) will result from in-school suspension to expulsion.

Alcohol or Drugs Possession/Use*

The Castle Rock School Board recognizes that the majority of students refrain from the possession, use or distribution of controlled substances within the school and school activity environment. The Board also believes that students do possess, use or distribute drugs and/or alcohol within the school community and act in a manner inconsistent with the prevailing beliefs and norms of our student body and parent community. A student that is using, possessing or distributing is therefore behaving in such an extreme “out of character for the community” manner that he/she must have a unique situation and therefore be in need of a unique intervention.

Thus, the use, possession, or distribution of controlled substances (or materials presented by the student as a controlled substance) will result in suspension of a student pending the student/parent presenting and intervention plan to the School Board. The principal or designee will assist the parent and student in the development of an intervention plan that would be inclusive of random testing, assessment, and treatment as appropriate. In no case will the suspension be less than 5 days and given the uniqueness of each case expulsion may be the consequence administered. This procedure clarifies actions to be utilized in accordance with Policy 3241 and Procedure 3241P.

Assault/Threat of*

The use of excessive physical force or threatening the use of physical force against another person, including use of a weapon or other instrument for the purpose of inflicting injury, will result in short term suspension to expulsion. (Also see *Fighting/Assault*).

Attendance-See Attachment

When a child is absent, parents are asked to call the school.

Upon returning to school

1. Bring a note from your parent and present it to the office. If the parent made a call about the absence, the student will not need to stop by the office.
2. A student without a note is issued an unexcused absence, pending a note or phone call from home.
3. Students are responsible to make up all work missed because of absence(s) – **whether excused or unexcused**.

Definitions:

1. Excused absences are: illness, injury, doctor or dental appointment, funeral and/or prearranged absence. If a student accumulates ten excused absences in a semester, a conference will take place with parent, child, principal and superintendent.
2. Unexcused absences will be issued when a child does not bring a note from the parent and/or the absence is not authorized by the parent.

It is each student's responsibility to contact teachers for make up work. Students have two days to make up work for each day they are absent from school. If the work is not made up, a score of "0" will be recorded for those assignments not completed. Students who have excessive irregular attendance will be referred to the County Prosecutor for appropriate action. In addition, students may be assigned detention to long term suspension to expulsion.

Bicycles

Students are welcome to ride bikes to school, but must walk their bikes on the elementary campus. It is the responsibility of the student to lock the bike properly. All bicycles are to be parked in the bike rack in front of the school. If not parked properly or the student refuses to walk their bike on campus, that student will lose the right to ride their bike to school.

Book Bags/Backpacks

Book bags can be helpful in carrying books and supplies to and from school. **Caution: We ask that your bag be kept inside your cubby/locker during the day and that they not be by your desk in the classrooms** since we have found that they present a safety hazard (tripping), among other problems. The purpose of book bags is to transport books to and from school, not from class to class.

Book Fines

Assigning fees for damaged textbooks ranges from \$0.50 to the cost of replacing the book. Assessing fines on lost and/or damaged books will be determined by current replacement and/or repair rate.

Bus Conduct Rules

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules including those addressing medication.

Cafeteria

Lunches (hot and cold) will be eaten in the cafeteria. Students may eat in their classroom only under the direct supervision of their classroom teacher. Milk is available for purchase in the cafeteria. Garbage cans will also be available for use. All students are expected to clean up after themselves. Students are also expected to keep the cafeteria clean. Students are to wait in line and not crowd or take “cuts”. Students are encouraged not to waste food. If students chose to act disorderly in line or in the cafeteria, or any food throwing, the student may lose privileges at lunch time and/or disciplinary action.

Cheating Policy

Students cheating is defined as copying off someone’s paper, giving answers to another student, writing another student’s paper, falsifying a score or answers on another student’s paper – (“cheating” is not limited to this list).

First Offense: “0” grade on the assignment of one or both students or all in a group. The teacher will notify the parents and the principal and warn the student, which may include loss of recess.

Second Offense: “0” grade on the assignment in the class where the offense took place. The classroom teacher will contact the parents and the principal to set up a Parent/Student/Teacher conference. The student may lose multiple recesses or serve a suspension.

Third Offense: The third offense consequence will be determined at the Parent/Student/Teacher conference.

Class Rules

In addition to general school rules, teachers will set rules for their individual classrooms. Students may be disciplined for violation of class rules.

Closed Campus

Once students arrive by any means of transportation, they are to remain on campus until dismissal time for the day, or until they are given permission, by the school office, to leave. Students who need to leave school prior to school dismissal must have a parent sign them out prior to leaving. Students are not permitted to leave campus at lunch time. Students who violate this expectation will be subject to consequences ranging from detention to suspension.

Computer Use

It is understood that computer use and access to the internet is a fundamental part of instruction. Disruption or misuse of the computer resource at Castle Rock Elementary School is an area of emphasis, and will be treated as a discipline matter. Permission to use computers/internet is assumed unless parent indicates in writing that they would not like their child included.

Conduct

Conduct which disrupts school or school activities (on or off campus) will be cause for disciplinary action. Behavior on the way to or from school, as well as at or about school, which disrupts, or is threatening, shall be dealt with as a disciplinary matter.

Contributing to Conflict between Others*

Encouraging others to fight, either directly or indirectly (by cheering fighters on), or spreading inappropriate rumors hurtful to others will result in discipline to expulsion.

