

STORK ELEMENTARY SCHOOL

5646 Jasper Street • Alta Loma, California • 91701

2021-2022

Parent - Student Handbook

and

The Code of Conduct



“Creating a Brighter Future One Superstar at a Time”

**Principal
Mr. Phil Suttner**

Phone: 909 484-5060

Fax Phone: 909 484-5065

Office Hours: 7:30 a.m. to 4:30 p.m.

Stork Elementary School
GENERAL INFORMATION, POLICIES and PROCEDURES:
TABLE OF CONTENTS

MISSION STATEMENT/GOALS	3
SCHOOL OFFICE HOURS AND TELEPHONE INFORMATION	4
BELL/DAILY SCHEDULE	4
BREAKFAST AND LUNCH INFORMATION	4
ARRIVAL AND DISMISSAL GUIDELINES	5
ATTENDANCE AND TARDY POLICY	6
VISITORS/ CLOSED CAMPUS POLICY	7
PARENT INVOLVEMENT	7 - 8
ACADEMIC STANDARDS AND GRADES	8
SCHOOL RULES	9 - 10
DISCIPLINE POLICY	10
FOUR LEVELS OF UNACCEPTABLE BEHAVIOR AND CONSEQUENCES	11 – 12
SUPERSTARS ANTI-BULLYING CONTRACT	13
STORK SCHOOL CODE OF CONDUCT	14 - 17

Stork Elementary School Mission Statement We Believe That . . .

The mission of Stork School is to provide a safe, positive, collaborative learning environment focused on high expectations of staff, students, and families through a rigorous standards based curriculum while emphasizing traits of outstanding character in order to achieve academic success and personal excellence. Our school will be a collaborative culture with a focus on learning for all!

Stork Elementary School is the home of the Superstars. We love to show our winning spirit every Friday by wearing our school colors: blue, pink, and white.

School Accountability Report Card (SARC) - Copies of Stork School Accountability Report Card is available at our school site office and at the District Support Center. Copies are available for parents upon request and free of charge.

SCHOOLWIDE GOALS

In order for the Stork students to become well-educated individuals, the following school wide goals will be emphasized:

- Teachers will utilize instructional techniques and strategies to develop concepts that will promote high levels of proficiency and a quality educational program for each student in all curricular areas.
- Parent input and involvement will be encouraged and on-going communication will keep them apprised of their child's progress and opportunities within the educational plan.
- Staff members will have the opportunity to participate in a variety of activities designed to enhance their instructional skills and encourage professional growth to support the school's educational plan.
- A safe, cooperative, positive teaching/learning environment will be maintained to reflect rigorous state academic standards and behavioral expectations.
- Staff will use Positive Behavioral Interventions and Supports (PBIS) to establish behavioral supports and a social culture for students in an effort to promote social, emotional, and academic success.
- An on-going assessment will occur to evaluate the overall effectiveness of the school's educational program; more specifically, it will help to monitor student learning and progress, provide instruction at the appropriate level of difficulty and provide assistance for identified students with special needs.
- All students will have the opportunity to participate in activities that develop self-worth, citizenship and enthusiasm for learning while further developing their creative talents and abilities.

SCHOOL OFFICE HOURS AND TELEPHONE INFORMATION

STORK SCHOOL OFFICE HOURS: 7:30 a.m. – 4:30 p.m.

(Messages can be left on our answering machine during non-office hours)

TELEPHONE NUMBERS:

Stork Elementary School: 484-5060
 Stork School Fax Phone: 484-5065
 Alta Loma School District Office: 484-5151
 ALSD Transportation: 484-5190

