

K.L. Carver School Handbook General Rules, Information, and Discipline Policy, Rules and Behavior Expectations

2014 - 2015

3100 Huntington Drive
San Marino, California 91108
(626) 299-7080
FAX (626) 299-7086
Office Hours: 8:00 a.m. - 4:00 p.m.

Principal
Administrative Assistant
Secretary
PTA President

Mrs. Elizabeth Hollingsworth
Mrs. Mary Divney
Mrs. Debi Cribbs
Mrs. Christina Pink

SCHOOL HOURS

Preschool SAI	8:05 A.M. to 11:30 A.M.
Transitional Kindergarten	8:30 A.M. to 2:15 P.M.
Kindergarten – Grade 3	8:30 A.M. to 2:30 P.M.
Grades 4 & 5	8:30 A.M. to 2:50 P.M.

MINIMUM DAY SCHEDULE

Preschool SDC	8:05 A.M. to 10:45 A.M.
Transitional Kindergarten	8:30 A.M. to 12:15 P.M.
Kindergarten – Grade 3	8:30 A.M. to 12:30 P.M.
Grades 4 & 5	8:30 A.M. to 12:30 P.M.

ARRIVALS AND DEPARTURES

School begins at 8:30 a.m.: Children should NOT arrive before 8:15 a.m. because there is no adult supervision provided before that time. All students shall proceed to the lunchcourt at 8:15am. (The San Marino Recreation Department offers before school daycare programs for a fee.)

Tardies: If a child is late (arrives at school after 8:30 a.m.), please have him/her report to the office to receive a tardy slip before being admitted to class. The student will be given a tardy slip that is required for late entrance into the classroom. In school, promptness is an extremely important attribute. Being on time is a learned skill, or a habit that is developed. The first several minutes of class are very important: classroom attendance is taken (money from the state is based on this); lunch count is taken and in most rooms, a synthesis of the day's events is given. When a child walks in four or five minutes late, it is not only disruptive to the class, but all the "counts" have to be changed. It is also possible that the child will develop a habit that will be hard to break in intermediate school or later on in life.

Dismissals: Students should leave the school grounds promptly when dismissed from class. **Children may not wait on campus for older siblings to be dismissed** unless prior arrangements have been made with the office. (The San Marino Recreation Department and the YMCA offer after school child care. Please contact them for details.) **Supervision is provided only until 3:00 p.m.**

Irregular Departures: Any irregular departure from school requires notification from the parent. The notification should be given to the child's teacher before the school day begins. The principal alone is authorized to approve a student's dismissal. The student must be picked up at the office, and must check in through the office upon return to school.

Releases: Children are released **ONLY** from school to those people listed on their emergency forms. If there are changes or additions, please notify the school office in writing. In the primary grades, when a child is going to someone else's home after school, it is advisable to inform the teacher of any changes in the normal procedure.

Rainy Day Schedules: When students arrive at school between 8:15 and 8:30 a.m., they should proceed directly to the lunchcourt. There is no change in the length of the school day. Let your child know how he/she will get home. Please carpool to help reduce traffic congestion. There will be a special schedule for lunch time.

Students should be on campus only during school hours: Children should be in the corridors **ONLY** during school hours and on the playground **ONLY** during supervised times. School grounds are dangerous areas for children to be when there is no supervision. Children may not return to school after 4:00 p.m. or on weekends unless accompanied by an adult.

ABSENCES

We believe that regular school attendance plays a key role in the success a student achieves in school. Class participation is an integral part of students' learning experiences. We encourage parents/guardians to schedule medical appointments during non-school hours. Please make every effort to have your child in school each day. Our state funds are based upon students' actual daily attendance. The school loses state funds every day that your child is absent from school for any reason including illness.

Excused Absences: Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons as permitted by state law. State law permits students to be excused from school when the absence is for one of the following reasons:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

School Notification: Please call the Carver Student Absence Line (626) 299-7080 before 9:00 A.M. and leave a message each day that your child is absent or will be arriving late. Please send a note with your child the first day he/she returns to school with the reason for your child's absence.

Schoolwork/Homework: Schoolwork and homework requests for students meeting the criteria for an excused absence may be made through the office on the second day of absence for pick-up at the end of the third day of absence. Students will be given the opportunity to make up schoolwork missed because of an excused absence. Full credit will be given if the work is turned in according to the teacher's make-up schedule. Students who miss schoolwork because of an unexcused absence shall be given the opportunity to make-up missed work for full or reduced credit at the option of the teacher.