Damage, Destruction of Property*

Intentional or careless damage to school property or private property will result in reimbursement and/or short term suspension to expulsion.

Defiance*

Open disregard and/or contempt for school authority will result in short term suspension to expulsion.

Detention (before and after school, or during recess)

As a disciplinary measure, detentions may be given to students by their teacher to be held in the teacher's classroom. Also, school detentions may be given by other staff for inappropriate behavior. These detentions will be served in the behavior room (303) or in the elementary office. Detentions will be served during recess times or from 2:30-3:00. Students may serve detentions in the morning providing they have received permission from their teacher or the principal. Students must bring school work and use their time studying. No talking or disturbances will be permitted. All students shall receive 24 hours notice before a morning and/or after school detention and they are expected to find their own transportation to school or to home. Parents may call the office or write a note to have the date of the detention changed. Failure to make up detention as assigned will result in double the amount of detention or an alternative consequence. A second time missed will result in further consequences.

Dress Code

Student dress and grooming is the responsibility of the individual and the parents under the following guidelines:

1. Dress and grooming shall be clean and in keeping with health, sanitary, and safety guidelines and/or community standards and expectations.
2. Bizarre and/or immodest dress (such as, but not limited to tank shirts, backless blouses, cut-offs, bare midriffs, half shirts, trench coats, cross dressing, etc.) will not be acceptable and grooming or dress will not be such as to disrupt the teaching-learning process. Students will be required to change unacceptable clothes. If appropriate clothing cannot be obtained, they will be excluded from class for the remainder of the day. Repeated violations by a student may result in disciplinary action. Lack of cooperation may result in disciplinary action.

Dress Guide for CRES

- A. *Shorts and skirts must extend past the length of student fingertips when arms are fully extended.*
 - B. *Shirts and tops must not have deeply cut sleeve openings or neck openings, must have 2" minimum width straps and must be full length (extend over the top of pant at all times).*
 - C. *Student undergarments must not be visible at any time.*
3. Shoes will be worn at all times. Tennis shoes must be worn and tied for PE classes.
 4. Gang dress – Expression of gang affiliation through clothing, hair or other means, causes or is likely to cause, disruption in the school environment and presents a threat to health and safety of students and school personnel. Gang dress may be intentional or unintentional. Such behavior will be grounds for disciplinary action up to and including expulsion. Furthermore, the school recognizes that within limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the ability of students to make decisions regarding their appearance except when their choices affect educational program or the health and safety of others. **Therefore, the following clothing is prohibited:**
 - Clothing that presents a hazard to the health or safety of the student.
 - Clothing that interferes with school work, creates disorder, or disrupts education.
 - Clothing that causes excessive wear or damage to school property.
 - Clothing that has obscene language or symbols, drug and/or alcohol or satanic symbols.
 - Clothing that prevents the student from achieving his/her educational objectives.

Any student wearing or carrying gang, satanic, drug or alcohol paraphernalia or symbols, or making gestures that symbolize gang membership, shall be subject to exclusion from school. Gang related clothing may vary and may change; consequently, it is the school's responsibility to determine if questionable attire is acceptable.

When it is determined that dress is inappropriate, the student will be asked to change. If the student refuses, the parent will be notified, if possible, and request that person to make necessary corrections. If

both the student and parent refuse, the principal shall take appropriate disciplinary action. The student may be suspended if circumstances warrant.

Disrespect to School Employees*

Students who demonstrate disrespect to staff through words, actions and/or behaviors is generally construed as disrespectful and shall be subject to discipline to expulsion.

Disruptive Conduct*

Disruptive conduct may be force, noise, coercion, threat or any other conduct to cause the disruption or obstruction of any lawful mission, process or function of the school will result in discipline to expulsion.

Electronics (Cell Phones, MP3, GAME BOYS, other similar devices, etc.)

Electronics, such as cell phones, MP3 players, GAME BOYS or other similar devices present a potential of disrupting classrooms and other school functions. They are also subject to theft. They are consequently limited for student use and should remain off during school hours. Any electronics should remain in the students backpack throughout the school day. Violations will result in confiscation until the end of the school day. If there is a second violation the item will be confiscated, turned over to the office and returned only to the parent.

Exceptional Misconduct

Definition: A serious violation of the rules, which legally mandates moving directly to a higher level of consequence.

Exceptional Misconduct	Range of Corrective Action	Action that may be taken
Possessing and/or using alcohol, illegal chemical substance	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Threatening or verbal abuse, fighting or fighting words	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Setting fire (or attempting), or damaging school property	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Possessing and/or using weapons or explosive devices	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Possessing/using tobacco products	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Disrupting the educational process	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Refusing to follow reasonable directions of staff	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion
Gang behavior (As defined in this handbook)	<u>Minimum</u> <u>Maximum</u>	Short-term suspension Expulsion

Explosives, Possession or Use of*

Anything tending or serving to explode such as firecrackers, bullets, etc. will result in discipline to expulsion.

Expulsion and Emergency Expulsion

Expulsion means a denial of attendance of any single subject or class or any full schedule of classes for an indefinite period of time. A student may be expelled immediately by the school principal, provided that the principal has sufficient reason to believe that the student’s presence poses an immediate and continuing threat of substantial disruption to the educational process and/or danger to him/herself or others.

Application to return to school may be made at any time. Application for re-admittance shall be made in writing to the principal or person who instituted the corrective action.