BELL/DAILY SCHEDULE

Early Bird Kindergarten: 8:10-12:10 Kindergarten Lunch: 11:25-12:10

Late Bird Kindergarten: 9:55-1:55

Grade 1	Grade 2	Grade 3
8:10-9:55 (105)	8:10-9:55 (105)	8:10- 10:35 (145)
9:55-1:13 Recess	9:55-10:13 Recess	10:35-10:53 Recess
10:03-11:25 (72)	10:13-11:25 (72)	10:53-11:55 (62)
11:25-12:10 Lunch	11:25-12:10 Lunch	11:55-12:40 Lunch
12:10-1:25 (75)	12:10-1:25 (75)	12:40-1:40 (60)
1:25-1:340 Recess	1:25-1:40 Recess	1:40-1:55 Recess
1:40-2:40 (60)	1:40-2:40 (60)	1:55-2:40 (45)
Grade 4	Grade 5	Grade 6
8:10-10:15 (125)	8:10-10:15 (125)	8:10-10:35 (145)
10:15-10:33 Recess	10:15-10:33 Recess	10:35-10:53 Recess
10:33-12:25 (112)	10:33-12:25 (112)	10:53-11:55 (62)
12:25-1:10 Lunch	12:25-1:10 Lunch	11:55-12:40 Lunch
1:10-2:40 (90)	1:10-2:40 (90)	12:40-2:40 (120)

Wednesday – Modified Day Dismissal at 1:10 / No Afternoon Recesses on Modified Days

BREAKFAST AND LUNCH INFORMATION




Breakfast

Breakfast is served daily from 7:25 am to 8:00 am. Students eligible for the free/reduced lunch program are also eligible for the breakfast program. Students will use the same number for breakfast and lunch.

Lunch

Please be sure to mark lunches brought from home with a name and room number. Current lunch prices are available on the district website. Milk or juice is available for purchase separately as well. Lunches may be purchased on a daily basis, but we encourage prepaying for lunches using the online system or envelopes provided by the cafeteria. A mailbox in the MPR is used for student payment deposits. We encourage students to place their envelope into the prepayment mailbox prior to lunch each day. Please make checks payable to **Alta Loma School District**. You can also pay electronically by visiting the Alta Loma School district website homepage and by clicking on the Titan icon. Please contact the school for your child’s permanent student ID number. Students may go home for lunch only after special arrangements are made with the office.

ARRIVAL AND DISMISSAL GUIDELINES

- ❖ Students are expected to come directly to school by the safest possible route. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
- ❖ School grounds are closed until 30 minutes before school starts. Please do not have children on campus early unless participating in the breakfast program which begins at 7:25 a.m.
- ❖ As students arrive in the morning, they are to enter through the appropriate gate (Kindergarten gate or north gate for primary grades K - 3) or south gate (upper grades 4-6) until 7:55 a.m. when the duty teachers arrive for “walk and talk.” After “walk and talk,” the bell will ring at 8:08 a.m. At that time, students are to line up on their assigned classroom numbers and wait until their classroom teacher comes to escort them to class.
- ❖ Safe Child Drop-off Areas
 -  Use the white curb area in front of the school for drop-off and pick-up. You must remain in your car if you are parked in the white zone. Please pull all the way forward and be sure to keep the driveway clear.
 -  Enter the north driveway and proceed to the loop crosswalk zone. Students may be dropped-off or picked-up at the east side of the crosswalk after you have gone around the loop.
 -  Bus lane and red curb areas are not to be used for student drop-off/pick-up or stopping at any time unless you are directed to do so (Morning Drop-off only: Bus lane may be used if no busses are present).
- Please follow posted traffic rules, use crosswalks for walking your children onto and off of the campus, and follow school employee directions respectfully. PLEASE DO NOT CALL YOUR CHILDREN INTO THE TRAFFIC, PARKING LOTS, OR BUS LANES. Help us keep our children safe!
- ❖ Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be on file in the office. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times. Bicycles must be in the bike rack area and should be locked at all times. The school can assume no responsibility for lost, damaged or stolen bicycles. Students who abuse bicycle safety rules will lose bicycle privileges.
- ❖ Children will only be permitted to leave the school grounds during school hours after a designated adult has signed them out through the school office. Children will not be released to anyone who is not listed on the Emergency Card. Be prepared to show the proper ID.
- ❖ Any student who is a bus rider must ride his/her assigned bus and is not allowed to walk home, unless a written note from the parent/guardian is given to the classroom teacher.

ATTENDANCE AND TARDY POLICY

We expect our students to attend school regularly and promptly. Good attendance is essential for school success. The SARB (School Attendance Review Board) process may begin after three unexcused absences or three tardies over one-half hour.

