

August, 2009

GRAYSTONE ELEMENTARY SCHOOL
Guidelines and Discipline Plan

Welcome to the 2009/2010 school year.

Graystone students are expected to conduct themselves in a proper manner, respect each other, adults, and school property. Classroom and school discipline standards and rules are clearly defined and enforced. Every effort is made to apply these standards fairly and promptly.

Every teacher emphasizes the "positive" by recognizing student performances and behavior. Your child's teacher will be sending home a copy of his/her classroom rules.

To guarantee all students at Graystone a safe and healthy school environment, listed below are the Graystone Discipline Plan and Guidelines for the 2009/2010 school year. Please read it over carefully and discuss it with your child.

Absences and Illnesses

Schools are required by law to maintain accurate and complete records of pupil attendance. This includes verification of each child's absences. To assist us with this responsibility, please call the office absence line at 535-6317 if your child is ill and must stay home. Please inform us immediately of any communicable disease. Should your child appear on the verge of illness, keep him/her home. A sick child not only gets much less from instruction, but often unfairly exposes others to illness. Truancy letters are sent to the parents of children who have three unexcused absences or three tardies of more than 30 minutes. Eventually, truant students are referred to the Child Welfare and Attendance (CWA) officer of the school district and finally to the District Attorney. It is important that you plan all vacations during times when school is not in session. In this way, you will neither interrupt the education of your child nor have your child listed as truant. For your convenience attached is a copy of the 2009/2010 calendar.

Graystone has a Health Aide to assist with any injured or ailing student. If a student must be sent home, the parent will be contacted. We must emphasize the importance of the emergency card with the name of persons to contact in case of illness or emergency. If your child has a known health problem, please notify the school office. Prescription or over the counter medicine is never to be sent to school with a student. Parents must fill out a special form issued by the school nurse and completed by the child's doctor for medicine to be administered. A registered nurse is available two days a week. Please feel free to contact her for any special problems or concerns.

Accidents/Emergencies

In the event of an accident or emergency involving your child, you will be contacted by the school. If you cannot be reached, the contact person you have listed on the emergency card will be called. Please be sure the information on your child's emergency card is in our office and kept up to date. Children are released only to the persons listed on that card.

Bicycle Rules

- Students must be in third through fifth grade to ride bicycles to school. Younger students may ride bikes only if accompanied by a parent.
- Upon arrival at school students must get off their bicycles and walk them to the bicycle rack.
- Bicycles must be parked and locked in the bicycle racks.
- **NO** loitering in the bicycle area.
- Bicycles may **not** be ridden on the school grounds or parking lot.
- Helmets must be worn at all times while riding bicycles.

Bus Behavior

Bus transportation for some Graystone students is provided by the District. Our bus riders are expected to follow the rules sent home by the transportation department and show respect to the bus driver and other student riders. Improper behavior on the bus will not be tolerated. Infractions of the rules will be reported and bus privileges will be denied to any student who misbehaves on the bus. Students must obey the bus driver's instructions while riding the bus, and while loading and unloading. Citations on the bus will be handled per the District Handbook. No animals or glass bottles are permitted on the bus.

Cafeteria

Students may purchase lunches for \$2.75. Milk can be purchased for \$.25. Lunches may be prepaid in the office daily. A note will be sent home with your child when their prepaid lunches have been used up. Please do not bring fast food to school for your child at lunch time.

Class Schedule * Students are only allowed on campus 15 minutes before the start of their school day.*****

Grades 1,2,3

M, W, Th, F

8:50-10:25
10:25-10:45
10:45-12:04
12:04-12:46
12:46-2:55

Grades 4,5

M, W, Th, F

8:45-10:50 Instruction
10:50-11:10 Recess
11:10-12:25 Instruction
12:25- 1:02 Lunch
1:02- 3:05 Instruction

Grades 1,2,3

Tuesday

8:50-10:25
10:25-10:45
10:45-11:55
11:55-12:30
12:30-1:23

Grades 4,5

Tuesday

8:45-10:50 Instruction
10:50-11:10 Recess
11:10-12:20 Instruction
12:20- 12:50 Lunch
12:50- 1:23 Instruction

Kindergarten

8:45 - 10:15 Instruction
10:15 - 10:30 Recess
11:15 - 11:45 Lunch
11:45 - 12:25 Instruction

District Nutritional Policy

District policy states that classroom celebrations should occur after the last lunch period and are limited to no more than one per class per month when non-nutritious foods are served. The policy also states that home made goods are no longer allowed for treats or at class parties.

The complete district nutritional policy is on the school district's web page at www.sjUSD.k12.ca.us.org

Dress Code

Graystone staff have agreed that children are expected to wear regular school clothes that help preserve a serious learning environment at school and help ensure the safety of the children. With this in mind, the following restrictions apply:

- Clothing that exposes parts of the body (bare torsos, see-through clothing, shorts that are extremely short, low-cut armholes, tank tops

Dress Code continued

- spaghetti-strap tops or dresses) is not permitted. Shorts must reach finger tips when hands are placed straight down child's sides.
- Students must wear socks with open toed sandals.
- Thongs and any open-back shoes, or shoes with stacked heels higher than one inch are not allowed due to potential accidents on the school grounds and the inability of students to participate in P.E.
- Ill-fitting clothing (excessive bagginess or tightness) is inappropriate.
- All clothing should have appropriate language and/or design.
- No gel colored hair.
- Wide brimmed hats are allowed to protect students on sunny days. No ball caps.
- Hats may not be worn in class, cafeteria or the office.
- No roller skate shoes (heelies) are allowed.
- Any accessories that might be harmful to other students such as but not limited to spiked bracelets, dog collars, chains attached to a wallet, etc. are not allowed.

