

Highland Grove Elementary

School Rules and Discipline Policy

MEDICATION AT SCHOOL

If your child needs to take any medication during the school day, it is important that the procedures below are followed.

- You MUST COMPLETE A MEDICAL FORM and have it SIGNED BY A PHYSICIAN. This form is available in the school office.
- All medication must be in the original container with the prescription label attached.
- Any medicines on campus for a student to use MUST be approved through the school office.

All medication is identified by student name and is kept in a locked cupboard.

PARKING & STUDENT DROP OFF/PICK UP

To ensure the safety of all our students, we ask that the following guidelines be followed:

- Drop students off along Eucalyptus on the south side of the street, or in the front parking lot.
- Do not double park -- Do not make U-turns – Do not block traffic
- The parking lot along Orange Street is available to drop off students in the morning. Please pull all the way forward. Do not block the driveway or block buses dropping off students.
- The Orange Street parking lot is CLOSED to traffic after school...Bus loading area ONLY!
- Do not park in the bus loading zones. The areas are designated for loading our students safely. Although parking around campus can be inconvenient, the greatest concern is for the safety of our students. We are sure you will agree that it is better to be temporarily inconvenienced than to jeopardize the safety of our children.

BREAKFAST/LUNCH PROGRAM

Highland Grove uses a computerized ticketless breakfast/lunch system. Breakfast is served at 7:15 AM daily. All students are assigned a private lunch account number. You may prepay for your child's lunch by placing cash or a check in an envelope with your child's name and lunch account number on it. You may put as much money in the account as you wish; the computer will keep track of the amount remaining in your child's account. Please make your checks payable to Child Nutrition Services. If a student does not have sufficient funds in their account, a notice will be sent home as a reminder. Students with a negative balance may not receive a lunch entrée item, but will be provided milk and salad bar food items.

ATTENDANCE

Regular student attendance and punctuality is strongly emphasized at Highland Grove and is essential to your child's academic success. Unless a child has endured a serious illness, **no more than 6 absences per school year** is considered a normal rate of absence. If your child's attendance becomes irregular, an administrator will contact you so that an improvement plan can be developed. Also, students with perfect attendance during each trimester will be recognized at student award assemblies.

- Students who do not have any tardiness or absences for an entire month will earn a "Perfect Attendance/No Tardy" Special Recess at the end of the month.

ALL SCHOOL RULES ARE TO BE FOLLOWED EVERYWHERE ON CAMPUS AT ALL TIMES

1. Respect for adult authority. It is extremely important to follow the directions given by adults at our school. It is expected that you will do so quickly.
2. Proper attire for school. Clothes that are disruptive to the instructional setting will result in a call to parents to bring a change of clothes. Pants must fit properly in the waist and in the seat. No bare midriffs or spaghetti straps. Hats may not be worn. No flip-flop type sandals or shoes without straps on the back. No dangling earrings or makeup may be worn.
3. No gum chewing.
4. No running in the quad.
5. No physical contact (pushing, shoving, kicking, play-fighting).
6. No name calling or deliberate hurtful comments.
7. No foul language.
8. No disruptive behavior, including coming in late from recess.
9. No graffiti anywhere (including notebooks and papers). Marking on school property is illegal and will be dealt with in a serious manner.
10. No marking pens outside of classroom.
11. Respect playground equipment and return it to the equipment cart when the bell rings.
12. No playing after the warning bell. It is expected that all play stops when the first bell rings.
13. No playing in unassigned areas (bathrooms, hallways, etc.). It is important to stay on the playground at recess. If you need to use the restroom, ask for a pass from one of the campus monitors. Students will not be allowed to go to the restroom in groups. No more than 3 or 4 students are allowed in the restroom at one time.
14. Play safely. Take care not to engage in any type of play that could injure you or others. Walk when on the blacktop.
15. NO FIGHTING, instigating a fight or threatening others. Fighting is considered a serious offense and will result in a suspension.
16. Respect for all others - Treat others the way you like to be treated.
17. Eat snacks in the designated area and throw trash in cans.
18. NO TOYS AT SCHOOL - Toys, with the teacher's permission, may only be brought to school on "share day" and then may only be shown in the classroom - NOT on the playground.
19. REPORT ANY PROBLEMS TO THE CAMPUS MONITOR if you are out on the playground or TO YOUR TEACHER if you are in class.
20. If you are not sure about something, ask a teacher or campus monitor. There is no excuse for breaking a school rule. Your teacher also has other classroom rules that you must follow.

STUDENT RECOGNITION

1. Students who successfully follow all school rules and are helpful in any way, randomly receive a Grizzly Good Citizen Slip. At the end-of-the-month awards assembly, these slips are placed in a drawing and eight students are chosen to have "Lunch with the Principal". These slips are not to be solicited by students. They are issued based upon observation by school staff.
2. Specific assemblies, movie nights, ice cream sundae parties, evening celebrations, etc. for students who have accomplished individual Accelerated Reader (AR) and grade level academic achievement goals.
3. Each teacher also has his or her own classroom student recognition program.

DISCIPLINARY ACTION

1. When any of the School Rules are violated, students are given a referral. The teacher counsels the student as to the reason and consequences for receiving the referral. Depending upon the nature of the problem, the student may be sent to the office and the parent called.
2. Students who have perfect attendance (no absences, tardy days, or early outs) are invited to participate in the Highland Grove Grizzly "Perfect Attendance" Recess at the end of the month. They are also awarded a certificate and a dog tag for their perfect attendance.