- ✓ **Absences** – A parent/guardian is asked to call on the first day of the absence. An answering machine is available before and after school hours (909) 484-5060. If this is not convenient, a note from the parent/guardian should accompany the student when he/she returns to school. Any absence without a valid excuse will be recorded as a truancy.
***Regardless of the reason for absence, the school does not receive ADA funding when students are not present at school.**

- ✓ **Classroom Interruptions** – It is important to protect instructional learning time in the classroom. Interrupting classrooms will not be permitted. If your child has forgotten his/her lunch, homework, backpack, etc..., please drop it off in the office. Our office will place the item in the teacher's mailbox. Students may check the office for their lunches when they are on their way to lunch. **(The office will not call a classroom for a forgotten lunch).**

- ✓ **Homework Requests** – Parent/guardian requests for homework may be made by calling the school. Assignments may be picked up in the office after 2:40 p.m. Please call the school to verify that work has been left in the office before coming to pick it up. If a student is absent, he/she may have the same amount of time to complete their work as days absent (Example: 3 days absent = 3 days to complete make-up work after returning to school).

- ✓ **Leaving School Early** – Whenever possible, a student should inform his teacher of a doctor/dental appointment before the absence. If you have a medical appointment during the day, a parent/guardian must sign the student out in the school office and back in when they return.

- ✓ **Tardy Policy** – The home and school should work together to encourage punctuality. A child arriving late to class disturbs an entire classroom. When a pupil is tardy, he/she is to report directly to the office with a note signed by his/her parent/guardian. Frequent, recurring tardies are a significant intrusion upon the classroom learning environment as well as embarrassing to the tardy student. Parents/guardians of young children need to be especially responsible in ensuring that each student is at school on time.

VISITORS / CLOSED CAMPUS POLICY

For our students' safety, Stork School is a closed campus. School gates are closed and locked by 8:15 a.m. Students may not leave the grounds at any time during the school day except in the company of a parent or authorized adult. The parent must sign the student out at the school office when leaving and sign them in upon returning to school. **All visitors must sign in at the office** upon arriving and before leaving campus. All campus visitors will need to provide approved ID and be checked with the Raptor system. You will be given a visitor/volunteer badge to wear while on school grounds. **All visitors must pre-arrange a time to visit (a minimum of 24 hours in advance) with the classroom teacher.** All volunteers must **adhere to the prearranged volunteer schedule set by the teacher.** Volunteers are expected to read and sign the Volunteer Handbook before volunteering in any classroom. Please do not go to a classroom before signing in at the office. Relatives or friends from other schools are not permitted to visit or accompany students on campus.

In case of an emergency due to fire, earthquake, or other **potential disasters, student pick-up** will be at the single gate near the bike racks that are adjacent to the south lawn area. **Students will only be released to parents or an emergency contact listed on the emergency card.** Student release requires a signature. Please make sure to keep your emergency information updated with appropriate emergency contact names and phone numbers.

CLEAN CAMPUS AND VANDALISM

Stork students and staff are proud of their school and want it to be well maintained. The appearance of our school and the way it is kept is a reflection of our school culture. It is the responsibility of each student and parent to help keep the school campus safe and clean. This includes picking up trash if it is dropped.

PARENT INVOLVEMENT:

Volunteers

Stork needs parents, guardians, and grandparents to volunteer to help our children. Volunteers may help the students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student instructional program. Volunteers are also welcome in our Library or Computer Lab. Please contact your child's teacher to volunteer to help our children. The classroom teacher makes all decisions regarding the number of volunteers needed and plans the schedule. **All volunteers are asked to sign our volunteer agreement on the front cover of the volunteer handbook and return it to the classroom teacher.** Volunteers should defer any concerns or discipline issues to the classroom teacher and to remember that confidentiality is crucial. All volunteers are expected to preserve the integrity of the classroom and protect the privacy rights of every student. It is also important for all **volunteers to turn their cell phones off** so that classroom instruction is not interrupted. **Please note that because of school District insurance requirements, siblings are not allowed in the classroom or workroom.** Please arrange daycare for your volunteer time.

Classroom Celebrations

We require compliance with SB12 regarding healthy food selections for classroom parties. A complete explanation of the healthy body initiative can be found at www.cde.ca.gov. We encourage party items that comply with fat, calorie, and sugar guidelines established by the initiative. Our party policies are displayed in the office as well. Due to allergy and health concerns with students, it is helpful if party items have labels with nutritional information and ingredients. Any celebration in the classroom must be **pre-arranged** with the teacher and approved by the principal. Classrooms will not be interrupted for deliveries of balloons, flowers, etc. Balloons may not be brought onto campus.

