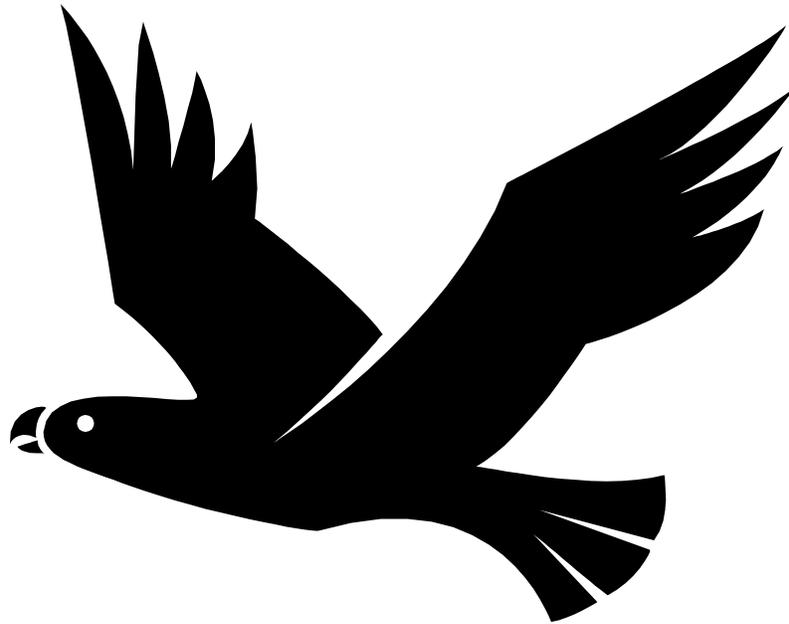


***Fairview  
Elementary  
School***



"You Can't Hide That Falcon  
Pride"

Student and Parent  
Handbook

2012-2013  
School Year

Tracy Sailsbery, Principal

**FAIRVIEW  
ELEMENTARY  
SCHOOL**

**2012-2013**

**1308 Fairview Street  
Orland, California 95963  
Phone: (530) 865-1235  
FAX: (530) 865-1238**

**ORLAND UNIFIED SCHOOL DISTRICT  
1320 Sixth Street  
Orland, CA 95963  
(530) 865-1200**

**Chris von Kleist  
District Superintendent**

**BOARD OF TRUSTEES  
Mr. Jack Martin  
Mr. Ben Kraemer  
Ms. Vangie Porras  
Mr. Larry Donnelley  
Mr. Bob Pasero**

## FAIRVIEW SCHOOL STAFF

Tracy Sailsbery	Principal	
Paula Ikerd	Secretary	
Darcie Gill	Attendance Clerk/Typist	
Sue Anderson	School Nurse	
Sherylynn Byker	Health Clerk	
Tracey McEckron	District Librarian	
Lisa Ramirez	4th Grade	Room 2
Tanya Foster	4th Grade	Room 3
Allison Borges	5th Grade	Room 4
Jan Jauregui	3rd Grade	Room 5
Judyanne Dotson	3rd Grade	Room 6
Diane Weatherman	4th Grade	Room 7
Roxanne Barish	3rd Grade	Room 8
Mari Ann Lucena	5th Grade	Room 9
Cheryl Tuato'o	5th Grade	Room 10
Elizabeth Vlach	4th Grade/GATE	Room 13
Diane Cordaro	4th Grade	Room 14
Amy Niess	5th Grade	Room 15
Jill Blevins	3rd Grade	Room 16
Kelly Valentine	5th Grade	Room 17
Korin Lusardi	4th Grade	Room 18
Lisa Becker	T1 Services	Room 19
Luanne Stewart	ELD/Title I Coordinator	Room 21/22
Trish Piluso	Special Day Class	Room 24
Barbara Marzolf	Resource Specialist	Room 26A & 26B
Molly Fiorella	Speech and Language	Room 27
Bill Wetterstrom	Music	Room 28
Martha Rico	Bilingual Services Aide	
Barbara Crain	Instructional Aide	
Debbie Stewart	Instructional Aide	
Neli Peña	Student Body Clerk/Instructional Aide	
Anne-Lise Feenstra	Yard Supervisor	
Casey Barker	Yard Supervisor	
Rene Salvagno	Yard Supervisor	
Flavio Soares	Yard Supervisor	
Debbie Avalos	Crossing Guard	
Sandi Hubbard	Crossing Guard	
Bobbie Brewster	Cook	
Diane Powers	Cafeteria Worker II	
Imelda Alvarez	Cafeteria Worker I	
Roy Byker, Sr.	Custodian	
Roy Byker, Jr.	Custodian	

