

Rock Creek School



**Code of Conduct
2018 - 2019**

Code of Conduct

Rock Creek Elementary School has three primary values:
Be Safe, Be Responsible, Be Respectful.

These rules are defined as follows:

- Be Safe – To behave so that no one gets hurt
- Be Respectful – To treat others the way you want to be treated; to be kind
- Be Responsible – To do what is right; to do what you are supposed to do

Our school reinforces these values through acknowledgments, incentives and consequences. Behavior standards are maintained in accordance with the California Education Code. The resolution of behavior problems is a joint effort between the students, parents, teachers, and school administrators. Communication will be timely and respectful. Our discipline is progressive in nature and consequences increase with repeat occurrences. Teachers and administrators will follow these progressive discipline steps when working with students and their families.

DEFINITION OF DISCIPLINE

Training that enables the student to make safe, respectful, and responsible choices in a climate of warmth and support always beginning with clear, concise limits and with follow-up consequences.

This Code of Conduct sets forth behavior expectations and supports established on our campus to maintain a culture of learning which is safe, responsible, and respectful, including the following behavior strategies:

EXPECTATIONS

Cell Phones and other Electronics

Cell phones must be turned off throughout the entire school day. Staff members and other adults may have phones on them, but should place the phones on silent. If a student has received permission and is being supervised by a staff member, he or she may turn on and use the cell phone to contact their parent/guardian. If a cell phone is found in the "on" position or used during the school day without permission, it may be confiscated by a staff member. Parents may pick up their child's confiscated cell phone in the main office. Students who chronically violate this cell phone policy may be required to turn in their cell phones to the main office during the school day, or may not be permitted to have it on campus for the remainder of the school year. The same rules apply to all non-school provided electronics. Unauthorized video recording with cell phone or other electronic device is prohibited.

Smartwatches

Rock Creek Elementary School acknowledges that Smartwatches may be a part of some families' direct communication and considered to support child safety and students can wear these devices if they do not pose a disruption; however, if any functions are used during the course of the school day, they will be treated as a cell phone and the above cell phone policy will apply.

Dress Code

The school district board policy requires that a student shall be neat, clean, and shall observe the general styles of dress, hair, and grooming which the principal and teachers consider to be appropriate for the age level and classroom or playground activities. Any type of dress or grooming that is disruptive to the class/school will not be permitted. Personal appearance standards for students are defined in the following dress code:

- No clothing or personal items that disrupt the educational process.
- Students may not wear clothing or jewelry that contains any inappropriate images or wording that include, but are not limited to, sexual content, alcohol, tobacco, other drugs, or violence.
- Clothing must be sufficient to conceal all undergarments at all times.
- Halter tops, bare midriffs, spaghetti straps, low cut or revealing tops, mesh or see-through tops, bareback tops, crop tops and half-shirts are not allowed. Straps on blouses must be at least one inch wide.
- Shorts, skirts, and dresses must pass the following estin order to be considered acceptable: Standing, with arms relaxed at each side, the ends of your index fingers shall touch the bottom of the garment
- If leggings, "yoga" pants, and /or tights are worn, the hem of the top must reach at or below the index finger, if there is a slit or holes in the clothing, these must be below your index finger.
- Shoes should be appropriate for walking and running, and cannot interfere with the P.E. program or recess activities. Shoes without a back (e.g. flip-flops or clogs), or with a heel greater than two inches, are not safe to wear during physical activities, and therefore are not allowed.
- Any kind of accessory that is deemed inappropriate is not allowed. This includes but not limited to wallet chains, spikes, and handcuffs.

Students wearing inappropriate attire or footwear will be sent to the office, and will first call their parent or guardian. Students will be given the option to change into appropriate clothing at the site. Students who repeatedly violate the dress code will receive disciplinary consequences.

Sodas and Energy Drinks

Sodas and energy drinks, such as Monster, Red Bull, Rockstar, etc. are prohibited on the Rock Creek campus. Energy drinks will be confiscated and will not be returned to the student. We encourage water, low sugar juices, or milk.

Dealing with Conflict

When students are having a conflict, we ask that they do one or more of the following:

- Use the set of social-emotional "Toolbox" tools taught by the staff.
- Find an adult to help.
- If a student has created a problem or caused harm, we support them to:
 - "Own it, fix it, and learn from it."