Field Trips

We encourage parents to be part of the field trip experience when possible. Parents are often assigned as chaperones to small groups of students to help supervise and keep them safe. To limit distractions and get the most from the experience, cell phones should be used only for emergency purposes and should be turned off for the duration of the trip. Parents should defer any concerns or discipline issues to the classroom teacher.

Stork PFSA

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join. The main fundraisers for the year include: a membership drive, the fall jog/walk-a-thon fundraiser, a “Spring” fundraiser, and various “Dine-out” nights.

School Site Council

The School Site Council is a group of parents and staff members who meet to plan, implement, and evaluate the school program. Meetings are open to all parents and residents of the school’s community. The Site Council meeting dates and times are posted on the yearly calendar on page four of this handbook.

ACADEMIC STANDARDS AND GRADES:

Homework Policy: District guidelines for homework equate to approximately 30 – 45 minutes daily in grades K – 3 and 45 – 90 minutes daily for grades 4 – 6. Teachers will review more specific homework expectations at Back to School Night. The purpose of homework is to reinforce skills that have already been taught in class. All students are expected to complete and turn in homework on time.

Grades: All students in kindergarten through sixth grades will be graded based on a four point rubric according to the Common Core State Standards and Learning Skills for Success. In addition, students in grades 4 - 6 will earn letter grades in Reading, Writing, Mathematics, Social Studies, and Science. Students will receive report cards at the end of each of the three trimesters. Based on overall letter grades in content areas and scores in the areas of Learning Skills for Success, students in grades 4 – 6 can earn Honor Roll, High Honor Roll, or Special Recognition each trimester. (4th grade trimester 2 and 3 only) A letter of invitation to the Honor Roll Assembly will be sent to all parents of students who will be receiving any of the aforementioned awards each trimester. The Honor Roll criteria is available on the school website.

Report Cards: Students receive report cards at the end of each of the three trimesters. Please see the calendar on page four of this handbook for dates of Parent/Teacher Conferences taking place in November, March, and as needed. Progress Reports for Special Education students will be sent home at the same time.

SCHOOL RULES:

- ❖ Please do not arrive at school before 7:55 a.m., as there is no supervision until that time.
- ❖ Leave all your toys at home. (e.g. fidget spinners, trading cards, marbles, yo-yo's, baseballs, hard rubber balls, tennis balls, footballs, skateboards, roller blades, skates, scooters, or any other electronic device, etc.). Cell phones must be turned off and stowed in backpacks. We do not encourage bringing cell phones and the school cannot be liable for lost, damaged, or stolen cell phones.
- ❖ Gum chewing is not permitted.
- ❖ Lollipops, hard candy, powdered candy, dried noodles, and sunflower seeds are not permitted.
- ❖ Non-school items may not be sold on campus.
- ❖ WALK in the hallways, on the blacktop, sidewalks, or parking lots.
- ❖ Treat all fire, earthquake, and lockdown drills with seriousness and respect. This helps us keep students and staff safe in the event of a real emergency.
- ❖ Use quiet voices when walking through the halls.
- ❖ Students must obtain a pass to be out of class during class time (restroom use, go to another class, office, etc.)
- ❖ Stay in designated areas before, during, and after school. Remember, we have a closed campus.
- ❖ Line up for class at the designated area and wait quietly for the teacher. Remember, students may not be in the building, classrooms, and halls without a teacher's direct supervision or a pass.
- ❖ Follow all directions as and when they are given. This helps ensure student safety.
- ❖ At the end of the school day, students are not to be in the halls, riding bikes, or walking on the embankment in front of the school.
- ❖ Students are to use the restrooms designated to their grade levels.