## SCHOOL CALENDAR

August 22 <sup>nd</sup>	First Day of School, Minimum Day
August 29 <sup>th</sup>	Modified Day
September 3 <sup>th</sup>	<b>Labor Day (Holiday)</b>
September 5 <sup>th</sup>	Modified Day
September 12 <sup>th</sup>	Modified Day
September 19 <sup>th</sup>	Modified Day
September 26 <sup>th</sup>	Modified Day
<b>October 1<sup>st</sup> – 5<sup>th</sup></b>	<b>Fall Break – No School</b>
October 10 <sup>th</sup>	Modified Day
October 17 <sup>th</sup>	Modified Day
October 24 <sup>th</sup>	Modified Day
October 31 <sup>st</sup>	Modified Day
November 7 <sup>th</sup>	Modified Day
November 9 <sup>th</sup>	Minimum Day, K – 5 (Parent/Teacher Conferences)
November 12 <sup>th</sup>	<b>Veterans' Day (Holiday)</b>
November 13 <sup>th</sup> – 16 <sup>th</sup>	Minimum Days, K – 5 (Parent/Teacher Conferences)
<b>November 19<sup>th</sup> – 23<sup>rd</sup></b>	<b>Thanksgiving Break – No School</b>
November 28 <sup>th</sup>	Modified Day
December 5 <sup>th</sup>	Modified Day
December 12 <sup>th</sup>	Modified Day
December 21 <sup>st</sup>	Minimum Day
<b>Dec. 24<sup>th</sup> – Jan. 4<sup>th</sup></b>	<b>Winter Break – No School</b>
January 9 <sup>th</sup>	Modified Day
January 16 <sup>th</sup>	Modified Day
<b>January 21<sup>st</sup></b>	<b>Martin L. King, Jr. Day (Holiday)</b>
January 23 <sup>rd</sup>	Modified Day
January 30 <sup>th</sup>	Modified Day
February 6 <sup>th</sup>	Modified Day
<b>February 11<sup>th</sup></b>	<b>President's Day (Holiday)</b>
February 13 <sup>th</sup>	Modified Day
<b>February 18<sup>th</sup></b>	<b>President's Day (Holiday)</b>
February 20 <sup>th</sup>	Modified Day
February 27 <sup>th</sup>	Modified Day
March 6 <sup>th</sup>	Modified Day
March 13 <sup>th</sup>	Modified Day
March 20 <sup>th</sup>	Modified Day
March 27 <sup>th</sup>	Modified Day
<b>March 29<sup>th</sup> – April 5<sup>th</sup></b>	<b>Spring Break – No School</b>
April 10 <sup>th</sup>	Modified Day
April 17 <sup>th</sup>	Modified Day
April 24 <sup>th</sup>	Modified Day
May 1 <sup>st</sup>	Modified Day
May 8 <sup>th</sup>	Modified Day
May 16 <sup>th</sup> & 17 <sup>th</sup>	<b>Minimum Days – Fair Days</b>
May 22 <sup>nd</sup>	Modified Day
May 27 <sup>th</sup>	<b>Memorial Day Observed (Holiday)</b>
May 29 <sup>th</sup>	Modified Day
<b>June 6<sup>th</sup></b>	<b>Last Day of School – Minimum Day</b>

## DAILY SCHEDULE

<b>Regular School Day</b>	3 <sup>rd</sup> Grade 8:20 - 2:35	Lunch	3 <sup>rd</sup> Grade 11:35 - 12:20
	4 <sup>th</sup> /5 <sup>th</sup> Gr. 8:20 - 2:40		4 <sup>th</sup> Grade 11:55 - 12:40
			5 <sup>th</sup> Grade 12:15 - 1:00
<b>Modified Day</b>	3 <sup>rd</sup> Gr. 8:20 - 1:27	Lunch	3 <sup>rd</sup> Grade 11:35 - 12:20
	4 <sup>th</sup> /5 <sup>th</sup> 8:20 - 1:32		4 <sup>th</sup> Grade 11:55 - 12:40
			5 <sup>th</sup> Grade 12:15 - 1:00
<b>Minimum Day</b>	3 <sup>rd</sup> Gr. 8:20 - 12:20		
	4 <sup>th</sup> /5 <sup>th</sup> Gr. 8:20 - 12:30		

## ARRIVAL / DISMISSAL

Students not riding the bus should not come to school before 7:45 AM. The drop-off and pick up point for all students is to the south of the cafeteria. **Do not drop-off or pick up children in the bus or parking lot area in front of the school for the safety of your child.**

Parents/guardians must sign students out in the office if they need to leave early.