POSITIVE INCENTIVES AND RECOGNITION

Rock Creek School believes in recognizing students that show positive leadership. These are students that either continually follow the rules or do something extra special that is above and beyond what is expected of the student. When students are found behaving well consistently or doing something extra special, Rock Creek staff members recognize the positive behavior by giving verbal praise that acknowledges that positive effort.

- **Caught Ya:** A "Caught Ya" is a positive thank you for students when they do something that is extra special or out of the ordinary. Rock Creek Staff Members complete a "Caught Ya," and students turn it into a class raffle. At the end of each week, each teacher will select one Caught Ya from the class raffle and the winner will get to come to the office for a prize. At the

end of each month, all Caught Yas for the month are put into a schoolwide raffle and one winner from each class is announced at the monthly assembly and each receives a small prize.

- **Students of the Month:** Every month, one of various character traits (e.g. Citizenship, Fairness, Caring, etc.) is the area of focus for student behavior. Students who consistently demonstrate that character trait throughout the month are recognized at monthly Roadrunner Recognition Assemblies.
- **End of Trimester Awards Assembly:** Students who qualify receive perfect attendance and academic honor roll awards (for 4th and 5th graders only) at the end of each trimester. This allows us to recognize students for their hard work and great efforts of being at school.

Rock Creek Behavior Expectations

	Be Safe	Be Respectful	Be Responsible
All Common Areas	-Keep hands, feet and objects to self -Use equipment and materials properly -Walk facing forward	-Use kind words and actions -Wait your turn -Clean up after self -Follow adults' directions -Be Honest -No Gum	-Follow behavior expectations -Remind others to follow expectations -Take care of personal belongings
Classroom	-Walk only -Keep hands and feet and objects to self -Stay in your seat	-Leave other people's property alone -Raise your hand -Follow teachers' instructions -Be kind	-Complete work on time -Do your own work -Keep your area neat and clean -Stay on Task
Playground & Recess	-Walk to and from the playground -Stay within the boundaries -Be aware of activities / games around you -Hands / feet to yourself	-Include everyone -Follow game rules -Use kind words -What is on the ground stays on the ground	-Use recess bathrooms only -Return equipment properly -Get adult help if needed -Obey freeze bell Use equipment properly
Passing Areas (Hallways, Sidewalks)	-Keep hands, feet and objects to yourself -Stay out of red zones -Allow others to pass. -Walk at all times.	-Hold door open for the person behind you -Use a quiet voice	-Stay on sidewalks -Go where you are supposed to go
Bathrooms	-Keep feet on the floor -Keep water in the sink -Wash hands	-Knock on stall door -Give people privacy -Use quiet voice	-Flush toilet after use -Return to room promptly -Use a bathroom pass -Put towels in garbage
Arrival and Dismissal area	-Use crosswalks -Wait in designated areas -Walk bikes and scooters -Avoid climbing on railings -Enter/exit on school side of car	-Use kind words and actions -Follow adults' directions -The phone is for emergencies only -Carry Skateboards always	-Arrive on time -Leave on time -Arrange rides ahead of time
Library	-Walk at all times -Keep hands, feet, and objects to yourself	-Follow adults' directions -Use quiet voice -Use materials properly	-Treat books and materials with care -Return books on time
Cafeteria	-Walk at all times -Sit with bottom on bench facing forward -Keep hands, feet and objects to self	-Use quiet voice -Follow adults' directions -Allow anyone to sit by you -Keep your place in line	-Eat your own food -Raise your hand -Throw away your trash -Stack trays properly
Office	-Put backpack / materials out of pathways -Stay in your seat	-Follow adults' directions -Wait your turn	-Stay in appropriate areas -Sit quietly
Special Events and Assemblies	-Stay in line at all times -Stay in your seat -Keep hands, feet, and objects to self	-Follow adults' directions -Listen carefully -Use audience manners	-Sit on bottom -Look for quiet hand -Be silent during presentations

MINOR BEHAVIORS

Minor student disciplinary problems such as excessive talking or distractions, not bringing materials/assignments to class, homework-related issues and failure to follow classroom rules, will be addressed directly among the teacher, student and parents/guardians.

