

WOODSIDE SCHOOL RULES, DISCIPLINE POLICY, AND DISCIPLINE PROCEDURES

RIGHTS AND RESPONSIBILITIES

The relationship between rights and responsibilities is the foundation of the Woodside School Discipline Policy. Our rules are based on this relationship. In order for each of us to exercise our rights, it is necessary for us to uphold and honor our responsibilities to preserve these rights for everyone.

The goals of the Discipline Policy are to create a safe and orderly environment that is conducive to learning for all students, and to develop in our students an awareness of how their personal actions affect others and the overall school community.

Rights and Responsibilities

- I. I have the right** to learn and help others learn; **therefore, I have the responsibility** to respect others in the learning process.

Everyone should be free to learn, teach and express him or herself without being interrupted. This means that I will be on time for class, follow directions and refrain from excessive talking and disrupting in class.

- II. I have the right** to be myself and happy in this school; **therefore, I have the responsibility** to act with integrity and respect for others.

No one should be treated unfairly, ridiculed, ostracized or have his/her feelings hurt intentionally because of personal differences. This means that I will be honest, kind, thoughtful, polite and respectful.

- III. I have the right** to be feel and safe in this school, and to have what I bring to school be protected; **therefore, I have the responsibility** to insure that others also feel safe regarding their person and property.

This means that everyone should know safety rules relating to school boundaries as well as personal boundaries (what is and is not appropriate in relating to others and their property). This means that I will take care of my own property and behave in a thoughtful, supportive and caring manner toward others and their property.

- IV. I have the right** to my own privacy; **therefore, I have the responsibility** to allow others their personal privacy.

Everyone should be able to work, read, study, teach or spend time quietly and peacefully without unwelcome interference. This means that I will not harass anyone personally, sexually or physically, or display unwelcome, offensive, or inappropriate attention toward, or in front of, others.

- V. I have the right** to enjoy the facilities and beautiful environment of this school; **therefore, I have the responsibility** to do whatever I can to protect and to preserve the property and environment of this school and community.

Everyone should work to keep the facilities and environment in good condition and free of vandalism, litter and graffiti. This means I will pick up litter, make sure we do not contribute to litter (including chewing gum) or damage school property in any way, and I will take the initiative to remind or report anyone who fails in that responsibility.

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At Woodside, all students are expected to strive for excellence in their academic work, to respect all adults and peers, and to demonstrate consideration and good manners. To foster this school climate, the staff emphasizes positive attitudes, encourages good conduct, and helps children to value themselves and others.

As much as possible, we use a problem-solving approach to settle disputes among students. We believe students must learn to work with others to settle conflicts and arrive at mutually agreeable solutions. Therefore, all students are introduced to and practice conflict resolution strategies in the classroom and on the playground.

From the beginning of the school year, each teacher works with her/his class to establish classroom rules and procedures, to share school-wide rules and expectations, to develop ways to reinforce appropriate behavior, and to make clear the consequences for misconduct. Students receive positive reinforcement and clear, consistent consequences that focus on students' taking responsibility for their own behavior. All students are expected to adhere to classroom rules outlined by their teachers as well as the Rights and Responsibilities (Appendix A). Consequences for misconduct are outlined below.

The "TRIBES" philosophy of: No put downs; Everyone may pass; Attentive listening; and Respect Others is observed. Life skills' lessons are taught around the 10 Life Skills of Respect, Responsibility, Kindness, Integrity, Honesty, Accountability, Compassion, Confidence, Perseverance, and Teamwork.

For these reasons, each student should:

Be Responsible & Respectful:

1. Come to school ready to learn; always try your best.
2. Remain quiet and orderly in the classroom; be attentive to instruction.
3. When moving through hallways and between classrooms during instructional times, students should be quiet, orderly, and respectful of other learners.
4. Respect teachers, other instructional personnel, school staff, bus drivers, recess and lunchtime supervisors, parent volunteers, and classmates on campus.
 - 4a. Students should be respectful of the property of others and refrain from touching, taking, moving, defaming, or otherwise handling the property of others without permission.
5. Behave courteously toward adults and other students; be considerate of the feelings of others.

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6. Students will use school property and equipment with care and in the manner for which it was designed. Students should refrain from misuse, destruction or defacement (graffiti) of school property. This includes proper lavatory behavior.
7. Refrain from chewing gum at school.
8. Students may not drink, with the exception of water, or eat during class time unless it is an organized activity.

Lunch Rules

- a. Students are expected to sit and eat only in designated, supervised eating areas for at least 10 minutes until dismissed by the yard duty supervisor, unless engaged in a school activity directly supervised by adults.
 - b. Students are expected to use good table manners, stay seated until dismissed, and clean up all trash on the table and on the ground.
 - c. Heating food in microwaves for students is prohibited.
 - d. Students are not allowed to bring glass containers to school.
 - e. Late lunches must be delivered to the office (not the classrooms). Students waiting for lunches must remain in their designated eating areas. Parents who are bringing late lunches are to check in with the office, receive a visitor badge, and then they may take the lunch to the student's eating area.
9. Refrain from the use of profane language or gestures.

