

Bonita Unified School District
Allen Avenue Elementary School
Student Handbook

Vision Statement

Allen Avenue is to be a student-centered community of learners. We respect and support ideas, self-esteem and the confidence of all learners.

Allen Avenue will provide an educational program that allows all learners to reach their highest potential, with the skills to communicate, work, play, and live in an ever changing world.

School Discipline Philosophy

All members of the Allen Avenue community are valued and essential for our success. We will be **respectful**, **safe**, **responsible** and **prepared**.

Students have the right to learn.

Students have the right to a safe, secure environment.

Students have the right to expect a school-wide discipline plan that includes:

*Clear expectations

* Clear and consistent consequences, both positive and negative

Students will not do anything to prevent the teacher from teaching or other students from learning.

Goals and Responsibilities

Each Allen Avenue student will

- respect teachers, staff and adults
- treat each other in a caring and respectful way, regardless of ethnicity, learning challenges, beliefs, social and economic background
- accept responsibility and consequences for his/her own actions
- develop responsibility and self-discipline
- use appropriate language (no name calling, swearing, teasing, or insults)
- help make a safe and secure learning environment
- respect and maintain all school property
- come to school prepared for the day and ready to learn
- learn and use problem solving techniques
- do his/her best

Positive Recognition

Allen Avenue students may receive.....

- Character Incentive tags

- Pride Points
- Good notes home from teachers
- Good phone calls home from principal and teachers
- Individual classroom incentives
- Trimester Awards

Consequences

If Allen Avenue students do not follow the discipline plan, the following may happen...

- time out
- individual conference with student
- loss of privileges and/or classroom consequence
- parents contacted
- conference with principal
- student placed on individual behavior contract
- in-school suspension
- suspended/expelled from school

Suspensions & Expulsions

According to Education Code 48900, a pupil may be suspended or expelled from school for the following reasons: cause or threaten physical injury; possess dangerous object; possess intoxicants of any kind; furnish intoxicants; cause or attempt to steal private or school property; possess or use tobacco; commit an obscene act or use profanity; disrupt school activities or willfully defy adult authority; commit sexual harassment, threats or intimidation, directed against a pupil or group of pupils.

Cell Phone/Electronic Devices Policy

All electronic devices should be **turned off** and **left in backpacks**. Only during emergency situations should a cell phone be used. The electronic device will be confiscated from the student if the rule is not followed and only returned to the parent. Allen Avenue will not be responsible for lost, stolen, or damaged items.

Laser Pointers

Penal code 41727 prohibits students from having laser pointers at school. The laser pointer is considered a dangerous object and the law also prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

General Rules and Behavior "Safety First"

Arrival (Bell rings at 8:00am- Instruction begins at 8:05am)

Allen Avenue students will...

- arrive at school no earlier than 7:50am
- not be on the playground before the bell rings and a teacher is on duty at 7:50am
- not be in the hallways, or between buildings
- not carry any type of medication to and from school, or keep any medication in their backpacks during school time.

Parents, as a reminder due to safety issues with supervision, we ask that you not go onto the playground during morning recess.

Tardy Policy (Students are marked tardy after 8:05)

Allen Avenue students will...

- arrive at school by 8:00am
- if late, report to the office
- receive a letter regarding repeated tardies
- be referred to SARB (School Attendance Review Board) if tardies are habitual.

Dismissal

Allen Avenue students will ...

- wait to be dismissed by the teacher
- walk from the classroom
- leave school grounds promptly
- not loiter or play on school grounds

Street and Parking Lot Safety -

Parking lot is for bus loading and drop off/pick up for handicap only

Allen Avenue students will...

- act safely at all times
- not walk across the parking lot
- stay on the sidewalks at all times
- cross at crosswalks at all times
- enter and exit cars at the curb

Bus Line and Bus Behavior

Allen Avenue students will...

- follow all school bus rules
- wait patiently in line
- use a soft voice when talking
- use proper safety procedures

Consequences: Bus drivers will issue behavior "citations" for improper behavior. A child who continues to misbehave on the bus may lose his/her bus riding privileges.

In The Classroom

Allen Avenue teachers have developed their own discipline plans based on our school-wide discipline program *Accountability Concepts*. These plans are discussed with all students and posted in the classroom. The philosophy of *Accountability Concepts* helps manage disruptive behavior in a firm and positive manner. It is designed to prevent behavior problems from occurring and provides the positive support students need for making responsible decisions regarding their behavior. In order to help students be successful in school we strive to empower them with skills that will strengthen the foundation for their continued progress.

On The Playground

Allen Avenue students will...

- respect one another
- stay on assigned playground within visibility of adult on supervision
- promptly follow directions of all adults the first time they are given
- not leave the playground without permission from adult on duty
- eat all food/drink at designated tables
- allow all students to play a game - no student will be "locked out"
- not play tag or chase
- not throw sand, rocks or objects
- not fight, "play" fight, wrestle, or use karate
- not touch, push, kick, other students
- play fairly and obey the team vote
- follow the rules of the games
- use appropriate language (no name calling, swearing, teasing, or insults)
- not bring toys, playing/trading cards, play equipment from home
- follow "freeze bell" rules, drop to one knee, wait for whistle, promptly line up
- not leave playground to retrieve balls
- walk on the blacktop/ run on the field
- kick balls on the field only
- not chew gum
- use Peace Patrol to resolve conflicts

Playground Consequences

- playground citation will be given for not following the rules
- Pride Points may be given for following the rules
- students will be curbed immediately when not following the rules and/or arguing with an adult on duty
- students will be immediately sent to the office for hurting or intending to hurt others or when an adult on duty deems it necessary

Handball

Allen Avenue students will...