MAJOR BEHAVIORS

Major student disciplinary problems are those such as those items addressed in California Education Code; including but not limited to physical injury, possession of weapons, vandalism, theft, bullying, harassment, obscene acts, and electronic acts. For a complete list of California Education Code violations which may result in suspension or expulsion by administrator or designee see [California Education Code 48900](#).

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to California Education Code Section 48900, subdivisions (a) to (r), inclusive. The maximum number of allowable suspensions within a single school year is 20. If a student reaches twenty days of suspension, he or she may be expelled from the school district.

BULLYING

Bullying is intended to cause some kind of harm, either physical or psychological. The person doing the bullying purposely says or does something to hurt the target of his or her behavior and it always involves an imbalance of strength, whether physical or social. In other words the "bully" has or is perceived to have greater physical strength or social status than the person targeted. Bullying is aggressive, deliberate and unwanted or unprovoked and the "bully" is often unemotional or even gains a sense of satisfaction from the behavior, rather than exhibiting sorrow or regret. While bullying can occur in a single incident, it is usually a pattern of behavior repeated over time and can take many forms –physical, verbal or social.

CONSEQUENCES FOR MINOR OR MAJOR BEHAVIORS

Please be advised that four or more minor infractions and/or one major infraction may indicate that your child could pose a risk to the safety of themselves or others if attending off-site field trips. In such a case, it is our policy that based on teacher discretion, that a parent chaperone may be required in these instances, or your child will be provided with an alternative educational setting for the duration of the field trip.

Infraction 1: Warning given to the student (minor behavior)

Infraction 2: Student earns a walking ticket or campus beautification task during recess (minor).

Infraction 3: Student and teacher call adult parent or guardian to discuss problem behavior (minor).

Infraction 4: Student removed from classroom to a partner class and may return when ready to learn.

Infraction 5: Classroom Dismissal and/or School Suspension (major behavior)

- Teacher will complete the Rock Creek Behavior Report
- Teacher will call the office to notify of student arrival
- Student will come to the office with the completed Behavior Report
- Administrator will discuss behavior with student, investigate, determine the consequences and coordinate with general ed teacher, then notify the parents/guardians
- For serious infractions Administrator may waive actions for infractions one - four.

Rock Creek Behavior Report

Classroom teachers and administrator use the behavior slips to document student(s) classroom and campus-related disciplinary actions. An example of a behavior report is displayed below.

Rock Creek Roadrunner Behavior Report	
Student Name: _____ Grade: _____ Date: _____ Time: _____	
Teacher: _____ Referring Staff Member: _____	
Location: _____ Behavior was not (circle): Safe Respectful Responsible	
Problem Behavior (Minor) <ul style="list-style-type: none"><input type="radio"/> Inappropriate Language<input type="radio"/> Physical Contact/Horseplay<input type="radio"/> Disrespect/Defiance/Disruption<input type="radio"/> Property Misuse<input type="radio"/> Dress Code<input type="radio"/> Technology Violation<input type="radio"/> Other _____	Problem Behavior (Major) <ul style="list-style-type: none"><input type="radio"/> Vulgar Language<input type="radio"/> Fighting/Assault/Physical Aggression<input type="radio"/> Disrespect/Defiance/Disruption<input type="radio"/> Harassment/Bullying<input type="radio"/> Vandalism<input type="radio"/> False Alarm<input type="radio"/> Forgery/Theft<input type="radio"/> Lying/Cheating<input type="radio"/> Weapon/Combustibles<input type="radio"/> Technology Violation<input type="radio"/> Possession of Prohibited Item<input type="radio"/> Other _____
Explanation (What happened?): _____	
Consequences Given By _____ Date(s) of Consequence(s): _____ <ul style="list-style-type: none"><input type="radio"/> Time in Office<input type="radio"/> Conference with Student<input type="radio"/> Loss of Privilege<input type="radio"/> Recess Time-Out/Detention - circle which recess(es): Before-School AM Lunch PM<input type="radio"/> In-School Suspension (Days: _____)<input type="radio"/> Out of School Suspension (Days: _____)<input type="radio"/> Parent Phone Call	
Student Signature: _____ Parent Signature: _____	

A student who receives a behavior slip is expected to review the behavior slip with his/her parent/guardian(s). The student will return behavior slip signed by parent/guardian(s) the next school day as a condition of re-entering the classroom. When a behavior report includes major behavior issues, the administration will contact the student's parent/guardians to inform them that the Behavior Report is coming home and to discuss the situation. Parents are encouraged to contact their student's teacher or the administrator if they have any questions. Telephone, email, or comments written on the behavior slip are ways to communicate.