Be Safe

10. Adhere to the bus and playground safety rules.

Playground Rules

- a. Good sportsmanship and fair play are expected during physical activities at all times.
- b. Inappropriate or unsafe games are not permitted (e.g. "butts-up" ball, piggyback, tackle football, rugby, etc.)
- c. Play in sight of the teachers and yard duty supervisors, not behind buildings or bushes.
- d. Report any broken or unsafe equipment to the yard duty supervisor.

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- e. Do not exclude others from a game.
- f. Only balls are for throwing; no other equipment or objects should be thrown.
- g. Students who wish to sit down on the field must sit on the sidelines. In addition, there is no “laying” down on the field.
- h. Be kind to the trees.

Play Structure Rules

- i. Go down the slide feet first; no stopping at the top or part way down (no clogging)
- j. Don't run up the slide.
- k. Don't dig in the tan bark.
- l. Students climbing UP the rock wall have right-of-way over those climbing down.
- m. Do not stand on top of the play structure; do not slide down the support poles.
- n. Do not play tag or run on the play structure, and do not jump “down” from the play structure.

11. Skateboarding is never allowed on school grounds. Refrain from riding bikes or rollerblades during school hours.

12. Refrain from verbal or cyber fighting, intimidation or harassment of others.

13. Always walk under the covered corridors.

134 Leave the school grounds during school hours only with written permission and by checking out through the school office.

Dress Appropriately

Good grooming and proper dress are essential in establishing an appropriate, safe school environment for learning. Clothing should be clean, neat, and comfortable. The following are guidelines that should be observed:

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15. Refrain from wearing caps/visors in the classroom except for religious or medical purposes.

16. Clothing that reveals underwear or cleavage, as well as bare feet, bare chests, bare stomachs (midriffs), and bare backs, are not permitted.

17. Clothing with straps skinnier than 2" wide must be worn with a shirt underneath or over the top.

18. Underwear, including bra straps, must be kept under regular garments.

19. Bathing suits, shorts with less than a 3" inseam, see-through clothing, strapless and tube tops, and halter tops are not allowed.

- Shorts should generally be longer than one's fingertips when arms are straight down at one's side.

20. Waistbands on pants should be high enough to allow student to bend over without exposing underwear.

21. Athletic shoes, socks, and clothing are required for PE.

22. Attire promoting alcohol, drugs or sex is not permitted.

23. Attire promoting illegal substances is not allowed.

Use Technology Appropriately

It is not recommended that children bring electronic items to school; Woodside School is *not* responsible for lost or damaged items.

24. Cell phones will be turned off, not used, and out of sight during school hours.

25. Electronic equipment such as PSPs, laptops, radios, MP3 players, or ipods should not be brought to school.

26. Students must read, sign, and abide by the "Woodside School District Acceptable Use Policy for Technology" agreement before using any on-campus technology (Appendix I).

Woodside School Discipline Policy and Procedures

Woodside School staff and administration strive to enforce a firm, fair, and consistent discipline policy. The staff encourages the individual child to develop desirable qualities of self-discipline. The entire school is engaged in learning and practicing the life skills and being recognized for positive behavior. Children will be responsible for complying with behavioral expectations in the classroom, on the playground, at lunch, and on the

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bus, if applicable. Each student is held responsible for his or her actions when under the supervision of school personnel. The parents, teachers, students, and administration at Woodside all work together to correct the immediate problem and to help the child exercise responsibility and self-control in the future.

Under the direction of the Assistant Principal, students may be referred to the Principal or Director of Educational Services for disciplinary action and will follow the same guidelines.

Woodside School Rules:

The Rights and Responsibilities of students at Woodside School are posted in each classroom, along with the School Rules. They must be adhered to inside and outside the classroom.

Classroom Rules:

Each teacher has the professional discretion to establish and enforce his or her own Classroom Rules within the classroom. Each teacher's Classroom Rules are consistent with Woodside's Rights and Responsibilities and Woodside's School Rules and are reviewed with the students the first week of school. Each teacher will review his or her Classroom Rules with parents at Back to School Night.

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Unexcused Tardies:

For Grades K-4:

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| 1. 5 th tardy per trimester | - Letter to parent from Assistant Principal/Principal |
| 2. 7 th tardy per trimester | - Parent call from Assistant Principal/Principal |
| 3. 8 th tardy per trimester | - Parent conference with student, teacher, and Assistant Principal/Principal |

For Grades 5-8:

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|--|--|
| 1. 5 th tardy per trimester | - Letter to parent from Assistant Principal/Principal |
| 2. 7 th tardy per trimester | - Student receives an infraction and parent called by Assistant Principal/Principal |
| 3. 8 th tardy per trimester | - Student receives a Discipline Referral (serves a 30-minute detention) and a parent conference with student and Assistant Principal/Principal |

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Progressive Discipline Procedures:

Although Classroom Rules may differ among classrooms, the Woodside discipline procedures are consistent school-wide. This is a “progressive” process and the students begin each trimester with a clean slate.