- play handball on designated courts
- play by school rules/PE rules
- use jelly balls only

Basketball

Allen Avenue students will...

- play by school rules
- not hang on the rim of the basketball hoops
- not do "headers"

Tetherball

Allen Avenue students will...

- play by the school rules
- not climb pole
- not sit or hang on tetherball

Parallel Bars and Rings

Allen Avenue students will...

- have hands on bars and rings at all times
- use bars, rings and ladders one student at a time
- not run, kick, or throw sand in the sand area
- not dig or play underneath equipment

Slide

Allen Avenue students will...

- use the slide one at a time
- use steps to go up the slide, not climb up the slide
- go down the slide feet first
- remain in a seated position while going down the slide
- move away from the bottom of the slide when turn is over
- not climb on railings
- not play around the slide

Foursquare

Allen Avenue students will...

- follow school rules
- play foursquare - not baseball

At Assemblies

Allen Avenue students will...

- be polite and respectful
- stay in own space
- sit cross-legged with hands in lap
- use active listening skills taught by teachers
- have eyes and ears attentive to speakers and performers
- use applause to show appreciation, no boos, yells, hoots, jeers or put-downs
- remain seated until dismissed by teacher

In The Restroom

Allen Avenue students will...

- use restrooms and drinking fountains for appropriate purposes only
- not play in the restroom
- always put paper towels in the trash cans only
- keep the restrooms clean

In The Hallways

Allen Avenue students will...

- walk in the hallways at all times
- walk quietly passed classrooms
- be alert to doors opening
- not bounce balls

In The Lunch Areas

Allen Avenue students will...

- respectfully follow directions given by **all noon aides**
- stand in line patiently and keep hands and feet to self
- eat in designated area/tables only
- talk quietly to neighbors only
- use best table manners
- not throw food, paper or other objects
- not stomp on cartons or pop bags
- pick up trash and leave table and eating area clean
- sit quietly until dismissed by noon aides
- not bring food onto the playground
- receive Pride Points

Hot Weather

Allen Avenue students, in weather over 90°, will

- follow the classroom procedures for "extra water"
- avoid strenuous play
- not use the "extra water" bottle as a toy
- follow district procedures and instructions based on information from the AQMD (Air Quality Management Department)

Skateboards, Scooters, Roller Blades and Shoes with Wheels

Students may not use skateboards, scooters, roller blades and shoes with wheels to and from school. Skateboards are not allowed on any school property (as posted) per district and city codes. Skateboards, scooters, roller blades and wheels worn on shoes brought on campus will be confiscated from students and returned to parents.

Bicycle Policy

Allen Avenue students will...

- wear safety helmets per state law
- walk their bikes on sidewalks and on campus
- yield to pedestrians
- be in third grade or older to ride their bike to school, without an adult
- lock bikes in designated bike area
- not use curbs or uneven surfaces on school campus for bike tricks
- follow dismissal procedures

Dress Code

We adhere to the District Dress Code available on the district's website.

Girls are not to wear thin straps on tops or dresses less than 2 inches wide, short-shorts, bare midriff tops, or tops with inappropriate pictures or words are not permissible. Sandals are to be closed toed and have a strap around the ankle. Boys are not to wear low riding pants or shorts, t-shirts and caps are not to have rude or other representation of negative messages. All students: caps are not to be worn inside buildings, hair is not to be distracting to the learning environment. Body markings are also prohibited at school and students will be asked to wash them off or be sent home. We encourage students to look neat and clean in their dress.

Conclusion

Any behavior which is not **Respectful, Safe, Responsible** and **Prepared** is in violation of the Allen Avenue school code.

**Allen Avenue Elementary School
Discipline Plan Agreement**

My child and I have read and reviewed the Allen Avenue School-Wide Discipline Plan. We understand the consequences of both positive and negative behavior at school and agree to abide by the school's rules. We also understand that by law, Ed. Code 48900, the following offenses will result in suspension from school:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c) Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind, sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
- e) Committed, or attempted to commit robbery or extortion.
- f) Caused, or attempted to cause damage to school property or private property.
- g) Stole, attempted to steal, or knowingly received stolen school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Posses, offered, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possession of an imitation firearm.
- n) Attempted/committed a sexual assault or battery as defined by Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against the pupil for being a witness.

Grades 4 – 12 only:

- Committed sexual harassment (4 - 12)
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.
- Made terrorist threats against school officials or school property.

We further understand that the principal must recommend a pupil's expulsion for any of the following acts:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
- 4) Robbery or extortion.
- 5) Assault or battery upon any school employee.

Upon returning this agreement, the student is eligible to assume the privileges and responsibilities of a student enrolled at Allen Avenue Elementary School.

Parent Signature

Student Signature

Date

Teacher / Room Number

Please sign and return to your child's teacher