

CASTLEBAY LANE ELEMENTARY SCHOOL

SCHOOL RULES
2006-2007 School Year

Dear Parents and Students:

Discipline is an essential element of the total school program.

California Education code 48921 states: "All pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the school."

The goal of Castlebay Lane's school discipline code is to insure appropriate student behavior through both positive reinforcement and firm discipline. Appropriate student behavior is a prerequisite for learning. All students are expected to conduct themselves in a way that is conducive with learning and does not interfere with the classroom instruction process or with the rights of others.

In the following pages you will find: GENERAL SCHOOL RULES, CONSEQUENCES FOR NOT FOLLOWING GENERAL SCHOOL RULES, STANDARDS OF PUPIL BEHAVIOR, SERIOUS BREACHES OF PROPER CONDUCT AND CONSEQUENCES FOR SERIOUS BREACHES OF PROPER CONDUCT.

Please read and discuss the Discipline Code with your child. Discuss the importance of safe and responsible behavior for all students. After you have read and discussed the Discipline Code, BOTH you and your child should sign the tear-off and return it to your child's teacher.

A. **GENERAL SCHOOL RULES**

1. **There is no playground supervision before 7:50 a.m.** The school cannot take responsibility for the safety and supervision of your children before that time. Parents are not to leave their children at school before that time for the safety of their children.
2. **Before school:** All children are to go directly to the playground or if it is raining, to the multi-purpose room. Playing on the yard or in front of school is not permitted. This includes balls, jump ropes, toys, bars and apparatus. After school, children should meet their parents at their designated pick-up location. No playing is allowed on the front lawn or atrium.
3. Students must follow the Castlebay uniform policy or the dress code. If parents choose not to follow the uniform policy, they must sign a waiver and follow the strict dress code policy. Proper shoes that support and protect feet are required. Make-up is not appropriate. No hats on campus, except outside, and must be worn facing forward.
4. Chewing gum on campus is not permitted at any time including after the school program.
5. Spitting, throwing or shooting objects is forbidden.
6. Use restrooms, drinking fountains and all school facilities in the manner for which they are intended.
7. Keep your school clean, including the lunch area. Food may not be eaten out of the lunch area. Students will remain at the lunch area for the first 20 minutes of each lunch period.
8. Walk. Use quiet voices on the campus when classes are in session.
9. Playing on classroom steps or ramps, between bungalows or in areas around classrooms and office is not allowed.

10. When the bell rings at the end of recess and lunch periods, all pupils are to “freeze,” listen for the whistle to be blown and walk to their classroom lines.
11. Pupils are expected to remain on the yard during recess and lunch. Pupils may not enter buildings or classrooms without a teacher present. Pupils having business in the office should enter the hallway between the two classroom buildings.
12. Toys, balls, stuffed animals, radios, cameras, earphones, handheld computer games or similar devices may be brought to school ONLY with the teacher’s permission. They are to be kept in the classroom and not played with on the yard.
13. Pupils must have written permission from parents to ride their bicycle to school. Riding a bicycle to school is a privilege. Pupils riding bicycles to school must walk their bicycles on campus, proceed directly to the bike racks and lock their bike in the rack. Bicycle permits are issued to students in grades 4 and 5 and may be obtained in the office. All children must have a signed permit on file in the office. To obtain the permit, children must have a current bicycle license on their bike and a bicycle lock. Riding a bicycle, skateboard, scooters, roller blades, and wheelies (tennis shoes with wheels), on campus, sidewalks, or other areas where people are located is not allowed.
14. Pupils must have permission from the Principal or office staff for use of the telephones during the school day. Important calls will be allowed on the school phone (i.e., forgotten lunches, emergency or supervision arrangements). Cell phones must be turned OFF at all times during the school day and remain in the student’s backpack. Any cell phones ringing or being used during the school day will be confiscated and a parent will be required to retrieve after school.

B. CONSEQUENCES FOR A STUDENT NOT FOLLOWING GENERAL SCHOOL RULES

1. First offense: Verbal warning and appropriate campus work may be assigned.
2. Second offense: Conference with pupil, teacher and parent.
3. Repeated offense: Conference with pupil, teacher, parent and principal.
4. Further offenses: Discipline report sent to parents.

C. STANDARDS OF PUPIL BEHAVIOR – Every Castlebay Lane student should:

1. **Arrive to school on time**. Respect the teacher and other students-do not disrupt the classroom by tardiness. Parents, you are responsible for getting your children to school on time. Your modeling in this area sets the tone for your child’s future work ethic.
2. Come prepared to learn.
3. Cooperate with school and classroom standards so that:
 - a. teachers may teach;
 - b. children may learn;
 - c. school is a safe, secure place for everyone.
4. Show respect for people and property and rights of others.
5. Conduct himself/herself in a polite manner. Treat all students with respect regardless of their race, origin, sex or handicaps.
6. Be accountable for his/her own actions and statements.
7. Accept and carry out responsibilities given him/her at school.
8. Follow the directions of school personnel.

D. SERIOUS BREACHES OF PROPER CONDUCT – It is the directive and mandate of the District to maintain a ZERO TOLERANCE POLICY for students in regard to the possession of firearms, brandishing of knives, sale of drugs, and sexual assault. Students must refrain from doing the following on campus, in the classroom, or on the way to and from school or they will be subject to suspension or expulsion.

1. Threaten, attempt or cause physical injury to another person.
2. Possess, sell or furnish any firearm, knife, explosive or other dangerous object. (Toy replicas are included in this category.)
3. Disrupt school activities or willfully defy the authority of school personnel.
4. Commit robbery or extortion.
5. Cause or attempt to cause damage to school or private property.
6. Knowingly receive stolen school or private property.
7. Steal or attempt to steal school or private property.
8. Commit an obscene act or engage in habitual profanity or vulgarity.
9. Offer, furnish or sell any drug paraphernalia.
10. Possess, use, sell or furnish, or be under the influence of any controlled substance, an alcoholic beverage or an intoxicant of any kind, or offer, furnish or sell any drug paraphernalia.
11. Possess or use tobacco/nicotine products.

E. CONSEQUENCES FOR SERIOUS BREACHES OF PROPER CONDUCT

1. Immediate removal from class, conference with student, parent, administrator and teacher.
2. After parent conference, student may be suspended or expelled if the offense is serious or repeated.
3. In the event of a suspension, the parent may be required to sit in class.
4. A mandatory hearing is the procedure observed in each suspension or expulsion, parent and administrator meet and discuss all aspects of the discipline exercised.

F. SEXUAL HARASSMENT POLICY

1. Please review this policy with your children (see parent-student handbook).

G. SCHOOL DRESS CODE

1. Children will be wearing school uniforms and/or be adhering to the strict dress code.
2. If students are not wearing appropriate attire, parents will be called to make immediate arrangements to provide appropriate clothing.

-----Tear-Off-----

Student Name _____ Date _____

Teacher _____ Room # _____

_____ We have chosen to follow the majority vote and honor the uniform policy.

_____ We have chosen to follow the strict dress code.

WE HAVE READ THE SCHOOL RULES AND DISCUSSED THEM WITH OUR CHILD(REN). WE AGREE TO FOLLOW THESE RULES. (2006-07)

Student's Signature _____

Parent's Signature _____