Recess/ Playground Equipment Rules

1. Play only in the play areas. The bike rack, portable classrooms, storage bins, hallways, and north and west banks are off limits. Do not enter the building during recess (use outside bathrooms).
2. Be respectful to one another.
3. Let's build each other up. Be careful not to "put down" others.
4. Keep all games open to everyone.
5. Rough play is prohibited. This includes pretend fighting or wrestling, tackle football, Crack the Whip, Red Rover, and any other rough or inappropriate play.
6. No throwing of rocks, sand, or other objects.
7. We have a "hands off" rule. Keep your hands and feet to yourself. We do not play tag, throw sand/rocks/objects, bite, or spit. Fighting and play fighting are not allowed.
8. Keep your feet on the ground. Refrain from climbing fences, walls, trees, and backstops.
9. Soccer balls are the only balls that may be kicked, and only on the field- not the blacktop.
10. Use the slide properly (no climbing up, hanging from, using sand, slide feet first only).
11. Jump ropes are for jumping only.
12. Established and taught game rules must be followed.
13. Bars area:
 - ❖ No standing on or jumping off the bars.
 - ❖ One person at a time on the bars.
14. When the bell rings, all children should freeze until the whistle blows then walk to their classroom line.
15. Students should never be in classrooms that are not supervised by the teacher.

LUNCH RULES

Stork students: Students have an allotted 15 minutes to eat, however, if they need more time, a special table is provided.

- ❖ Use your best table manners. Clean up your own papers, spills, and trash.
- ❖ No playing with food or throwing food (students should not share food).
- ❖ Raise your hand and wait for the proctor to call on you if you need to leave the table for any reason.
- ❖ Wait to be dismissed by the proctor or staff member on duty.
- ❖ Walk directly to the playground.
- ❖ Use outside restrooms only during all recesses.

DISCIPLINE PHILOSOPHY

Through an effective discipline philosophy, our staff is able to provide a learning environment that is safe and positive. We believe that discipline is teaching appropriate behaviors and accountability.

Appropriate School Behavior: Appropriate school behavior is encouraged by all of the Stork staff. We have established school-wide standards of behavior through our Positive Behavioral Interventions and Supports (PBIS) Program and our Stork Code of Conduct. Each teacher will notify parents of expected school-wide and classroom behaviors and consequences for appropriate and inappropriate behavior (please see attached chart). In addition to the Code of Conduct, Stork has a Character Education Program. It is the goal of Stork School to present to students the qualities that exemplify good character and to instill in them a reflective process of making appropriate choices. Expectations of Superstar character and behavior are presented through our school-wide use of Positive Behavioral Interventions and Supports, Announcements, and behavior assemblies.

Students who demonstrate appropriate behavior are recognized through both classroom and school level recognition programs including:

- | | |
|---|--|
|  | <ul style="list-style-type: none"> Superstars of the Week Awards Certificates of Recognition Positive Passes to the Principal Random Act of Kindness Awards Principal's Awards Three R Rockstars Classroom incentives |
|---|--|

Participation in incentive and extra-curricular activities such as: Assemblies, class parties, picnics, outdoor education, athletics, end of the year activities, and Student Senate activities are dependent upon appropriate behavior and academic performance as determined by the classroom teacher and the site level administrator.

Disruptive Behavior: Minor infractions are generally handled by the classroom teacher or playground supervisor, while major infractions are referred to a site administrator. Parents will be informed whenever a student is developing adverse behavioral patterns.

Students will be held accountable for inappropriate behavior. Consequences may include, but are not limited to: counseling, loss of privileges, school detention, time out, study hall, office referral, exclusion from activities/athletics, in- or out- of- school suspension, and in extreme cases, recommendation for expulsion. Please refer to the *Alta Loma School District Parent Handbook* and the *Stork Code of Conduct*.

We're proud of Stork's positive reputation and we appreciate your cooperation and support. School and home both share in the overall development of our students. By working together, we (staff, students, and parents) can provide a positive and safe environment that enables each individual to benefit from the opportunities that are provided. When school and home work together, our students succeed!

Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment

<p>LEVEL 1: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Productive Personal Environment: A Level 1 behavior is one that occurs in the classroom and interferes only with the learning of the student who demonstrates the behavior. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher should NOT stop the learning activity to correct the behavior.</p> <ul style="list-style-type: none"> ● Not having appropriate equipment, supplies, and/or materials ● Sleeping ● Being off task, but not disruptive to others ● Failing to turn in homework/failing to complete assignments ● Doodling ● Playing with items in desk ● Daydreaming ● Gum chewing / eating <p>Students who do not create a productive personal learning environment cannot take away time from the teacher or the focus away from the learning objective. May require parent notification.</p>	<p>LEVEL 1: CONSEQUENCE EXAMPLES:</p> <p>Productive Personal Environment: For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"> ● Looking in the vicinity of the misbehavior ● Walking toward the area of the misbehavior (proximity) ● Ignoring behavior ● Using a verbal redirection/signal ● Utilizing informal talk ● Behavior Matrix Review ● Time-out/work completion in another room ● Parent/teacher conference ● Behavior Contract ● Referral to an SST (Student Success Team Meeting)
<p>LEVEL 2: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Productive Classroom Environment: This is the highest priority for the classroom teacher. A Level 2 behavior is one that occurs in the classroom and disrupts the learning of other students.</p> <ul style="list-style-type: none"> ● Failing to follow a reasonable request of the teacher ● Talking at inappropriate times ● Blurting out ● Horseplay ● Disturbing another student in any way ● Dress code violation ● Being out of seat during inappropriate times ● Improper use of equipment ● Not following directions disruptively ● Writing notes and passing them ● Cell phone use <p>Students must refrain from Level 2 behaviors. Whenever such behavior occurs, it requires immediate attention of the teacher and calls for immediate correction. May require parents' notification and office referral.</p>	<p>LEVEL 2: CONSEQUENCE EXAMPLES:</p> <p>Productive Classroom Environment: For behaviors that occur in the classroom and interfere with the learning of others, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"> ● Walking toward the area of the misbehavior (proximity) ● Verbal redirection/signal ● Utilizing informal talk ● Behavior Matrix Review ● Time-out/work completion in another room ● Behavior Contract ● Parent/teacher /administrator conference with student ● Loss of classroom privileges ● Referral to an SST ● Counseling referral ● In-school suspension/teacher discretion ● Parent to sit with student in class

Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment- Continued

<p style="text-align: center;">LEVEL 3: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Orderly Environment: A Level 3 behavior is one that occurs in the school, is not intended to cause physical harm to another individual, is not illegal, but does disrupt order.</p> <ul style="list-style-type: none"> ● Disruptive behavior on the playground ● Intimidation/Name Calling/Teasing ● Unsafe/rough play ● Equipment misuse ● Disruptive behavior in the hallway ● Disruptive behavior in the cafeteria ● Disruptive behavior at a school event/activity/bus ● Tardiness/Truancy ● Inappropriate reading materials ● Inappropriate display of affection ● Defiance/disrespect toward supervising adult ● Inappropriate use of social media/devices <p>Students cannot be safe or free from distraction when exhibiting Level 3 behaviors. The incident will be handled by the individual(s) assigned to supervise the area. If any other staff member is in the area, he or she is expected to assist when necessary. May require office referral, staff and parent notification.</p>	<p style="text-align: center;">LEVEL 3: CONSEQUENCE EXAMPLES:</p> <p>Orderly Environment: For behaviors that occur at school that are not intended to, and do not have the potential to cause physical or mental harm to another individual and are not illegal. May include:</p> <ul style="list-style-type: none"> ● Proximity ● Behavior matrix review ● Using a verbal redirection/signal ● Conference/Discussion ● Time-out/work completion in another room ● Parent/teacher / conference administrator with student ● Referral to principal office ● Referral to SST ● Referral to SART and/or SARB ● Establishing a Behavior Contract ● Restitution ● Detention ● Loss of privileges ● Removal from bus/activity ● Counseling referral ● In-school suspension ● SWAP ● Suspension for repeated offenses
<p style="text-align: center;">LEVEL 4: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Safe Environment: A Level 4 behavior (highest priority) is an unacceptable behavior that is intended to or has the potential to cause another individual physical or mental harm and/or is illegal.</p> <ul style="list-style-type: none"> ● Possession or use of dangerous objects, weapons, and explosives ● Theft (taking school or personal property) ● Fighting-assault or battery ● Hitting, choking, biting, or kicking ● Alcohol/drugs/tobacco (possession, sale, or use) ● Sexual harassment of any kind ● Vandalism ● Arson ● Obscene acts or habitual profanity or vulgarity ● Ongoing harassment (sexual), threats, and intimidation including use of social media ● Defiance/disrespect and threaten adult authority <p>Students cannot be expected to learn in a threatening and dangerous environment. Whenever such behavior occurs it requires immediate attention from staff, notification to parents, and possible notification of law enforcement.</p>	<p style="text-align: center;">LEVEL 4: CONSEQUENCE EXAMPLES:</p> <p>Safe Environment: For behaviors that are intended to, or have potential to cause another individual physical or mental harm and/or are illegal, the possible consequences depending on frequency and severity may include:</p> <ul style="list-style-type: none"> ● Behavior Matrix Review ● Administrator/parent/student conference ● Behavior Contract ● Detention ● Counseling referral ● In-school suspension ● Out-of-school suspension ● In-lieu of expulsion contract ● Parent to accompany student on campus ● Expulsion referral (48915) ● Notification of local law enforcement ● Law Enforcement Citation

BULLYING

Stork Elementary actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.**

What is bullying?