Independent Study Program: Independent Study Program is available for students who meet the criteria for an excused absence and who will be absent for five (5) days or longer. The school does not lose state attendance funds for students who participate in this program. Independent Study Program contracts are subject to the principal's approval. Please contact the office at least one week in advance to arrange for Independent Study.

Home Teacher: A home teacher is available if your child will be absent for more than ten days with a non-contagious illness. A doctor's note is required at the time of application for a Home Teacher. The Home Teacher is arranged through the District Office.

Parental Absences: Parents should notify the office in writing when they will be out of town. Please include the dates of your absence and the name of the person responsible for the student(s) while you are gone.

SCHOOL SAFETY

Bicycle Safety: Bicycle safety is of great concern for all of us. Bicycles may be used as a means of transportation to and from school by 3rd, 4th, and 5th grade students only. A "Bicycle Safety Rodeo" will be held in September and detailed instructions will be given to students and parents regarding bicycle rules for our campus. Students must have a San Marino City Bike License (available at the Fire Department or through the "Bicycle Safety Rodeo") and a bike lock. Bicycles must be parked in the appropriate area. Bicycles may not be ridden in the school corridors, in the parking lot, or on the playground. No bicycling is permitted on the sidewalks in the business district. All students must wear helmets when riding bicycles.

"Razor" Scooters: Scooterboards may be ridden to and from school, but **never** on the school grounds. They must be either stored in a backpack or locked to the bike rack during the school day. They may not be stored in classrooms. Only the person to whom the board belongs may use it for transportation. Students are strongly encouraged to wear protective gear (especially helmets), as serious injury is quite possible. Boards used in an unsafe manner or contrary to school rules will be confiscated and will be returned only to the parents.

Skateboards, Roller Blades, and "heelies": Skateboards, Roller Blades, and "heelies" may not be brought to school at any time.

Pedestrian Safety: When walking to school, children should walk on the sidewalk, use the crosswalks, and look both ways when crossing the street. The city provides crossing guards at the intersections of Huntington Drive and Palomar Road, and at Huntington Drive and San Gabriel Blvd. The guards are on duty 1/2 hour before and after school.

Appropriate School Dress: Students are expected to dress in a safe, healthy and non-distracting manner. Shoes must be worn at all times. Tennis shoes and other closed shoes are appropriate for school. Thong sandals, backless sandals, and shoes that roll may not be worn to school. All other sandals and fragile shoes are hazardous for playground activities and may not be worn to PE. Long dresses, bare midriffs, short shorts and tank tops with narrow straps are inappropriate. No hats are allowed in the classroom. T-shirts with advertisements about cigarettes, beer, alcohol or other substances are inappropriate school attire.

Drop-off and Pick-up Areas: The drop-off and pick-up lane by the auditorium steps is to be used by children arriving or departing by car.

Policy Regarding Dogs on School District Property: The Board of Educations asks for your help in communicating with parents, coaches, neighbors, and students that dogs are not allowed on District property, in particular our fields and facilities. Lacy Park is intended for community use, and residents are fortunate to have many nice neighborhoods in which they may walk dogs. If you could help us in communicating this message to everyone, the Board would be very appreciative. This policy applies to all District fields and facilities. For everyone's safety and security and for sanitation purposes we must enforce this policy.

Items Brought To School should be clearly marked with the student's first and last name. Please do NOT send any of the following items to school: glass containers, toys, balls, trading cards, personal electronics, large amounts of cash, or other expensive items.

Phone Use: Student use of the school telephone is for emergencies only. Please make prior arrangements with your children regarding after-school plans. We do not recommend that elementary students bring cell phones to school. If they are brought to school, cell phones must be turned off and kept in backpacks during school hours.

TRAFFIC SAFETY

Drop off ALL students (gr. K-5) in the appointed area OR park in a visitor space OR in the west parking lot, and walk with your children onto the campus.

Comply with the requests made by traffic volunteers and supervisors. They are there to ensure the safety of all students. Although there may be some inconvenience or waiting, our emphasis is the safety of all children.

DO NOT allow children to exit from your vehicle by the playground gates, food services driveway, or in the red zone on San Gabriel Boulevard.

DO NOT allow children to exit from your vehicle in areas other than the marked drop-off zone, including the bus loading zone, or handicapped parking places.

