Almaden Elementary School

STUDENT BEHAVIOR POLICY



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The Mission of Almaden Elementary School is to prepare students with the knowledge, the skills and a positive attitude needed to learn and to become productive, respectful and responsible citizens. Our goal is to prepare resilient students who are strong readers and writers, and who are competent in math and creative problem solving. In order to help accomplish these goals, Almaden has adopted a code of conduct to help both students and parents understand the expectations for student behavior. The students should learn and practice behaviors that build good character and that are appropriate to creating and maintaining a positive learning climate. They should also become responsible for their own actions and understand how their behavior affects safety and learning opportunities for others. To accomplish this goal, there is a shared responsibility:

The teacher is responsible for:

- Establishing and communicating a discipline plan for his/her classroom and sending a letter home with each student so that the parents are informed of the classroom expectations and procedures.
- Posting information in the classroom that explains rewards and consequences.
- Reviewing the discipline policy, rules, and procedures with their students every semester.
- Enforcing district policy and school rules with consistency and in a fair and respectful manner.
- Establishing an atmosphere of proper behavior in the classroom so every student has a full opportunity to learn.
- Communicating with students and parents regarding behavior problems and ways of solving those behaviors.
- Reporting to the principal any continuing behavior problem that is not improving with classroom interventions.

The principal is responsible for:

- Ensuring the educational program is free from disruption by establishing, with staff involvement, appropriate school rules and procedures.
- Communicating to parents, staff and students the established district policies, school rules and procedures regarding discipline as well as for sending home the Student, Parent & Staff Handbook.
- Enforcing district policy and school rules with consistency and in a fair and respectful manner.
- Assisting students, parents, and staff in the early identification of behavior problems. Establishing and maintaining a safe and peaceful school-wide environment.

The parent/guardian is responsible for:

- Acknowledging the right of the school site personnel to carry out district policy, school rules and procedures that are established in the interest of maintaining the best educational environment in every classroom and throughout the campus.
- Communicating behavior expectations with his/her child(ren).
- Contributing to problem solving for behavior improvements by working with school personnel if problems arise.

- Communicating with school personnel concerns, questions, or suggestions.
- Maintaining daily attendance, with on time drop off and pick up.
- Make every effort to schedule appointments such as doctor or dentist during before or after school hours.

I. GENERAL SCHOOL BEHAVIOR

There are three guiding principles of conduct that we emphasize: Always Respectful, Always Responsible and Always Safe. We ask parents to review these three tenets with their children on a regular basis. If students ever receive a consequence or have to see the principal for redirection, they will be asked to define these three phrases and how they will make changes for the future.

Students should always:

- Adhere to the SJUSD dress code and dress professionally.
- Demonstrate respect for and follow instructions given by teachers and other school personnel without defiance.
- Treat one another with courtesy and respect. Fighting, intimidation, threats, name calling and racial or gender slurs and bullying will not be tolerated.
- Treat school and private property with respect. Stealing or vandalism will not be tolerated.
- Be on time for school every day.
- Complete all assignments to the best of their abilities.
- Use appropriate language and voice level. Obscene or vulgar language will not be tolerated.
- Use restrooms designated for their grade levels. They should not loiter or play in the restrooms.
- Use trashcans to dispose of waste materials. Keep our school litter free.
- Walk bicycles on school grounds and keep them locked in the bike racks during school hours.
- Walk quietly when passing by other classrooms.
- Give any school-home communication to parent/guardian such as class newsletters and fliers sent home by the school in Thursday folders.

Students should never:

- Bring or possess weapons or knives to school at any time. This will mean automatic suspension and possible expulsion.
- Bring unauthorized personal objects from home (such as toys, radios, trading cards, expensive jewelry, MP 3 players, etc.) without prior permission from a teacher or the principal. Parents may retrieve confiscated items at the end of the day. The school will not be responsible for lost items. Please note that the use of skateboards is not allowed on campus at any time.
- Leave the school grounds during the instructional day without parent permission and authorization from the school office.
- Use computers for unauthorized activities.
- Arrive at school before 8:55 am (unless attending before school intervention).
- Remain on campus or at the front of the school after 3:06 p.m. (excludes students in tutoring or other supervised after school activity).
- Use cell phones during school hours. Cells phones should be given to teachers for safe keeping.
- Bring or chew gum or bring or eat candy at school.

- Have food or beverages outside the classroom or designated eating areas during the instructional day without teacher or principal permission.
- Engage in body contact such as shoving, tackling, wrestling, play fighting, or inappropriate touching.
- Throw anything other than P.E. equipment (e.g. ball) during games.
- Sell candy or other items unless participating in approved fund raising activities.
- Leave the classroom without staff permission.
- Spit - it is a violation of the public health code.

II. CONSEQUENCES FOR MISBEHAVIOR AT SCHOOL

Most problems are resolved within the classroom. Methods may include verbal or non-verbal reminders, warnings, counseling, or reprimands. A student may be given a supervised "time-out" to think about their choices and how they can improve upon them. Depending on the circumstances, the teacher may also contact the parent/guardian. The goal is to work together to ensure students are feeling successful socially, emotionally and academically.

Students with severe misbehavior will be sent directly to the principal for action, in which alternate action, such as being sent home for the day or suspension by the principal, will be taken. In those cases a member of the school staff will attempt to contact parents, and they will take appropriate action.

Parents will be kept informed of behavior problems and be asked to work with the school staff in bringing about desired changes.

III. REWARDS

Almaden Elementary School focuses on building positive behaviors through the Peace Builder attributes and the positive caring character education program incorporated with the Cornerstone curriculum. These school-wide curricular programs emphasize positive and peaceful behaviors, responsibility, leadership and social development and character building. Rewards reinforce such positive behaviors and encourage students to further develop, maintain, and contribute to a safe school environment.

In the Classroom: Each classroom has several methods and routines for rewarding positive behaviors. Teachers do so in a fair and respectful manner. Students are taught what the expectations are and how to earn such rewards. Dolphin Dollars are one-way students are recognized for following the rules, helping in the classroom, on the playground and in the cafeteria.

Super Citizen Peace Builders: Every month teachers are asked to recognize a few Super Citizens within their classroom. Students are recognized for excellent citizenship, school attendance, and academic growth. All Super Citizens are recognized at our monthly awards ceremony and parents are invited to celebrate in their child's success. Students receive a certificate along with a special pin from the principal.

Dolphin Store: The store is open once a month. Students are able to spend their dolphin dollars for a variety of school supplies, games, gift items and toys. Students are also able to save their money if they choose and have lunch with the principal.

Behavior expectation and reward posters are posted in classrooms and throughout the school to serve as gentle reminders of good Dolphin Behavior.

ALMADEN ELEMENTARY BEHAVIOR EXPECTATIONS

	ALL CLASSROOMS	LUNCH AREA	PLAYGROUND	BATHROOMS	LINES	COMPUTER LAB	HALLWAYS/ WALKWAYS [INDIV]	LIBRARY [CLASS]
	ALWAYS RESPONSIBLE	Throw away your garbage	Be engaged in a game	Wash your hands	Follow adult directions	Take care of computer equipment	Walk directly and silently to your destination	Return books on time and in good condition
	ALWAYS RESPECTFUL	Practice good table manners	Practice good sportsman-ship	Clean up after yourself	Be silent	Speak softly	Keep your hands and feet to yourself	Speak softly
BE ALERT DON'T GET HURT	ALWAYS SAFE	Stay seated	Keep hands, feet and objects to self	Keep your feet on the floor at all times	Give personal space	Use appropriate websites only	Always walk	Keep hands, feet and objects to self