The application shall include:

1. The student's reasons for returning and why the request should be considered;
2. Evidence, which supports the request; and
3. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the student and the student's parents of the principal's or superintendent's decision within seven days of the receipt of such application. Students are limited to one application per semester.

Extortion*

The wrongful taking of a person's money or property with or without his/her consent by the use of threat will result in short-term suspension to expulsion.

False Accusations*

Untrue charges of wrong doing will result in discipline to expulsion.

False Alarm*

Activating the fire alarm for other than the intended purpose will result in short-term suspension (1-10 days) to long-term suspension to expulsion, and/or 18 hours of community service.

Fighting/Assault*

Striking or hitting (or attempting to hit) with an open hand, fist, foot, book, tool or other objects with the intent to hurt another person will result in up to three days suspension or in house suspension for the first infraction. Repeated infractions will lead to more serious consequences. There will be notification to police by school when appropriate.

Flag Salute

Flag exercised shall be conducted in each classroom at the beginning of the school day and at the opening of all school assemblies. Students not reciting the pledge of allegiance shall maintain a respectful silence while either seated or standing. When feasible, the salute to the flag or the national anthem shall be rendered immediately preceding interschool events.

Food, Gum and Candy

Food, gum and candy are not allowed in the classroom except as specified by the classroom teacher. When a teacher allows his/her class to chew gum in class, the student must dispose of the gum before leaving the classroom area. Sunflower seeds are a major littering problem, so are therefore not allowed in school. Eating before school and after school is allowed in designated areas. Students will lose this privilege if there is a littering and/or inappropriate use.

Gang Activity or Association*

Gangs and the expression of such gang membership cause, or are likely to cause, disruption in the school environment and present a threat to the health and safety of students and school personnel.

For the purpose of school policy, a gang is a group of three or more people who exhibit one or more of the following:

Interact together to the exclusion of others; claim territory or area; have a name; have rivals/enemies; exhibit antisocial behavior—often associated with crime or a threat to individuals, the school or the community;

The type of dress, apparel, activities, acts, behavior or manner or grooming displayed, reflected or participated in by the student shall not:

1. Lead school officials to believe such behavior, apparel, activities acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or education.
2. Present physical safety hazard to self, students, staff members, or other employees.
3. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

4. Imply gang membership or affiliation by written communication, marks, drawings, paintings, designs, symbols or emblems upon any school or personal property or on one's person

Violations of this rule will lead from discipline to expulsion.

Graffiti*

Inappropriate writing on school property, on others property, or on ones own property is prohibited. School personnel will decide what is appropriate and inappropriate. Consequences for infractions are from clean up to expulsion.

Hall Passes

Hall passes are issued by the teacher during class time. During class time, students are required to have a pass to go to the restroom, to the office or to other areas of the building. Students must sign out and in when using a hall pass. Abuse of a hall pass will result in loss of this privilege and/or other consequences.

Hands-on Behavior*

Shoving, kicking, tripping, spitting at another person, putting hands on another person (including "goofing around" behavior and inappropriate display of affection) will result in discipline to suspension.

Harassment/Bullying*

To disturb, torment, pester, or defame another or others. Consequences are from discipline to long-term suspension. Examples of Harassment:

- Verbal jokes and slurs, which are bigoted and show prejudice, derogatory names, put-downs, and "off-handed" retorts.
- Physical vandalism, threats of harm, overt or covert activity with bias to intimidate, fights and causing or creating a hostile environment.
- Any sexual contact between persons w/o consent, unwanted touching, an uncomfortable or hostile environment caused by continuing sexual comments, actions or general attitude.

Any student of the Castle Rock School District has the right to raise the issue of harassment and may do so by following the grievance process provided by the Castle Rock School District. This procedure includes both formal and informal processes. Complaints can be written or verbal. If you are being harassed, report to a teacher, the principal, or any adult employee in the building. They know the rules of confidentiality and will help you.

REFERENCE:

Castle Rock School District Board Policy 6590 – Sexual Harassment

Castle Rock School District Board Policy 3207 – Harassment, Intimidation and bullying

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination-Scope-Sexual harassment policies.

WAC 392.190.056 Sexual harassment – Definitions.

Also see Sexual Harassment in this handbook section.

Hats

Hats may be worn to school but must be removed when entering the building. Hats will remain in back packs until school is over. Students wearing hats in the building will lose them for the duration of the day. Repeated violation of this rule will result in loss of the hat for a longer period of time.

Health Room

If a student becomes ill at school, he/she should notify his/her teacher prior to coming to the office. When students are referred to the office, office personnel will then contact a parent if the student needs to go home. **Students may not enter the health room without prior permission.**

Identification of Self*

Students are responsible to identify themselves to staff members upon request. Failure to do so will lead to discipline to long-term suspension.

Inappropriate Language/ Verbal Abuse of Others, including staff*

The use of vulgar or profane language by students on school property, whether spoken, written, mouthed or gestured or used in any other way, will result in consequences from discipline to expulsion.

In-School Suspension/Detention (ISS)

An in-school suspension/detention program is part of progressive discipline for violations of school rules. In-school suspension requires that a student attends school and work in isolation during the school day. The student serving in-school time will not have contact with the general student body. The student will be required to work on his/her school assignments and/or participate in various educational sessions if appropriate (i.e. smoking awareness, drug awareness, alcohol awareness, etc.) Talking, noise making, sleeping or other disturbances will not be allowed. The student will eat lunch in the in-house suspension room. On the day of in-school suspension, the student is required to report to the suspension room at 8:00 a.m. with books for **all** classes. He/she will be dismissed when the school day is concluded with the last bell, or shortly thereafter, unless otherwise notified.