"Staff Parking" spaces are reserved for teachers from 7:00 a.m. - 2:00 p.m. Please do not park in "Staff Parking" places during these hours.

Observe all "rules of the road" including no-parking areas and speed limits.

Consider alternatives such as walking, carpooling, bike riding (gr. 3-5), or arriving at school between 8:15 -8:20. Remember that supervision begins on the playground at 8:15.

EMERGENCY PROCEDURES AND STUDENT RELEASE PLAN

DURING SCHOOL HOURS:

- A. Regardless of whether it is an alert or actual disaster, all students will be held at school (except as stated in "B") until the school principal is notified by the Chief of Civil Defense, the Superintendent of Schools or other proper authority to release students.
- B. Until notification is received to send students home, primary students will be released only to their parents, or an adult listed on the child's emergency form, from the classroom by the teacher.
- C. Students remaining at school will be released to return home on foot or by their own transportation when official notice to do so is received.
- D. It is recommended that parents give careful consideration to the arrangements made for their son/daughter to be picked up by designated persons or to go to a neighbor's home in case parents are away. **Make sure names on emergency forms are up to date.**
- E. **EARLY SCHOOL CLOSURE** may occur due to an earthquake or other emergency. Parents will check-in by our entry sign and then move to the Masonic Lodge Parking Lot. Staff will communicate with the Command Post by radio; then parents will be sent to the Command Post area to sign-out their children. Authorized adults will be required to sign a release form at the command post. All children will be gathered on the tennis courts under the supervision of staff members. Children will **ONLY BE RELEASED TO INDIVIDUALS ON THE EMERGENCY RELEASE FORM**. The person picking up the child **MUST BE PREPARED TO SHOW PHOTO IDENTIFICATION**. Keep in mind that these procedures are necessary to ensure the safety of all of our precious children. There will be many anxious adults and children. Your patience and compliance with these directions will help us maintain a calm environment for our students.

BEFORE OR AFTER SCHOOL HOURS:

Keep your son/daughter at home until the Chief of Civil Defense, the Superintendent of Schools, or other proper authority gives instructions by radio, telephone or other media or communication.

HEALTH POLICY

Health Cards: A health card is kept on file for each child. Parents are asked to keep information current and to see that all immunizations are up-to-date. Parents should be especially careful when choosing persons to be contacted in the event of an emergency or if the student becomes ill at school and the parents cannot be reached. It is important that at least one person on the emergency form be able to speak English. Please also note on the card if the student goes to a babysitter or other regular childcare after school. If your child has any health restrictions regarding P.E., please include this information.

Medication Policy: The following principles and procedures will be followed when a parent requests that a student be permitted to take medication at school.

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and physician.
2. If your child has a medical condition that may require medication, limitation of activity or and special care during the course of the school day, notify the principal in writing immediately. If medication is required, please provide specific written instructions from your child's physician about the administration of medicine (see #4 below). This is particularly important if your child has asthma, diabetes, a severe allergy, or other condition that may require immediate intervention.
3. All medications for students must be kept in the administrative or school nurse's office. Students may not carry medication on their person or keep it in their desks or backpacks without written consent from parents and the principal.
4. A written statement shall be required and must include:
 - The prescribing physician, who shall indicate the necessity for the medication being given to the student during school hours, and the method, amount, and schedules for medication.
 - The parent shall request and authorize, in writing, the designated school personnel to give said medication in the dosage so prescribed by the physician.
5. All medications sent to the office to be administered to a student shall be sent in the original, labeled bottle with the name and telephone number of the pharmacy, the student's identification, name of the physician, and the dosage of the medication to be given.
6. Form letters for parents and physicians designed to facilitate these procedures are available in the school office.
7. A list of students needing medication during school hours, including the type of medication, times, and dosage, will be maintained at the school in the administrative or school nurse's office. The list will be reviewed and updated periodically by the school nurse.
8. Under no circumstances are school personnel to provide/administer over-the-counter medicines or nostrums to students without first obtaining written consent from the parent and physician.
9. At the end of the school year parents must claim any medication remaining at school or it will be disposed of by school personnel.

Smog Policy: If a health advisory is announced, PE activities will be limited. During a smog alert, vigorous outdoor activity will be discontinued and PE classes will be moved indoors.