ACTIVITIES AND CONSEQUENCES CHART

The following chart defines activities by type that a student will not participate in without parent chaperone if more behavior reports are received than the number listed within the given time frame.

ACTIVITY	LEVEL 1 MINOR	LEVEL 2 MAJOR	SUSPENSION FROM SCHOOL	TIME
Special Class or School Events or Assemblies	Not more than (3)	0	0	Last Trimester
Last day of school activities	Not more than (3)	0	0	Last Trimester
End of the Year Award Programs or Special Activities	Not more than (3)	0	0	Last Trimester
Study Trips	Not more than (3)	0	0	Current Trimester*

PARENT LETTER EXAMPLE WHEN STUDENTS REQUIRE AN INDIVIDUAL CHAPERONE

Dear _____,

I am sorry to inform you that your child, _____, requires an adult chaperone in order to attend our _____ (event) on _____ (date) due to _____ demerits (citations). It is the chaperone's responsibility to shadow the student from _____ (time frame) at that time. Please sign and return the attached commitment form.

My student, _____, will attend the end of the event at the time above with a chaperone.

Name and phone number of chaperone _____.

I am unable or unwilling to chaperone and understand that my child will be missing the event and will instead be supervised in an alternative setting, which may include participating in campus beautification.

Signature of parent/guardian _____

Attendance

School attendance is vital to every student's education. Consistent attendance enables students to grasp educational concepts and be better prepared to connect their learning to each additional concept taught. Students with better attendance tend to be students who earn better grades, feel connected to school and to their peers, know what is happening in their classrooms, and continue being successful as they pursue their future years of education. In addition, every time that a student is absent from school, regardless of the reason, the Auburn Union School District loses approximately \$40 per day in funding. If the school district were able to have each school raise their attendance by just 1% per school year, over \$100,000 would be gained for the school year to support students in ways that we have had to eliminate over the past few years.

ABSENCES: When a child is absent, please call the attendance hotline (745-8827) or send a note with your child on the day he/she returns to school. *The note must indicate the student's full name, dates of absences, specific reason for the absence, and parent signature.*

- **Unexcused Absences**

- 3rd Unexcused Absence
- 4th Unexcused Absence
- 5th Unexcused Absence
- 6th Unexcused Absence

- 1st Parent letter sent home
- 2nd Parent letter sent home
- 3rd letter sent and meeting with principal
- Referral to the Placer County Student Attendance Review Board

- **Excused Absences ***

- 4th Excused Absence
- 8th Excused Absence
- 12th Excused Absence

- 14th Excused Absence

- 1st Parent letter sent home
- 2nd Parent letter sent home
- 3rd Parent letter sent home and meeting with principal
- Doctor's note **required** for each additional absence. If no improvement, a referral will be submitted to the Placer County Student Attendance Review Board.

* Excused Absences would include but not be limited to:

- Personal Illness
- Medical/dental appointments
- Funeral Services of immediate family
- Appearance in court
- Observance of religious holiday

TARDIES: Students arriving late to school must report to the office for a late slip before going to class. Students who are frequently late will have a letter sent home to the parents to bring this to their attention. Our goal is to help students establish the habit of arriving on time.

Students that arrive or leave early unexcused, missing more than 30 minutes of school more than 3 times in 1 school year will be considered a truant and parents will be required to meet with the principal and if no improvement, will be referred to the Placer County Student Attendance Review Board.

POSITIVE INCENTIVES FOR ATTENDANCE: As a way to continually improve overall school attendance, Perfect Attendance certificates are presented at each trimester's Roadrunner Recognition Award Assembly. Perfect attendance is defined as a student at school and on time every day and staying for the entire school day. One student per trimester who demonstrates perfect attendance is awarded a gift card from Target. On any day that we have 100% student attendance, all students will receive a reward in order to celebrate this great achievement!