When students are dismissed, students shall report to the bus area immediately if they ride the bus home or leave campus in other means immediately after school is out unless involved in a school-sponsored activity, i.e. SPARK, etc.

## TARDINESS

Students who are late must check in at the office before going to their classroom. If a student gets 3 unexcused tardies, he/she will be assigned a recess detention. **We ask your support in helping students arrive on time.** Tardy students miss out on directions and valuable learning time. It also disrupts other students' learning time.



## **ABSENTEEISM**

All students are required to attend school daily according to state law. The only legal exceptions for absence from school are personal illness, medical necessity, court appearance, and funeral services for a member of the immediate family.

All absences must be verified by a note or phone call from the parent or guardian. **Please send a note to the teacher with your child upon his/her return to school** stating the reason for the absence or call the absence line (865-1235, extension 203). Absences must be cleared within 3 days upon a student's return, or absences become unexcused.

Absence Policy: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three days in one school year or tardy or checked out from school, without a valid excuse in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Partial Day Attendance: As a condition of apportionment, there must have been intent for the pupil to attend school that day. Student must be "engaged in instruction" under immediate control and supervision of certificated person. The school can't claim days when sick children pickup assignments from teacher.

**In order for a student to receive "perfect attendance" he/she must be present every school day and have no unexcused tardies or be checked out of school early in excess of 30 minutes. Fairview Elementary recognizes "perfect attendance" for students during each trimester, the current school year, and those students who have "perfect attendance" during their three years at Fairview.**

## **SHORT-TERM INDEPENDENT STUDY**

The Orland Unified School District has implemented policy regarding short-term absences from school for such things as family vacations, family emergencies, or trips out of the country (AR 5113c). If you plan on taking your child out of school for anywhere from five to ten consecutive days, please contact your school office and obtain a Short-term Independent Study Agreement and coursework for your student.

The following important details should be noted:

1. This policy applies only to absences of not less than five but not more than ten consecutive school days. Students planning an absence in excess of ten days are not eligible for Short-term Independent Study Agreements. On the eleventh consecutive day your child misses school they will be dropped from our rolls.
2. The Orland Unified School District will provide all the work and materials needed for your student to be successful.
3. The parent must notify the school five days prior to leaving for a short term absence, except in case of emergency.
4. Failure to make the proper notification of pending absence to school officials, or failure to arrange for a short-term independent study agreement will result in all absences being unexcused.
5. Unexcused absences will be referred to the District Truant Officer.

If you have any questions please do not hesitate to contact the school office.

## **LIBRARY**

Each student will be checking out books or magazines from the school library weekly. Students are responsible for the materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it needs to be paid for before a student can check out more materials. The library is open for all students starting at 7:30, Monday through Friday. Occasionally during the year the library will be closed to students. A closed sign will be posted.

## **TEXTBOOKS**

Care of textbooks and other school materials are the responsibility of each student. Torn or abused books and materials will have to be paid for by the student. It is recommended that books be kept covered throughout the school year.

At the end of the school year, report cards are withheld until damaged or lost textbooks are paid for or returned.

## **CAFETERIA SERVICES**

Lunch Prices TBA

Milk is included with a cafeteria meal. Milk may be purchased to accompany a lunch from home. Students are to pay charges and purchase extra days on their ticket before or after school or at morning recess, but not during lunch.

Free or reduced price meals are available. Contact the school office for information and forms or call the Food Services Director at our District Office, 865-1206.

When in the cafeteria students are to stay in their seats and talk in normal voices.

No food is to be taken out of the cafeteria.

Students must clean up after themselves.

## **CAMPUS VISITORS**

In order to ensure the safety of students at Fairview, all visitors must sign in at the office and get a visitor's pass before proceeding to their destinations on campus. All visits to classrooms, hallways, and playground areas must be prearranged with the principal and/or teachers.

## **STUDENT VISITORS**

Student visitors are not allowed at school. The school's liability insurance will not cover students who are not enrolled in our school. The only exception is for extended visits (at least two weeks) in which case a student may be officially enrolled in school.