SCHOOL LUNCHES

Students may bring their lunch from home or they may buy lunch in the cafeteria. Parents may join their child for lunch on occasion, but are discouraged from doing so on a daily basis. The school lunchtime is only for eating lunch, and it is not an appropriate time for parents to bring food items for special celebrations. Under state and federal law, public schools must follow specific nutritional standards for food and beverages served to students during the school day. Please note that as of Tuesday, September 2, 2014, San Marino schools will no longer accept food deliveries from outside vendors during the school day for student lunches. Individual student lunch deliveries from outside vendors will no longer be accepted as of this date. Outside vendors will be notified of the District's plan to comply with state and federal guidelines. This does not preclude your child from bringing their lunch from home.

The District Food Services maintains an electronic account for each child. Each student uses a PIN number to access the account at lunchtime. Checks should be taken or mailed directly to Food Services, San Marino Unified School District, 1665 West Drive, San Marino, CA 91108. Make checks payable to K.L. Carver School and include the child's name on the check. The Carver Office *will not accept cash* payments for lunch fees. If necessary, the child may debit the account for two lunches until you are able to pay into the account. Daily lunches cost \$4.00. Prepayment options may be made monthly or annually.

LOST AND FOUND

Please label all clothing and other personal items so that they can be returned to your child if they are lost. If your child is missing any items, check the Lost and Found Rack outside the cafeteria. Periodically, Lost and Found items not claimed are donated to charity.

PARENT/SCHOOL COMMUNICATIONS

General Communication: Carver School's website contains a wealth of information for parents and students including our activities calendar, lunch menu, and a link to help you become a subscriber to Carver's electronic mailings. www.carverschool.us. We use a secure service, Constant Contact, which is described on the website. Subscribers receive the *Friday Flash*, our weekly e-newsletter, with information about the coming week's event. *The Carverette* the PTA's monthly e-newsletter, and includes articles and detailed information about school events and topics of interest.

Communication with Teachers: Most teachers are available before and/or after school for questions. All teachers are happy to arrange appointments to meet with parents. If you wish to contact the teacher, send a note, email, or call the classroom and leave a request for the teacher to return your call. Please remember that while classes are in session, the teachers are required to attend to their instructional/supervising duties and are not free to converse with parents. Teachers are frequently expected to attend after-school meetings or are busy with classroom preparation in the mornings and therefore are not always available for unexpected "drop-ins". An appointment always ensures a satisfactory meeting time for all concerned.

Visiting School: Parents are welcome to visit their child's classroom for 20-30 minute sessions. Parents must make advance arrangements with the child's teacher, and check-in through the main office. Preschool children or children attending other schools may not visit in the classroom. Please remember that this is not a "conference" time, as the appropriate time for a conference is when the teacher can give the parent all of his/her attention; usually before or after school.

Parent Involvement: The educational philosophy of Carver School considers parent involvement very important. Consequently, parents are encouraged to volunteer their time, talents, and ideas whenever possible. The Carver PTA supports many valuable programs at school and offers a means for the parents to become involved by volunteering in a wide variety of areas.

Classroom Interruptions: If your child forgets his/her lunch, homework, or any other needed items, please deliver the items to the school office. When items are delivered directly to the classroom, the interruption can be very disruptive for the teacher and the children.

ACADEMIC INFORMATION

Homework is given at all grade levels and students should plan to spend, on an average:

Kindergarten	10 - 15 minutes, 1 night per week
Grade 1	10 - 15 minutes per night
Grade 2	15 - 20 minutes per night
Grade 3	20 - 25 minutes per night
Grade 4	30 - 40 minutes per night
Grade 5	50 - 60 minutes per night

The purpose of the assignments is to reinforce classroom learning as well as to encourage self-direction and good study habits. Parents can help their children toward these goals by taking an interest in what the student is doing as well as by providing encouragement and guidance where appropriate. It is important to have the necessary resource materials and a good work place for the student. Parents may also check work for neatness and to see that directions have been followed. Parents should confer with the teacher if help is needed.

Report Cards: Report cards are issued to students at the end of each trimester. An annual Parent/Teacher conference is scheduled in November. Appointments may be made for conferences with your child's teacher anytime during the school year.

Cumulative Records: All academic records and student histories are kept on file. Parents may have access to such records by appointment with the Principal.

Testing Program: Regular testing is provided in conjunction with district and state testing programs. Parents are welcome to discuss the results with their child's teacher. The state mandated STAR Testing Program is administered in the spring to students in grades 2-5. The results may be discussed with the teacher at a scheduled conference.