Bullying is a form of antisocial behavior that has no place at Stork. Per the (Education Code 48900), **bullying is defined as severe or pervasive physical or verbal act or conduct committed by a pupil or group of pupils (typically includes threatening/intimidating behavior repeated over a period of extended time).** It can include physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), indirect actions (gossiping, spreading rumors, communication through writing or electronically, and exclusion from groups).

Bullying has common features:

- » it is **deliberate**, hurtful behavior
- » it is **repeated often** over an **extended period of time**
- » the person who bullies exercises **threatening/intimidating** power over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, **all students must abide by the Superstars *Anti-Bullying* contract.**

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Stork is a safe place where we can focus on learning. **I agree to the following:**

*I will **be respectful** to everyone at my school, even if I don't want to be friends with them.

*I **will not** stand by and **watch someone** be **teased, threatened, or hurt.**

***If I feel I am being bullied** or I see someone else being bullied, I will respectfully **ask the bully to stop.** I will **also tell an adult immediately at school** or fill out a blue "**Bully Slip.**"

*I will not tell hurtful rumors, gossip, or stories about someone to another person.

*If someone hurts my feelings, **I will talk to them respectfully and tell them how I feel.** I won't try to get back at them. **If this doesn't work, I will talk to an adult at school to help me problem-solve.**

*I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology.

*I will control my emotions **when I am upset** and I will **ask for help from a trusted adult at school** if I have trouble doing this.

Please read and discuss this with your child at home. This contract will be reviewed in class by your child's teacher as well. **All students will be expected to adhere to this contract and to report any potential bullying immediately to an adult at school.** Any person suspected of bullying will be investigated, counseled, and placed on a progressive discipline and consequence plan.

STORK SCHOOL CODE OF CONDUCT

GENERAL SCHOOL-WIDE RULES

School-wide Expectations: Be respectful, responsible, & resourceful!

All Students should:

1. Come to school on time and be prepared to learn.
2. Make the most of the learning time you are given and do your best.
3. Treat others the way that you would like to be treated. **Be respectful!**
4. Politely follow the directions given by the supervising adult.
5. Keep your hands and feet to yourself. Remember, **hands off!**
6. Use appropriate language. (No profanity, vulgarity, obscene gestures, name calling, or harassment.)
7. Follow the “Superstars Anti-Bullying Contract” on page 13 of this handbook.

ASSEMBLIES AND ACTIVITIES CONDUCT

Students will walk to the assembly area with their teacher where they will sit together as a class. Students are expected to be respectful, courteous, to use polite applause, and to wait quietly until the teacher dismisses the class.

CLOTHING AND APPEARANCE GUIDELINES

We believe that coming to school ready to learn includes how a child dresses; therefore, children are encouraged to wear appropriate school clothing. Parents have the primary responsibility for maintaining proper and appropriate conditions conducive to learning.

A student may not remain in the classroom dressed in a manner which:

- (1) Creates a safety hazard for the student or for other students. Refrain from footwear that doesn't allow for running.
- (2) Constitutes a serious or unnecessary distraction to the learning process;
- (3) Tends to disrupt the campus order; or
- (4) Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity. (See also: *Alta Loma School District Parent Handbook: Clothing and Appearance.*)

LUNCH BEHAVIOR

Teachers will escort students to the lunch area where students are to sit at their classroom lunch table unless otherwise instructed. Students who do not follow the rules may be detained or timed out, or referred to an administrator for further action. This student's name will be reported to the student's teacher.

RECESS AND PLAY TIME CONDUCT

Stork Superstars have good sportsmanship. Remember to be courteous and polite to all students and staff. Disrespectful attitudes, not following directions, bullying others, unsafe behaviors, and obscene gestures/expressions are not allowed. Let's take care of the equipment, our school, and each other. Remember, a Superstar follows all rules and demonstrates respectful behavior towards others.