- Positive consequences might include:
 - The teacher, Assistant Principal/Principal notifying the parents
 - The student receiving a Student Recognition Award (K-8)
 - The teacher, Assistant Principal/Principal sending the student a complimentary notice letter

- Negative consequences might include (not limited to one):
 - A verbal warning
 - Benching the student during recess
 - The student completing a “Think Sheet”
 - An infraction (see section on “Infractions” below)
 - A Discipline Referral, which would require that the student serve a detention
 - The student forfeiting all school privileges (fieldtrip, assembly, dances, and extracurricular activities) for a period of time during a trimester
 - The student receiving a written discipline notice, which may be a Discipline Referral, In-School Suspension, Suspension, or a notice for an Expulsion hearing

Students who are eligible for special education services who have an Individualized Education Plan (IEP) that specifies alternative disciplinary actions/consequences will be referred to the Director of Educational Services or Principal if necessary.

Infractions (4th-8th Grade):

Students are expected to come to school prepared and ready to learn. Infractions are given for non-behavior related lapses in judgment forgetting one’s homework, forgetting materials, leaving an instrument outside, etc.

- **Four** infractions during one trimester = Discipline Referral (see Discipline Referral Procedures).
- **Two** Discipline Referrals comprised of 8 total infractions that are non-behavior related = Parent conference with teachers, advisor, and Principal/Assistant Principal. May develop a “Friday Plan” with the Principal/Assistant Principal to help the student develop a guideline for success.

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Grounds for a Discipline Referral (K-8):

Students can receive a written Discipline Referral for any of the following:

- Four infractions
- Continual misbehavior in the class or playground after attempted modifications by the teacher or yard supervisor
- Violation of the Woodside School Acceptable Use Policy for Technology
- Violation of the Rights and Responsibilities, Woodside School Rules, or Classroom Rules
- Severe misbehavior such as fighting, defiance, rudeness, or destruction of property
- Use of foul or crude language
- Harassment or bullying

The Assistant Principal/Principal shall contact the parent. In addition, the Assistant Principal/Principal will determine appropriate consequences, which will include serving detention and may include loss of privilege or suspension.

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Discipline Procedures For Grades K-3:

Under the guidelines of the Rights and Responsibilities, the Woodside School Rules, and the Classroom Rules (if applicable), the student shall receive a:

1. *First offense* - Verbal warning
2. *Second offense* - Time out during recess or lunch (10 minutes)
3. *Third offense* - Time out during recess or lunch (10 minutes)
- Think Sheet to be completed at school by the student, signed by the parent, and returned to the teacher (copy to Assistant Principal)

Note: After the teacher has exhausted all steps within the classroom, the student will be sent to the Assistant Principal. The classroom teacher will phone home explaining the incident.

4. *After Three Think Sheets* - A conference will be scheduled between parents, teacher, Assistant Principal/Principal and the student (when applicable) to develop strategies for improved behavior. If severe misbehavior occurs, such as fighting, defiance, rudeness, excessive use of foul or crude language, or destruction of property, a parent conference with the teacher, Assistant Principal/Principal, and student (when applicable) will be scheduled, and the student may be disciplined accordingly.

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Discipline Referral Procedures for 4-8:

Under the guidelines of the Rights and Responsibilities, the Woodside School Rules, and the Classroom Rules (if applicable), the student may receive a:

1. ***1st Discipline Referral*** - Student serves a 30-minute detention (based on Grounds for Discipline Referral) and the teacher and Assistant Principal/Principal calls the parent.
2. ***2nd Discipline Referral*** - Student serves an in-school suspension and a parent conference with the student, Assistant Principal/Principal, and teacher (4th-5th grade homeroom teacher or 6th-8th grade Academic Advisor) is held.
3. ***3rd Discipline Referral*** - Student serves an in-school suspension and loses school privileges (dances, field trips, and extra curricular activities) for 15 days. A parent conference with the student, Assistant Principal/Principal, and teacher (4th-5th grade homeroom teacher or 6th-8th grade Academic Advisor) is held.
4. ***4th Discipline Referral*** - Student is suspended and loses school privileges (dances, field trips, and extra curricular activities) for 30 days. A parent conference with the student, Assistant Principal/Principal, and teacher (4th-5th grade homeroom teacher or 6th-8th grade Academic Advisor) is held, and the student is placed on an exclusion behavior contract.

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Cause for Suspension:

For K-8 students, the California Education Code has specific language defining the grounds for immediate suspension. Please see section 48900 (Grounds for suspension or expulsion; legislative intent) in the California Education Code for more information.

Cause for Expulsion:

The California Code has additional specific language defining the grounds for immediate expulsion. Please see section 48915 (Expulsion; particular circumstances) in the California Education Code for more information.