## **TELEPHONE**

Students will need office passes issued by their classroom teachers to use the office telephone or to be in the office. The school office telephone is to be used by children only in cases of illness or other emergency--not to make social arrangements. Cell phones are allowed on campus, secured in backpacks, turned off during school hours and only used after the school day is over. Any student caught not following this rule will have their cell phone confiscated and a parent will be required to pick up the phone at the school office. A warning will be issued on the first offense and citation on the second offense.

## **EMERGENCIES**

In case of illness or injury to a student at school, every effort is made to contact the parent by telephone. It is important for the school to have on file an emergency contact card indicating your phone numbers. Please notify the school immediately of any change in this information.

## **MEDICINE AT SCHOOL**

No one at the school may diagnose an illness or injury; nor may any medicines, including aspirin, be administered without an official authorization from a doctor. Forms to allow the school to administer medication are available in the nurse's office.

Please notify the school nurse of any medical or physical problems that might affect your child's normal daily routine. Students whose parents wish them to stay inside because of illness or injury must bring a note.

## **BICYCLE /SCOOTER/SKATEBOARD SAFETY**

Students riding their bicycles to school are required to wear a bike helmets. Students arriving at school without a helmet will have their bicycle impounded until parents come to pick up the bicycle or bring a bike helmet.

## **BUS TRANSPORTATION**

If you are having any problems with bus transportation, please call 865-1207.  
Notify the office immediately when:

1. There is a change of address.
2. Your child is going to a different location. A note must be provided and include the desired address and parent's signature or the child will have to go home on his regular bus. Please have the note at the office 90 minutes before departure time.

All students in the Orland Unified School District who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including to school activities.

1. Riders shall follow the **instructions and directions of the bus driver at all times.**
2. Riders should arrive at the bus stop on time and stand in a safe place to wait.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to the suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window.
8. Riders shall keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.



## DRESS CODE

Students are expected to come to school in appropriate school clothes. All pupils shall be required to show proper attention to personal cleanliness, neatness, modesty and standards of dress and appearance while at school. The student's general appearance should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress distracts from the general instructional atmosphere, creates disturbance, or is in violation of the District Dress Code or the State Dress Code of Health and Decency, he or she is inappropriately dressed. All decisions concerning appropriateness of dress remain with the administration. California courts support reasonable, clear school regulations governing the appearance of students. (CAC, Title 5, section 302) Additionally, the District recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

HATS - Hats may be worn on school sites and school buses under the following conditions:

1. Sun protective clothing will be permitted outdoors during the school day.
2. Hats can only be worn as sun-protection or cold weather clothing.
3. Hats with bills must be worn forward.
4. There will be no inappropriate words, pictures, or signs.
5. Hats may not be worn indoors during the school day. Violation of this rule will be confiscation of the hat and it will be stored in the office and may be returned at the end of the school day.
6. Within their classrooms, teachers have the right to determine rules regarding the care and safekeeping of hats.

ACCESSORIES - Make-up, jewelry, and other accessories should be kept to a minimum and appropriate to the grade level.

### JACKETS

1. No jackets with insignias denoting gang affiliation may be worn.
2. Windbreakers, coats, or jackets may have hoods; however, hoods may only be worn outside in inclement weather.
3. Outer garments must fit properly – no more than one size too large or one size too small.

### TOPS

1. Must have shoulder straps (must be wider than one inch), properly worn, even if the student is wearing a sweater or jacket over the top.
2. No half-shirts, half-blouses, tank tops, halter tops, tube tops, fishnet shirts, or any type of low-cut blouses are allowed. "Low cut" is generally defined as more than three inches below the collarbone.
3. No clothing decorated with inappropriate language, including any words, pictures or signs referring to drugs, alcohol, violence, gangs, discrimination, or sexual content will be allowed.
4. The stomach/midriff/back area may not be exposed when walking or sitting.

### PANTS

1. Pants must not drag the ground and may not be more than one size larger than normal.
2. Pants must not be so overly large or overly tight as to draw undue attention. Administration will determine appropriateness.
3. Pants must be worn above the hips and able to stay at hip level while walking, even if covered.
4. Pants with cutouts are not allowed.
5. Pants must not be frayed, tattered or torn anywhere
6. Tongues of belts must be tucked into belt loops.