Intimidation*

Physically or verbally frightening or threatening another person, student or staff member, making them feel unsafe or fearful. Intimidation will result in discipline to expulsion.

Laser Pointers & Similar Items

Laser pointers serve few educational purposes at school. They have been found to be dangerous to the eye and are associated with firearm targeting systems. Both these circumstances give cause for concern for students' safety. Laser pointers are therefore not allowed at school. If laser pointers are found, they will be confiscated and returned only to the parent.

Library – Creative Learning Center (CLC)

Students are encouraged to check out books from the Creative Learning Center (CLC) at designated times. Classrooms are scheduled weekly to use the CLC. For this reason, students should not visit the CLC during the school day, unless they have permission from a teacher in the CLC. The CLC is not to be used for loud visiting, rough housing or other disturbing acts. Books may be taken from the CLC as soon as they are checked out. Students who violate CLC rules and checkout/return procedures will lose library privileges.

Matches, Lighters*

Possession of lighters and matches is not allowed. Potential consequences for violation range from detention to expulsion.

Medications

All medications are to be brought to the office for dispensing. Medication is defined as all drugs, whether prescription or over the counter. Under state guidelines, students must have on file a "Medication Authorization Form," signed by their parent or guardian and physician, before the school can administer any medication. ***Note: Aspirin, Tylenol and other over-the-counter medications must have a medical authorization form signed by the parent. Please see the "Authorization for Administration of Oral Medication at School," in the back of this handbook.**

Obscene or Disruptive Material*

Publishing or distributing on school grounds libelous, tasteless, obscene or disruptive materials will result in discipline to short-term to long-term suspension to expulsion.

Occupying Unauthorized Areas*

Students shall not be present in an unauthorized area(s) without permission of school authorities. Students will be subject to discipline to suspension to expulsion.

Possession/Use of Nuisance Devices, Games, etc.

Items such as squirt guns, whistles, etc. are disruptive to the educational process. Radios, electronic games and other electronic items will be confiscated and returned after school on Friday, if causing a disruption. A second offense will result in confiscation and returned only to the parent.

Profane/Obscene Material; Display of*

Display of obscene material on notebooks, clothing or in other ways will lead to discipline to expulsion.

Profanity and/or Obscene Language*

Use of inappropriate language may result in discipline to expulsion.

Progressive Discipline Policy and Procedures

Rules and regulations for student conduct are categorized into disruptive and dangerous. Staff members handle part of discipline offenses of school and classroom rules. The rules are designed to promote a safe and productive school environment. The purpose of the progressive discipline policy is for remediation and improvement of student behavior and for the protection of all students.

When a student commits a violation of the school rules (either at school or at a school sponsored event), the consequences will be administered using the following process:

Disruptive (Handled by teacher, principal or designee):

1. Warning-----ISS-----Personal Discussion
2. Warning-----ISS-----Parent Contact
3. Warning-----ISS-----Principal Conference
4. Warning-----ISS-----Teacher, Parent, and Principal Conference
5. Warning-----ISS-----3 Day Suspension or refer to plan set up in step 4
6. Warning-----ISS-----Removal from class or alternative plan

Dangerous (Handled by principal or designee):

1. ISS-----Conference with principal and parent notification
2. ISS-----Teacher, Parent, Principal conference prior to re-entry

Dangerous offenses are violations which will cause the student to be referred to an administrator for discipline, including suspension and expulsion. See Exceptional Misconduct in this handbook. Written referral and/or phone contact to parents will be made in each instance a dangerous offense is committed.

Public Exposure of Self and/or Others*

Deliberately exposing portions of the body or bodies generally considered private. Removing others' clothing, "panting" and/or other sexually explicit or abusive actions may result in notification of law enforcement agency (in cases of "indecent exposure"), suspension or expulsion, and/or referral for counseling and apology to victims.

Racial or Sexual Harassment or Discrimination*

Harassment or discrimination of an individual on the basis of age, disability, national origin, race, marital status, religion, sex or socio-economic status by words, in writing, by gestures, or by actions will result in discipline to expulsion.

Radio, CD Players, MP3s or Other Electronics

Radios, CD players, MP3s or other electronics brought to school will not be the responsibility of the school. Any CDs and/or recordings played at school or school related functions must be deemed appropriate by school personnel. Music that has profanity in its lyrics, and/or has lewd material is not permitted. If music, recordings, radio, tape recorders, and CDs are not being used appropriately, the item/s can be confiscated and/or consequences given. Repeat violations will result in confiscation and returned only to the parent.

Refusal to Follow Directions*

Refusal to follow reasonable directions will result in discipline to expulsion. Reasonable directions include but are not limited to: changing seats, reporting to a particular place, relinquishing questionable material, etc.

Scams*

Scams or attempts to scam others will lead from discipline to expulsion.

School Hours

Students are to leave the school grounds after school hours, unless they are receiving instruction, are serving detention, are working or are involved in school activities.

Sexual Misconduct/Lewd Behavior*

Sexual misconduct/lewd behavior are indecent or obscene acts, or expressions of/or, involving sex. Violations will lead to short-term suspension to expulsion.