Class Grouping and Request for a Teacher: All classes are grouped heterogeneously. Each class includes a wide range of academic abilities, personalities, and a balance of boys and girls. Specific requests for classroom assignments are not normally considered. Each year the teachers, principal, and specialists are involved in placement of students for the following year. Countless hours are spent discussing and deciding the appropriate situation for each individual child. All aspects of each student are taken into consideration when making decisions, in order to be certain that each child has a learning environment that will meet his/her needs. Working within constraints of parent requests makes the task of preparing class lists more complicated, if not impossible. We ask that parents trust the school's decisions in placing student. We feel that we have an exceptionally gifted staff who will provide the same quality learning experience for your child. Our teachers at all levels plan cooperatively so as to maintain like instructional situations.

ACADEMIC SUPPORT PROGRAMS

Special Services: Sometimes children need specialized learning experiences. Although they possess average to above average ability, they may have specific learning problems in one or more areas. San Marino Unified School District offers programs are available to assist these children. At Carver, there are three Special Day Class, taught by Mrs. Bulgin, Mrs. Chin, and Mrs. Tyler. Carver School has another program for children who spend the majority of the time in the regular classroom, and meet with the Resource Specialist, Mrs. Matthiessen, for one or two periods of additional help during the school day. Children are admitted to these programs only after an Individual Educational Plan (IEP) is completed by parents and the personnel on the School Assessment Team. Our Speech Therapists are Mrs. Cheri Blue and Ms. Chang-Maiwald, and they provide services for children with identified needs of language development and/or articulation. Our School Psychologist, Mrs. Sonia Chelsvig, and our Elementary Guidance Counselor, Mrs. Linda Kuchmecki, are available on an as-needed basis. The ELD teacher, Mrs. Aranda, works with identified students who need to build their English skills.

Special Services Available: If you know of a child, age birth through 22, who has difficult in speech and language development, motor development, or specific learning handicaps, please contact our school psychologist, or the special education office (626-299-7000 ext. 381). Special education services including language/speech, adapted

physical education, small group instruction/resource specialist assistance, and special classes are available through the district for identified children.

Physical Education: Mrs. Mejia is our PE instructor and schedules classes for all students. The program consists of participatory sports and games appropriate to the age and physical development of each class.

SCHOOL SUPPORT SERVICES

Talent Bank: Talent Bank is a clearinghouse for the skills and interests of ALL people in the San Marino Community. It serves as an enrichment resource for our students and teachers. Anyone in the community can be listed with Talent Bank to share his/her hobby, collection, profession, and/or vocation with our children. Talent Bank also coordinates field trips. Children are either transported either by car or by bus. A minimal donation is requested for admission fees and bus costs.

School Site Council: The K.L. Carver School Site Council (SSC) strives to improve the quality of education at Carver School. The SSC allocates the resources of the state-funded School Improvement Program. The council plans and implements its goals in order to supplement the existing program and curriculum. The SSC is comprised of teachers, parents, and the principal.

San Marino Schools Foundation: The San Marino Schools Foundation is a non-profit corporation, organized in 1979 by a group of concerned residents with the purpose of supporting quality activities are implemented entirely by volunteer trustees and workers without the assistance of any paid staff. The funds raised are applied directly to needs identified by the School District. All contributions are tax-deductible and may be sent to the San Marino Schools Foundation, P. O. Box 80654, San Marino, CA 91108.

DISCIPLINE POLICY

The goal of our discipline program is to promote responsible decision making, respect for self and others, respect for property, and pride in appropriate behavior. One of our primary responsibilities is to promote a safe, productive learning environment. It is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school.

Teachers will present basic rules and regulations for the classrooms and playground. Generally, our rules involve creating a safe and orderly working environment for all and will include the following: treat others with respect and as you would wish to be treated; play safely with no rough play, fighting or play fighting at any time; and use language that is appropriate to the school setting. There is to be no profanity or demeaning name-calling.

ZERO TOLERANCE: Parents and students need to be aware that according to California law and the San Marino School District discipline policy, there are certain actions which require immediate suspension and may lead to expulsion. Such actions include:

- Causing, attempting to cause or threatening physical injury to another person. In any physical confrontation, all students may be suspect to suspension.
- Possessing, selling or otherwise furnishing of any gun, knife, explosive, or other dangerous object or any **facsimile** of any of these objects at school or at any school activity (i.e. firearms, knives of any kind including pocket and Boy Scout knives, firecrackers, lighters, matches, or toy replicas of such items).
- Possession, use, sale, furnishing or being under the influence of any controlled substances (i.e. tobacco, drugs, alcohol or intoxicants).
- Offering, arranging or negotiating unlawful sales of any controlled substances.