### SHORTS/SKIRTS/DRESSES

1. Shorts, skirts, and dresses with slits may be worn but must be of reasonable length that shall be defined as no shorter than the fingers when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule.
2. All shorts must be hemmed and not so tight as to draw undue attention to the student.

## SHOES

1. Appropriate and safe shoes must be worn at all times with shoelaces in all holes, tongues in, and all buckles used. Shoes must be appropriate for playground activity or P.E.
2. Sandals with a back strap may be worn with or without socks.
3. Slippers and flip-flops are not allowed.

UNDERGARMENTS – No undergarments may be shown at any time

GANG ISSUES – No gang-related colors, symbols, or paraphernalia may be worn. Such items may include, but are not limited to, long belts, hairnets, bandannas, and beanie hats. Also, wallet chains are not permitted on campus.

Students violating the dress code will be sent to the office. The student may change into appropriate clothing available at school. If clothing is not available, the student may call home for assistance, but may not leave school to change. If the clothing violation cannot be resolved, the student will remain in an area designated by the site administrator for the remainder of the day and must do assigned schoolwork. Time away from class regarding this matter will be recorded as an unexcused absence for the period(s) of the day missed. Repeat offenders will be considered to be in defiance of authority and penalties shall be imposed.



Appropriate Footwear



Inappropriate Footwear



## **RIGHTS**

Students and staff have the right to:

- ❖ pursue education without interference to the learning process;
- ❖ be treated with dignity and respect at school;
- ❖ attend school in a physically and emotionally safe environment.

# **STANDARDS OF STUDENT BEHAVIOR**

## **ATTENDANCE**

Students are expected to attend school regularly. School district policy and state law require daily school attendance for young people between the ages of 6 and 18.

## **CITIZENSHIP**

Students are expected to be good citizens. They are expected to:

- ✓ Follow all rules and regulations.
- ✓ Respect authority, property, and the rights of others.
- ✓ Treat others as they would like to be treated.

## **SCHOOL RULES**

*BE SAFE - BE COURTEOUS - HAVE FUN!*

We are very proud of the students at our school. We believe every child has the right to feel safe at school, and every child has the right to learn. In order to provide a safe learning environment, we expect appropriate behavior from all students.

## **RULES**

1. Obey all adults at the school.
2. Follow directions the first time given.
3. Don't make rude remarks or talk back to adults.
4. No gum at school. No candy or soda pop is allowed at school except as part of lunch.
5. No electronic toys or toy weapons; or any other toys at school.
6. No compact discs, mp3 players, iPod technology, etc., shall be brought to school by students except as needed for classroom presentations. Cell phones should be turned off during school hours.
7. No selling of personal property or bartering.
8. Stay in your assigned area.
  - a. Obtain a pass before going to the office.
  - b. Playing in or around the bathrooms, drinking fountains, bike rack, quads, and next to the classrooms is not allowed.
  - c. No loitering in the hallways.
  - d. When the bell rings, go to class
  - e. Stay on the school grounds. Stay away from fences.
9. All students must FREEZE upon hearing the "freeze bell". The bell rings 1 minute before the children are to return from the playground recesses.
10. Be safe and be courteous.
  - a. No running in quads or hallways.
  - b. Do not throw rocks, sand, or other objects.
  - c. Keep hands and feet to yourself.
  - d. Body contact such as kicking, hitting, pushing, play fighting, tripping, rough play, or wrestling is not allowed.
  - e. Throwing balls at others is not allowed, except in organized games such as Dodge ball.
  - f. No spitting.
  - g. No profanity or obscene gestures.
  - h. Rude and/or hurtful words to others are not allowed.

## PLAYGROUND EQUIPMENT RULES

General rules for all equipment:

1. No flips or jumps off equipment.
2. Use good manners and good sense.
3. To count someone off a piece of equipment you must count to 50 by ones and you must say each number clearly saying, "one and two and three and . . ."
4. No bouncing balls off buildings.
5. No climbing up goal posts and backstops.
6. No littering

### SWINGS

1. No climbing on swing set.
2. Swing only when seated.
3. One person per swing.
4. Swing front to back only.
5. NO PUSHING



### SLIDE

1. Walk up the steps.
2. Sit and slide down feet first.
3. One student at a time.
4. No other activities allowed on the slide.