Sexual Harassment*

Sexual harassment in school is unwanted sexual attention from students or adults. The range of behavior includes: leering, pinching, grabbing, suggestive verbal and/or written comments, pressure and/or other sexual activity. Harassment sometimes carries the message that retaliation may occur if the person doesn't comply. Since serious physical and psychological damage may occur, sexual harassment in any form is forbidden in school. Consequences for this behavior are from detention to expulsion.

Board Policy: Definitions and Information

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical sexually oriented advances or conduct received by one student from another student on the course of a student's education in school or at school-sponsored/related activities. Conduct is viewed as sexual harassment when it has the purpose or effect of interfering with a student's school performance or creates an intimidating, hostile, or offensive environment at school or at school-sponsored/related activities. An individual who feels he/she is being harassed has the responsibility to make known his/her desire to have the unwelcome behavior stopped. This can be done directly or through a third party.

Examples of behavior that may be sexual harassment include, but are not limited to: a) Demands for sexual favor; b) Making sexual suggestive remarks, gestures, or jokes, or remarks of a sexual nature about the alleged victim's appearance; c) Using derogatory sexual terms such as "bitch", "slut", etc; d) Deliberate and unwelcome touching, pinching, brushing, or patting; e) Displaying sexual illustrations in school or at school-sponsored/related activities; f) Unwelcome pressuring for dates or sex; g) Describing or asking about personal sexual experiences; h) Hazing, pranks or another intimidating behavior directed toward the alleged victim because of the alleged victim's gender; i) sexual assault.

Any student of the Castle Rock School District has the right to raise the issue of harassment and may do so by following the grievance process provided by Castle Rock School District. This procedure includes both formal and informal processes. Complaints can be written or verbal. If you are being harassed report to the teacher, the principal or any adult employee in the building. They know the rules of confidentiality and will help you.

REFERENCE;

Board Policy 6590

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination-Scope-Sexual harassment policies.

WAC 392-190-056 Sexual harassment – Definitions.

Snowballs

Throwing snowballs presents a hazard to students. It is therefore prohibited. Students who throw snowballs will be subject to school discipline.

Skipping Class

Students will be required to make up sixty minutes of detention time for skipping class or any portion of class. The parent will be notified by phone, mail or referral slip sent home with the student. Flagrant and/or repeated offenses will result in more serious consequences.

Skipping a Day/Portion of Day

The student may be required to make up time missed from school for skipping a day, and/or portions of a day. Repeated offenses will result in more serious consequences up to long-term suspension.

Spitting

Spitting (gleeking) on other students and/or on school facilities poses a health risk for everyone. An hour of detention will be assigned for the first offense. Repeated offenses will result in ISS (in-school suspension) or OSS (out of school suspension).

Suspension

1. **Short-term** – suspension is from one to ten consecutive school days. Short-term suspension may be imposed for not more than ten consecutive school days.
2. **Long-term** – suspension means a denial of attendance in a class or any full schedule of classes for a stated period of time in excess of ten consecutive school days. Suspensions in excess of ten consecutive school days are defined as long-term.

Tardiness

Tardiness is part of attendance and has an impact on academic performance. Students are required to be on time. **When a student is tardy to school in the morning he/she must report to the office and check in.** Three unexcused tardies per semester will result in detention. Teachers may establish classroom rules that require detention, or other consequences, after the first or second tardy. Excessive violations will result in more serious consequences. In accordance with state laws regarding attendance, excused tardies may be given for doctor, dental appointment, funeral or illness. All other tardies are unexcused unless they are pre-arranged and approved through the office. Below are the steps that will be taken when a student has unexcused tardies to class and/or to school:

1. 3 tardies-----Detention (lunch or (before or after school)) or parent contact
2. 4 tardies-----Parent contact and detention
3. 5 tardies-----Referral to principal, parent contact and detention
4. 6 tardies-----ISS
5. 7 tardies-----OSS or alternative plan

Telephone

Students are allowed to use the telephone in the office in case of emergency only. Calls should be kept short and should be limited to school-related business. Students will not be released from class to use the phone unless prior arrangements have been made. Students need to use proper phone etiquette.

Theft*

A student shall not carry away the personal goods or property of another person or the school district. Students violating this rule will be subject to reimbursement, ISS, to short-term suspension to long-term suspension to expulsion.

Threats*

Making threatening comments to others is prohibited. Violation of this rule may lead to detention, to suspension, to expulsion.

Tobacco-Possession and/or Use*

Possession or use of tobacco in the school, on school grounds, adjacent property or at school related activities will result in a three day suspension for the first offense. Second offense may result in a five day suspension or other discipline actions.

Visitors

During the school day, all visitors (whether student or adults) to Castle Rock Elementary School must report to the school office. Visitors not on approved business are not permitted to loiter on school property. **Students from other schools are not permitted to visit Castle Rock Elementary School classes.**

Walking to and from the elementary school

Students are to use the sidewalk, crosswalk, path and the established route to the elementary school and vice versa. Students who choose to take any other route must have prior permission from the elementary school office. Students are expected to walk in a respectful manner not disturbing the neighbors. If students ride a bike to school, they must walk their bike on the elementary school campus.

Technology—Unauthorized use of

Tampering with electronic hardware, data files, software or unauthorized access to will result in disciplinary action up to expulsion.