According to state law, students may be suspended or expelled for the following reasons:

- Committing robbery or extortion
- Stealing or attempting to steal school property or private property.
- Committing an obscene act or using habitual profanity/vulgarity.
- Offering or negotiating sale of drug paraphernalia.
- Disrupting school activities; defying authority.

- Causing, attempting to cause, or threatening to cause "hate" violence.
- Intentional engagement in harassment, threats or intimidation.
- Possession of electronic devices (i.e. beepers)

Students may be suspended/expelled if any of the preceding acts are committed under any of the following situations:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether or not on campus.
- During, or while going to or coming from, a school sponsored activity.

Working as a team with parents and teachers, administrative representatives will generally follow one or more of the following procedures:

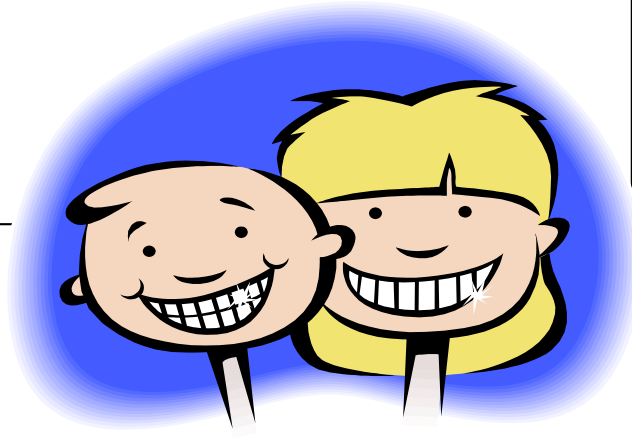
- Discuss the incident and counsel the student.
- Detain the student during the school day.
- Inform the parent of the nature of the problem, seek parental input, and communicate any consequences applied due to the misbehavior.
- Conference with the parent(s). Students may be included in these conferences.
- Suspend the child for a period of 1-5 days. In extreme cases, expulsion may be required.

Parents and students will be required to sign a statement that they read, discussed, and understood the discipline information and procedures.

Behavior Expectations and Rules For Carver Students

School-Wide Behavior Expectations

- ❖ BE SAFE
- ❖ BE RESPONSIBLE
- ❖ RE RESPECTFUL
- ❖ BE A PROBLEM SOLVER



School Rules Against Bullying

1. We will not bully others.
2. We will help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

Respect Yourself --- Respect Others --- Respect Property

Parents and students need to be aware that the Carver School staff adheres to a ZERO TOLERANCE policy as outlined in the Carver School Handbook.

CARVER SCHOOL RULES

BEFORE SCHOOL

- Be safe, be respectful, be responsible, be a problem-solver.
- Students meeting with a teacher or enrolled in morning care go directly to their classrooms.
- Students and parents arriving before 8:15 are to sit quietly at designated grade level tables in the lunch court until the teacher on duty dismisses them to the playground.
- Students put their backpacks in a straight row at their classroom line.
- Play in designated areas away from backpacks and the classroom line-up.
- Ball cart playground equipment is not available at this time.
- Listen for the "End of Recess" bell and follow these directions:
 - 1) Get down from play equipment safely.
 - 2) Stop talking, "take a knee," and wait.
 - 3) Listen quietly for the release bell or whistle.
 - 4) Walk to line-up area and sit down in a straight line one behind the other.
- Students follow their teachers to the classroom without talking.

HALLWAYS / WALKWAYS

- Be safe, be respectful, be responsible, be a problem-solver.
- Move through the halls without talking.
- Alone, with friends, or as a class walk safely at all times.
- Watch where you are going and walk in a single file.
- Walk down steps one step at a time.
- Be respectful of other classes in the hallway. Recognize right of way.
- Don't cut others off (give special consideration to younger students who move slowly).