### TETHERBALLS

1. Do not swing on the rope or hang on the ball.
2. Do not climb up the poles.

### BARS

1. No standing.
2. No tying clothing to equipment.

## Snacks

Students are encouraged to bring healthy snacks and lunch foods to school. All classrooms at Fairview School work to provide a healthy environment for students to learn and grow. This extends to snack time and lunch time. Although sweet foods and drinks have their place in small amounts, students can learn, focus, and enjoy themselves best when they eat healthy foods that provide nutrition and energy.

**No sharing of unhealthy snacks.**

**No carbonated, caffeinated or energy drinks.**

**No candy or gum.**

Healthy School Snacks	None of these please
Fresh or dried fruit, raisins	Top Ramen
Pretzels	Potato chips, Hot Cheetos, and similar chips
Cheese	Pop tarts
Crackers (whole grain is better)	Items needing refrigeration
Sandwich half	Desserts
Raw vegetables	High sugar, high fat foods
Muffins (low fat)	
Yogurt	
Juice boxes (100% juice)	
Popcorn (no butter)	
Nuts	
Unsweetened cereal	
Bottled water	
Granola Bars	
String cheese, cheese sticks	

# Positive Discipline Plan

## Philosophy:

Two realities exist in teaching. First, teaching students to be responsible is not easy. Second, irresponsible student behavior blocks teacher's instructional effectiveness and disrupts the educational environment for all the other students. Unfortunately, some students exhibit irresponsible behavior habitually. They don't bring materials to class. They break rules, disturb classmates, do not make effective use of time, give excuses, and spend a lot of time blaming others. Yet, a close look will reveal that irresponsible students aren't secure or happy—even though it appears they are. These students have usually given up trying to get attention and then act in inappropriate ways because they don't believe they have the ability.

A teacher cannot ignore irresponsible behavior because it affects other students and is contagious. When students behave irresponsibly, an excessive amount of teacher time, effort, and emotion is required to manage a classroom. Classroom activities are slowed down. In the process, classroom enthusiasm is lost when time is spent overcoming the students' failure to meet common obligations and commitments. Worse, peers can become resentful and the teacher's credibility is undermined. That's why we must act.

## Discipline as an Ongoing Process:

Everyone connected with the school must understand that discipline is a process, not a product. This policy will not ensure school discipline, but will only help facilitate the process. Staff must work together to achieve as much consistency as possible, and must be prepared to revise and adapt the procedures when they are ineffective. There will be yearly revision of the written policies and procedures.

## Discipline Principles:

1. Good Discipline is usually positive rather than negative in nature
2. Good discipline is fair, consistent, dignified, and in good temper
3. Conferences with teachers, principals, and parents should bring about acceptable classroom behavior

## Classroom Discipline

All students can behave appropriately when it is expected of them and when standards of conduct are clearly communicated to them. Teachers at Fairview Elementary School follow an assertive approach to discipline and classroom control.

1. Each teacher will develop their own classroom discipline plan and a set of rules along with the school rules and positive reinforcements. These will be reviewed by the principal with a copy sent to all parents.
2. Positive reinforcement methods are used to acknowledge and encourage desired behavior. The main advantage of this approach is the fact that each student is aware of the expectations and the consequences, is responsible for his or her own behavior, and is rewarded when the desired behavior is exhibited. Also, each day is started with a clean slate.

### *Positive Reinforcement Examples:*

- Free-time activities (games, art, crafts)
  - Special assignments
  - Notes of praise (complimentary reports, notes home, etc.)
  - Special privileges
3. A child is sent to the office for disciplinary action only after the classroom teacher has tried a number of interventions or the behavior is of a violent or serious nature. Therefore, referrals to the office will be handled very sternly.

## Classroom Progressive Discipline Example:

- Counsel with student
- Time-out inside or outside the classroom
- Parents contacted
- Classroom consequence (detention, sentences, apology letter, work detail, etc.)
- Citation written
- Class suspension (2 day max per referral, requires teacher to notify parents)
- Administrative referral

## Positive Reinforcements

**Blue Slips** – when students are caught doing something right, the adult will give the student a blue slip. Every Friday, there is a “blue slip recess” for an additional 10 minutes of free time. Also, students are eligible for the drawing that two students per grade are given a prize.

**Good Behavior Assemblies** – at the end of every month there is a 30 minute or more assembly for all the students that do not get any citations or suspensions for the month. All the students that got in trouble for the month go to detention for the assembly period.

**Good Referral and Call Home** – students can be sent to the office for doing something great and the principal will call home and share the news with the parents.