Weapons*

The possession, use, transport, transmission and/or supplying of weapons such as guns (includes air guns, BB guns, paint ball guns, firearms, etc) knives (any knife), nun chukkas, throwing stars, starter guns, flare guns, chemical sprays, etc. will result in short-term suspension to expulsion from school and referral to the police department. (Expulsion will result from firearm possession as per state laws). [RCW 9.41.250, 9.41.280 and 28A.600.420] (Board Policy 4210)

Weapons—Look-alike*

The possession and/or use of look alike weapons may be treated the same as a violation of the Weapons Policy.

Dangerous Weapons as defined in RCW 9.41.250 and RCW 9.41.280 include: “Any instrument or weapon of the kind usually known as sling shot, sand club, metal knuckles, spring blade knife, any knife the blade of which is automatically released by a spring mechanism or other mechanical device, any knife having a blade which opens or falls or is ejected into position by the force of gravity or by an outward, downward or other centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm”. (RCW 9.41.250). “Any firearm: any device commonly known as ‘nun-chu-ka’ sticks consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or any device commonly known as ‘throwing stars’ which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide, or other gas.” (RCW 9.41.280).

Rights and Responsibilities of Students

The Castle Rock School District recognizes the following:

1. The primary intent of society in establishing the public school is to provide an opportunity for learning.
2. The students have full rights of citizenship as delineated in the United States Constitution and its amendments.
3. That citizenship rights must not be abridged, obstructed or in other ways altered except in accordance with due process of law.

Along with constitutional rights, students have a responsibility to follow the rules and regulations, and to obey directions that are required to maintain a suitable learning environment. Students do not have the right to disrupt the schools work.

Students have the responsibility to:

1. Attend school and be on time
2. Know and understand the rules and follow them
3. Accept reasonable corrective action

4. Give respect to receive respect
5. Dress in a manner which is safe, healthful and does not disrupt the education of others
6. Follow reasonable requests
7. When asked to, identify themselves to teachers, administrators and other authorized personnel
8. To make their best effort in school on a daily basis

Students have the right to:

1. Non-disruptive spoken and written expression
2. Present disagreements, complaints or grievances to school authorities
3. Equal educational opportunities and freedom from discrimination
4. Understand how rules are established, advise on their development and follow established procedures to change them
5. Consult with teachers, administrators and other school personnel
6. Know assignment requirements and to see their records
7. Safe and sanitary buildings
8. Be free from verbal and physical harassment
9. Know the appeal process when subject to suspension or expulsion
10. Take part in school activities if they qualify.

Administrators and teachers have rights and duties. They are required by law to maintain a suitable and safe environment for learning. Their rights and responsibilities are more clearly defined under statute (RCW's) and district policy.

Students have the right to due process. In the event of a corrective action up to and including short-term suspension, a student and parent have an opportunity for an informal conference with the principal for the purpose of grievance. Following this, they may request a meeting with the superintendent, and following this, they may request a meeting with the board of directors. The decision of the Board of Directors is final. Corrective action is not removed as a result of a grievance. In the event a corrective action is a long-term suspension, emergency expulsion or expulsion, the parent may request a formal hearing. This request is made in writing through the office of the superintendent. A hearing shall be held to allow the student and his/her parent to contest the appropriateness of the sanction imposed by a disciplinary authority.

Procedure for Formal Hearing

1. Written notice of charges against a student shall be supplied to the student and his/her parent.
2. Parent shall be present at the hearing.
3. The student, parent may be represented by legal counsel.
4. The student may be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witnesses, unless otherwise not allowed for reasonable reasons, including the safety of the witness.
5. The student shall be given an opportunity to give his/her version of the facts and their implication. He/she may be allowed to offer the testimony of other witnesses and other evidence.
6. The hearing shall be conducted by an impartial hearing authority who shall make his/her determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The hearing authority shall state within a reasonable time after the hearing the findings as to whether or not the student charged is guilty of the conduct charged and his/her decision, if any, as the disciplinary action.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent.
10. The student and his/her parent shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellant authority.

Corrective action is not necessarily removed as a result of a request for a formal hearing.

Freedom of Expression

Students shall enjoy the privilege of free verbal and written expression providing such expression does not disrupt the operation of the school. Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment.

For purposes of verbal and written expression, the following guidelines are in effect:

1. Distribution of written materials or presentation of an oral speech in an assembly, classroom or other setting may be restricted:
 - Where there is evidence which reasonably supports a forecast that the expression is likely to cause material and substantial disruption, or interference with, school activities, provided such disruption interference cannot be prevented by reasonably available, less restrictive means; or,
 - Where such expression unduly impinges upon the rights of others.
2. Distribution of written material or presentation of an oral speech which is construed to be unsuitable shall not be permitted. Rules for determining unsuitability for minors should be consistent with those as applied to instructional materials.
3. Libelous material or speech shall be prohibited.
4. Material will be considered profane when the language does not meet the standards of professional journalism as evidenced by the daily newspapers commonly distributed in the district. Sanctions will be imposed on a student when he/she engages in offensively "lewd and indecent speech."
5. A publication may not violate a person's right of privacy of an individual by publicly exposing private details of such person's life, the exposure of which would be offensive and objectionable to a reasonable person.
6. A publication or oral speech which criticizes school officials or advocates violation of school rules may be prohibited when there is evidence which supports a forecast that a substantial disruption of school may develop.
7. A publication or oral speech which advocates racial, religious or ethnic prejudice or discrimination seriously disparages particular racial, religious or ethnic groups are prohibited.