WHEN USING SCHOOL EQUIPMENT:

- ◇ Use only District approved school and athletic equipment properly.

- ◇ Take care to return it in good condition. Lost or damaged school materials must be replaced by the student responsible for the damage.

THE BIG NO'S

NO TOYS, SKATES AND OTHER UNNECESSARY ITEMS

The school is not responsible for personal items, equipment, toys, or valuables brought to school from home. Leave all of your toys and unnecessary things at home. This means **NO**:

- ◇ Skateboards, skates, **shoes with wheels**, scooters (Razors), laser pens, and collector cards i.e., Pokemon cards
- ◇ Bats, hardballs, footballs, softballs, racquetballs, handballs, tennis balls, or frisbees
- ◇ **Electronic or computer games. If a cell phone is seen or heard, it will be confiscated and a responsible adult will be required to pick it up.**
- ◇ Keep cell phones turned off and stowed in backpacks. We do not encourage bringing cell phones and the school is not responsible for lost, damaged, or stolen cell phones.

ABSOLUTELY NO DANGEROUS OR ILLEGAL ITEMS

It is against the law to bring dangerous or illegal objects to school or to school-related activities. Do **NOT** bring the following items to school for any reason:

- ◇ Any toy which projects items and can potentially harm another student
- ◇ Aerosol or spray cans. Permanent markers such as a Sharpie
- ◇ Prank toys such as stink bombs and/or shocking devices*
- ◇ Knives*, razors*, sharp blades* and look-alikes* **of any kind regardless of size or purpose.* This includes pocket knives.**
- ◇ Guns* or pistols* or bullets of any type (pellet, real, cap, toy, squirt, water, etc.) or other objects of danger*
- ◇ Alcohol, drugs* and/or drug look alikes*, drug paraphernalia*, cigarettes, lighter and/or matches*, explosives*, or ropes*.

****Possession of dangerous objects/weapons can result in suspension and recommendation for expulsion from school.***

NO FIGHTING RULE

Discipline includes managing one's behaviors and conflicts. We have a **"Hands-Off Rule."** This means: no "real" or "play" pushing, tripping, wrestling, tapping, pinching, hitting, choking, biting, kicking, fighting, etc. at school or school-related activities (**including on the way to or from school**).

Threatening or harassment of any kind is not allowed. Violation of the

“hands-off rule,” threatening to fight or injure another, or harassment is suspendable.

Disciplinary Actions

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Detention** – Following a 24-hour notification of parents, students may be detained in school for disciplinary or other reasons for up to one hour after the close of the school day.
- ✓ **Discipline Counseling:** A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. (Recorded in administrative record).
- ✓ **Expulsion** – The student is informed that s/he is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone and certified letter from the District Office that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The principal/District Superintendent will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed (Recorded in student file).
- ✓ **In-School Suspension** – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers. (Recorded in student file).
- ✓ **Loss of Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **Parent Conference** – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. (Recorded in administrative record).
- ✓ **Police Contacted** – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus, if there is a serious potential threat of any kind, or if there is suspicion of illegal conduct.

- ✓ **Removal from Class(es)** – The student is removed from one or more classes, but remains at school during these class periods.
- ✓ **Request Parent Attendance** – Parents/guardians may be requested to escort/attend class with their child and/or field trips.
- ✓ **Restitution** – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **Revocation of Inter/Intra District Transfer Agreement** – The district may revoke a transfer agreement at any time due to excessive tardies, absenteeism or unacceptable behavior.
- ✓ **SARB** – (School Attendance Review Board) (Education Code 48260) – Any pupil subject to full-time education who is absent from school without valid excuse more than three days, or tardy in excess of 30 minutes on each of more than three days in one school year is considered to be truant. Failure to address attendance problems may result in a referral to the SARB.
- ✓ **Student Study Team Referral** – This is a process to help identify students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and/or administration facilitates this process.
- ✓ **Suspension** – The student is informed that s/he is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. (Recorded in student record).
- ✓ **Suspension of Bus Privilege** – Loss of privilege to ride the bus for a period of time.
- ✓ **Systematic Exclusion** – Readjustment of student schedule to a modified day.