**Falcon Fever Pass** – a ticket to allow a student to go “first in lunch” for that day.

## Discipline Offenses and Consequences

### Minor Offenses:

- Running in halls
- Minor name-calling (no profanity)
- Playing after freeze bell
- In hallways without a pass
- Throwing objects (without intent to injure others/property)
- Rough play

### Consequence Options:

- Recess detention
- Work detail
- Alternative consequences
- Time-out

\*\*\*3 minor offenses in a week result in a referral to administration and possible citation

### Medium and Major Offenses:

- Teasing (physical/verbal)
- Profanity, vulgarity, or racial comments
- Hitting, kicking, pushing
- Throwing objects (intent to injure others/property)
- Disrespect/defiance
- Minor vandalism (no serious damage)

### Consequence Options:

- Citation
- 1 – After school detention (1) (2:40-3:15)
  - No reward assembly
  - Citation letter sent home
- 2 – After school detention (2) (2:40-3:15)
  - No reward assembly
  - Teacher call home
- 3 – In-School Suspension (1)
  - No reward assembly
  - Principal call home
- 4 – Home Suspension (1)
  - No reward assembly
  - Principal call home, parent conference
- 5 – Home Suspension (3)
  - Behavioral SST, behavior plan
  - No reward assembly
  - Principal call home
- 6 – Home Suspension (3-5 days)
  - Possible alternative placement

Note: If a student receives at least two citations in the trimester and receives another within the last two weeks of that trimester, the student will be put on probation for a minimum of two weeks. If the child receives another citation during the probationary period of the new trimester, the discipline matrix will not reset and the student will receive the next consequence in the progressive matrix.

Major Suspensible Offenses: Send student(s) to office

Fighting

Bullying

Major Vandalism (expensive to repair)

Stealing (major/repeated)

Consequence Option: Principal's discretion

Citation

Alternative consequence

In-School Suspension

Home Suspension (1-5 days)

Administrative Progressive Discipline Example:

Repeated inappropriate behaviors

In-School Suspension

Home Suspension

SST/Behavior Contract

Community Day School Referral

Expulsion Referral

Illegal action or behavior – students can/will be arrested by local police department along with school consequence.

### Discipline Practices

**Recess Detention:** 15 minute detention during recess time

**After-School Detention:** 40 minute detention after school that parents will be required to pick-up their children when complete.

**Work Detail:** Student completes a work duty around the classroom or school. Ex.-trash pick-up, washing tables,

**Citation:** A written referral to document the inappropriate behavior and it requires a parent signature and is to be returned to school the following day. Citations are cumulative and the consequence for getting a citation gets progressively more severe. Each trimester, students start over with zero citations.

**Alternative consequences:** other consequences that are reasonable for the offense committed and effective for an individual student. Ex.-A student completes a profanity essay instead of getting a citation for using profanity.

**Time-out:** A student is away from a classroom or activity for a specific period of time so the student can think and “cool down” before returning. Time-outs are less than 2 hours. If a time-out is longer than 2 hours, it is considered a class suspension.

**Class Suspension:** A teacher has the right to suspend a student from their classroom for up to 2 days. The teacher is responsible to call the parents, fill out appropriate paperwork, set up a classroom for the student to go to, and put the student's work together for the suspension period.

**In-School Suspension:** A suspension by the principal for 1-5 days that the student goes to an alternative classroom for the suspension instead of being sent home. The parents are still required to attend a conference with the principal and sign suspension paperwork. Teachers will give the student work.

**Home Suspension:** Student will be sent home for 1-5 days. Grade level school work will be assigned. The parents are required to attend a conference with the principal and sign suspension paperwork. Teachers will give students work for the suspension period.

**Loss of Privilege:** Due to frequent misbehavior, a student may lose the privilege of attending a reward-based field trip, per staff discretion.

**Expulsion:** Is a formal hearing for specific education code violations or repeated offenses of education code to determine if the student will be removed from the school for up to one school year. The Board of Education conducts the hearing and makes the final decision on any recommendation for expulsion.

## **TOBACCO**

Use of tobacco on the premises is not allowed. Administration wants to inform all students, parents and patrons attending any school activity that Orland Unified School District is a 24/7 Tobacco Free Campus. The Orland Unified School District Board of Education voted to prohibit use of tobacco products of any kind on, in or upon any school property at all times including non-school hours and non-school days of the week. Tobacco is defined as cigarettes, cigars, pipe tobacco, snuff/smokeless/chewing tobacco and all other kinds and forms of tobacco use.