Distribution of Materials

Students' constitutional rights of freedom of speech or expression provide for the opportunity to distribute written materials on school premises. However, distribution of materials by students shall not cause disruption of or interference with school activities. Students will be subject to corrective action or punishment, including suspension to expulsion, depending on the nature of the disruption or interference resulting from distribution of materials.

The following guidelines are in effect in each school building:

1. A student may distribute no more than 5 copies of printed materials without seeking the approval of the principal, providing it is not disruptive to the educational process.
2. Any student intending to distribute more than 5 copies of any student-sponsored material shall submit a copy to the principal at least forty-eight hours prior to the proposed time for distribution, together with a detailed description of the plan for distribution.
3. Distribution plans shall be approved by the principal if no substantial disruption or interference of school activity will result from distribution of materials at the time, place and manner indicated. The principal shall render a decision within twenty-four hours of the proposed distribution time. If the plan is not approved, the student will be advised, in writing, the reasons for denial.
4. The student may request the superintendent to review the principal's decision. Such request for review must be made within two business days following the principal's decision. A decision shall be rendered by the superintendent within two business days.

Assembly

A student possesses the constitutional right to peaceably assemble and to petition the government and its representatives for a redress or grievance subject to reasonable limitations upon the time, place and manner of exercising such rights. Students have the right to peaceful assembly in school facilities generally available to the public and at convenient hours that do not conflict with school, school functions and at convenient hours that do not require staff on duty beyond the regular hours. Assembly shall be related to the educational process and applicable to school policies and educational objectives. Such an assembly

shall be conducted in an orderly manner and not interfere with the educational process nor impede the free movement of traffic in any way.

Castle Rock Elementary Guidelines for Success

Do Your Personal Best

Follow Directions

Show Respect

Be Responsible

Cooperate

COMMON AREA GUIDELINES

These are the guidelines that apply to all non-classroom areas of the campus: Playground, Cafeteria, Hallways, Restrooms, and Assemblies. The purpose is to help ensure student safety and responsible behavior. Included with the guidelines are behavior goals and expectations along with supervision and teaching responsibilities. We believe that responsible behavior is a set of skills that must be clearly defined, explicitly taught and consistently reinforced. We believe that all adults are teachers for all children at Castle Rock Elementary (CRE). All adults are expected to give feedback to any student as appropriate. This section outlines the expectations and the skills we will teach to ensure that each child can be successful at CRE.

APPROPRIATE VOICE LEVELS

0 – No talking at all

1 – A whisper

2 – Normal conversation

3 – Classroom voice – speaking loud enough for all in the classroom to hear

4 – Playground voice

ALL SCHOOL SIGNAL

Adult raises hand and students respond by quietly raising hand, looking at the leader, and listening for directions.

Bus Riding Guidelines

- Follow CRE Guidelines for Success.
- Be courteous and use appropriate language.
- Please, do not eat or drink on the bus.
- Keep the bus clean.

- Always cooperate with the driver.
- Stay in your own seat for the safety of yourself and others.
- Keep heads, hands and feet inside the bus.
- Your bus driver is authorized to assign seats.

Before School and After School

GOAL: Students will arrive and depart in a safe and orderly manner.

BEHAVIOR EXPECTATIONS:

Anytime students are on the CRE campus, they will follow the CRE Guidelines for Success.

BEFORE SCHOOL:

- Students will unload from buses in a safe and orderly manner, keeping their hands and feet to themselves.
- Upon arriving on campus, students will go directly to the cafeteria or gym.
- Students will follow all cafeteria guidelines.
- Bike riders will walk their bicycles on campus, park and lock them in the bike area.
- No rollerblading or skateboarding on campus.
- Students will wait calmly in the cafeteria/gym until the 8:00 bell rings.
- Students will use respectful and appropriate language.
- All items brought from home, including sharing items, will be kept in backpacks until they are in the classroom.
- When the 8:00 bell rings, students will calmly enter their classroom through the designated door.

AFTER SCHOOL:

- Students will go directly from class to the bus loading area. Buses leave at 2:45, so there is no time to wait for or visit with friends.
- Students will walk calmly, keeping hands and feet to themselves while they walk through the hallway.
- Walkers will go directly home or to their parent-approved after school destination.
- Bike riders will walk their bikes off campus.
- Students waiting for rides must wait on the sidewalk near the main door.

SUPERVISION RESPONSIBILITIES:

- Teachers will open doors when the first bell rings.
- When excusing students at the end of the day, teachers will monitor their students to ensure that they are using appropriate exits and are being reasonably quiet and orderly. Teachers are to monitor until all students are gone.

TEACHING RESPONSIBILITIES:

During the first week of each school year, teachers will conduct lesson on before and after school behavior. Lessons should consist of a discussion of the rules and practice expected behaviors. Should inappropriate behaviors occur after the initial teaching, teachers will be asked to re-teach these lessons.

Cafeteria

GOAL: The cafeteria will be a safe and pleasant environment where people can enjoy meals with friends.

BEHAVIOR EXPECTATIONS:

- Use a conversational voice.
- Walk at all times.
- Use good manners: say “Please” and “Thank you”.
- Take and use appropriate utensils and a napkin.
- Use proper eating habits.
- Remain in your designated seat.
- Clean up before you leave.

SUPERVISION RESPONSIBILITIES:

Teachers are to remain in the cafeteria to supervise the lunch line and student tables until their students have completed lunch.

TEACHING RESPONSIBILITIES:

During the first week of each school year, teachers will conduct lessons on cafeteria behavior expectations and procedures. Lessons will consist of a discussion of the rules and practice of expected behaviors in the cafeteria.