RECESS / PLAYGROUND

- Be safe, be respectful, be responsible, and be a problem-solver.
- Respect duty teachers.
- Follow directions the first time they are given.
- When a whistle blows during play STOP, LOOK, and LISTEN.
- Be sure to use the restrooms during the Recess period.
- Eat snacks only in the lunch court.
- Respect others - keep hands and feet to yourself.
- Use all play equipment properly and appropriately as instructed.
- Share equipment and take turns.
- Play by game rules.
- Be accountable for your own behavior.
- Don't argue if you are called out.
- Try to solve problems by talking it out—get help if you need it from duty teachers.
- Play on the blacktop, playground equipment area and the field area.
- Playing on the west side or south side of the classrooms is prohibited.
- Sand, wood chips, rocks, and sticks stay on the ground.
- No tackle football, play fighting or playing rough.
- Balls are bounced on the ground not against the building.
- Listen for the "End of Recess" bell and follow these directions:
 - 1) Get down from play equipment safely.
 - 2) Stop talking, "take a knee" and wait.
 - 3) Listen for the release bell or whistle.
 - 4) Collect and return playground balls and other equipment to classroom ball carts.
 - 5) Walk to line-up area and sit down in a straight line one behind the other..
- Students follow their teachers to the classroom without talking.

SNACKS / LUNCH

- Be safe, be respectful, be responsible, be a problem-solver.
- All snacks and food must be eaten in the lunch court.
- Respect and obey the noon aides and helpers at all times.
- Enter the lunch court quietly and orderly.
- During lunch, sit quietly facing your table and focus on eating your food.
- Talk only to the people sitting on either side of you or in front of you in your table group.
- Do not drop, throw, trade, share, or give away any food.
- Raise your hand if you need help.
- Leave seats only to throw away trash or to use the restrooms.
- Stay at your table until dismissed by the noon aide or helpers.
- Use good table manners and clean crumbs, spills, trash, and messes in your area before you leave the table.

AUDITORIUM / ASSEMBLIES

- Be safe, be respectful, be responsible, be a problem-solver.
- Baseball caps or hats are not to be worn in the auditorium.
- Enter and exit the auditorium quietly and safely.
- Follow directions the first time they are given.
- Use quiet voices before and after assembly.
- Sit up with your bottom on the floor—be still.
- Keep hands and feet to yourself.
- Look at the speaker or performers.
- Be an attentive listener.
- Show appreciation appropriately - polite applause.

RESTROOMS

- Be safe, be respectful, be responsible, be a problem-solver.
- Respect the privacy of others.
- Use restroom equipment appropriately.
- Flush the toilet.
- Wash hands.
- Throw paper in trash.
- Use time wisely.
- Use appropriate voice volume.
- Do not play or take time visiting with friends in restroom.

AFTERNOON DISMISSAL

- Be safe, be respectful, be responsible, be a problem-solver.
- Respect and obey after school supervisors.
- Follow directions the first time they are given.
- Walk and move safely.
- No horse play (chasing, running, swinging on posts, or swinging backpacks).
- Be in charge of your own belongings.
- Students follow teachers along designated route to the dismissal area.
- Students participating in after-school programs go directly to designated waiting area.
- Students go to the auditorium steps for pick-up and sit in grade level area.
- On rainy days, students go to the First Grade corridor to wait in designated area.

BICYCLES ON CAMPUS

- Be safe, be respectful, be responsible, be a problem-solver.
- Bicycles, and scooters **are not to be ridden on the school grounds.**
- Roller blades, skateboards, and wheeled shoes **are not allowed on school grounds.**
- Only 3rd, 4th, and 5th grade students may ride their bikes to and from school.
- Students must have a San Marino City Bike License (available at the Fire Department).
- Bike riders are required to wear helmets.
- Bike owners should provide individual locks to safeguard their property.
- Bicycles must be locked and parked in the bike racks during school hours.
- Bicycles are to be walked to and from the bike racks, on all school sidewalks, playgrounds, parking lots, and corridors.

CONSEQUENCES

- Failure to follow school rules will result in the issuance of a Disciplinary Ticket. A "ticket" is a notice of inappropriate behavior. The Disciplinary Ticket may be given to the child to give to his/her teacher or be placed in the teacher's mailbox.

Consequences for misbehavior may include the following:

- Student assigned a "Time Out" to sit and think about the situation and/or find alternative solutions.
- Student is redirected to another activity.
- Student receives a Disciplinary Ticket.
- Student will complete in writing a "Think About It" sheet to describe the situation.
- Discipline slip sent home to be signed by parent and returned to school.
- Phone call home/or parent's place of employment.
- Student will be sent to the principal's office.
- Conference with Mrs. Hollingsworth, parent and student to determine an appropriate course of action.