Halls

GOAL: The hall will be a safe and quiet environment where people interact with courtesy and respect.

BEHAVIOR EXPECTATIONS:

- Students will walk through the hallways.
- Everyone will be treated with respect.
- Appropriate speaking voices will be used in the building at all times.
- Students will wait in the cafeteria/gym until 8:00 a.m. unless escorted by an adult or with prior permission.
- Keep hands to yourself and off walls and others.

SUPERVISION RESPONSIBILITIES:

- Teachers will escort their classes through the hallways.
- Teachers will re-teach behavior to individual students in the hallways when the need arises.

TEACHING RESPONSIBILITIES:

During the first week of each school year, teachers will conduct lessons on hall behavior expectations and procedures. Lessons will consist of a discussion of the rules and practice of expected behaviors in the halls.

Restrooms

GOAL: The restrooms at CRE will be clean and safe. Students will use restrooms appropriately and behave respectfully.

BEHAVIOR EXPECTATIONS:

- Students will demonstrate the same behavior as required in the classroom.
- If restrooms must be used during recess, students will need to have permission from the playground supervisor and use only the restrooms near the cafeteria.
- If restrooms must be used during class, students will have permission.
- Use toilets and stalls properly, leaving them clean.
- Put toilet paper in the toilet. Put all other paper in the garbage can.
- Flush the toilet.
- Leave the stalls unlocked after use.
- Wash your hands.
- Walk directly back to class.

SUPERVISION RESPONSIBILITIES:

Stand outside the restroom doorway during your class' use. Check on the restroom at least once each day. Note positive things to reinforce and notice areas that need improvement. Discuss the information with the class.

TEACHING RESPONSIBILITIES:

During the first week of each new school year and after each long vacation, teach expectations for using the restroom. Frequently remind students that restrooms must be clean and safe.

Assemblies

GOAL: Students will manage themselves in assemblies by listening to the speaker, participating when appropriate, and following directions.

BEHAVIOR EXPECTATIONS:

- Students will enter the gym or cafeteria with their class, sit quietly, and wait for the program to begin – use level 2 voice.
- When the leader goes to the front and gives the hand signal, each student will stop talking, raise their hand, then be a good listener.
- Good listening means: eyes on the speaker, hands to yourself; **sitting on your seat.**
- Students will use good manners and follow the CRE Guidelines. Booming, yelling and/or whistling is not allowed at CRE assemblies.

- At the end of the program, the leader will conclude the assembly by thanking the performers.
- Students will remain seated until the leader gives them the signal to stand and follow their teacher from the assembly area.

SUPERVISION RESPONSIBILITIES:

- Classroom teachers will attend assemblies with their class. If the assembly falls during the teacher's planning time, the specialist will supervise the class during the assembly.
- Adults will monitor student behavior.
- If a student needs to be removed from the assembly for inappropriate behavior, he/she will be quietly signaled to leave and will be escorted to the behavior room.
- A principal or teacher will introduce and close each assembly.

TEACHING RESPONSIBILITIES:

Before the first school assembly each year, students will practice how to enter and leave the assembly and how to show appreciation for the performance. Prior to the assembly, teachers will discuss the purpose of the assembly and review the assembly rules as specified above. After each assembly, teachers and students will discuss student behavior at the assembly.

General Rules for the Playground

The basic concepts of playground rules are:

Is it safe for all people?

Is it friendly?

Am I taking care of myself, others and the environment?

- Keep hands and feet to self. **No real fighting or play fighting.**
- Use appropriate language at all times.
- All children are expected to play cooperatively with other children.
- Walk on the sidewalks.
- Play in the designated areas.
- No running, jumping or playing tag on the playground equipment.
- Use equipment in a safe manner.
- If you use school equipment from the play shed, return the equipment to the shed when you are finished or when the whistle blows.
- Use kick balls and soccer balls only in the grassy areas, **not by the building or under the covered area.**
- Use ropes for jumping only. Jump rope is restricted to the blacktop.
- If the swings are all taken, you may count someone off. You must count to fifty (50). Every time the student's feet go up, you count one.
- No under-dogs are allowed on the swings.
- No electronic games, radios or personal stereos/headphones are allowed outside.

- Toys and trading cards from home may not be taken outside. They are not to be traded and the school is not responsible if they are lost or stolen.
- Use walkways – stay out of mud, bark dust and puddle areas.

All children will show respect and respond immediately to the playground supervisors. Children not following the above rules will: lose the privilege to use equipment, receive a time-out, or be referred to the behavior room.

Required Notifications:

You will be provided with a copy of *Required Notifications* at fall conferences. If you find that you are in need of this information prior to conferences, feel free to contact the District Office at 501-2940 for instructions allowing you to obtain a copy.

The following are included in our Required Notifications:

1. Annual School District Report Card
2. Asbestos Hazard Notification
3. Title IX, Section 504 Notice
4. Supplemental Services to Students
5. Confidentiality (FERPA) Notice
6. Parent and Student Rights in Administration of Surveys, Analysis or Evaluations (PPRA)
7. Excused and Unexcused Absence Notification
8. Annual Student Medical History Notification
9. Student Fees
10. Sexual Harassment Notification
11. Integrated Pest Management Notice
12. Child Nutrition Program Notice
13. Directory Information
14. Education of Homeless Children and Youth
15. Parents' Right to Teacher Qualification Information