Emergency Preparedness Plan and Emergency Cards

The District as a whole, and each school, has a disaster preparedness plan in case of fire, earthquake, chemical accident, smog warning, falling aircraft and other such emergencies. Specific action procedures are outlined and drills are carried out during the year. The District's obligation is the protection and welfare of each student; therefore, in case of emergency, students will not be released to go home until a parent or authorized adult calls for them at school and signs them out.

New emergency cards, along with specific disaster preparedness forms, will be sent home. Please complete all information and return to your teacher as soon as possible. This is extremely critical to have all numbers updated. Mark any changes in red.

If during the year you change your job, telephone number, cell number, doctor or names of people to call in case we are unable to reach a parent, please be sure to notify the school.

Homework

Homework is assigned to students in grades K-5, according to the policy of the Board of Education. A breakdown of how much homework a child can expect per grade level can be found in the SJUSD Handbook.

Students are responsible for the completion of all homework assignments. Assignments not handed in when due may result in the child having to stay in during recesses or after school to complete the work or, if continued, a grade lowered on the report card.

Independent Study

If your child will be out of town 5 days or more, please stop by the school office or contact your child's teacher to sign an "Independent Study Contract". This contract constitutes an agreement between the parent and the teacher that your child will complete the classwork that has been missed during his/her absence. Any trip, no matter how educational it may be, is considered by the State of California to be an unexcused absence unless covered by an Independent Study agreement. It is, therefore, extremely important to recover the funding that might be lost due to unexcused absences by the use of this contract. "Out of town" is an unexcused absence. Please plan your trips around the school calendar. You must give a minimum of one week's notice to the office and the teacher. Forms need to be filled out with the secretary and the teacher needs time to prepare the work.

Internet Usage

The use of the Internet is an educational tool and resource. The use of the Internet is a privilege, not a right. Students must have on file a signed copy of the Internet Policy before they will be allowed on the computers for internet usage. It is the responsibility of the student to pursue only material that is pertinent to the educational program. Inappropriate use of the Internet will result in disciplinary action that may include revocation of network privilege, or suspension/expulsion.

Invitations

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute them outside of school.

Lost and Found

Children who lose articles of clothing and/or other items should be encouraged to check the racks outside the cafeteria. Please put your child's name on his/her coat, sweater, lunch bag, etc. for easy identification. Two or three times a year any items not claimed are donated to an organization for the needy.

LUNCH RULES

- Students will proceed through the lunch line in an orderly manner.
- During lunch use appropriate behavior, stay seated and keep food and trash to yourself. Be responsible for your own litter.
- Students are to remain seated until excused by noon supervisors.
- Students are **NOT** allowed in the classrooms during recesses or lunch time without teacher or yard duty supervision.
- Canned sodas or glass bottles are not allowed on campus.
- Students must treat noon supervisors with respect.
- Fast food is discouraged at lunch time.

Media Center

Graystone has an outstanding Media Center designed to encourage individual learning, research and book check out. Parents are asked to assist by seeing that your child returns books on time and in good condition. Students will be expected to pay for any lost or damaged books checked out by them. There is also a shelf of parenting books that may be checked out by any parent.

Newsletters

Parents will receive either a weekly or monthly newsletter from the classroom teacher. "The eLINK" is the school newsletter and will be sent by email. Please mark the following email link to read our newsletter <http://graystone.ca.campusgrid.net/home> This publication will keep you informed as to what is happening at Graystone and what is coming up in the future. District committee meetings and the Superintendent's Brown Bag luncheons will also be listed.

Parent Conferences

Since both the parent and teacher are interested in the child and his/her well-being, parent teacher conferences are welcomed and strongly recommended.

Parent conferences are scheduled in November. This conference provides the teacher with the opportunity to discuss individual student progress with parents and for parents and the teacher to exchange information which should be helpful to the child's learning. A second conference may be held between March 3rd - March 14th for children at either teacher or parent request. Your child's teacher will contact you in writing to set up an appointment time for the conference. If you have some concerns before any of these conference times, feel free to contact your child's teacher and set up a time when you can discuss them. As the children are walking in the door to start the school day is not the time to try to engage the teacher in a conversation. She/he is more concerned with the start of the school day and unable to give you their undivided attention.

The protocol for problems that may arise with a teacher or classroom is to talk with the teacher first and then if it can't be resolved, discuss it with the principal.

PLAYGROUND RULES

- Students must play within the **PAINTED YELLOW LINES**.
 - Students are **NOT** allowed in the classrooms during recesses without teacher or yard duty supervision.
 - There should be no loitering or playing in or around the bathroom area.
 - Games are open to everyone. No student may be cut from a game.
 - Unacceptable activities include physical contact, fighting (play or real), rough play, name calling and/or disrupting games.
- KEEP YOURSELF TO YOURSELF.**

Playground Rules continued

- Gum is not allowed at school. Snacks are allowed only at recess.
- Flipping off the bars is **NOT** allowed.
- One student at a time may use the ladders.
- Only one person can be on the slide at a time and **MUST BE SEATED**, on their bottoms, with feet first.
- Standing on top of the parallel bars or pull-up bars is dangerous and **NOT** allowed.
- Jumping off any equipment is not allowed.
- No running or playing in or between tan bark areas.
- No throwing rocks, tan bark or anything that will cause injury.
- Balls may be kicked on the **GRASS ONLY**. No balls may be **kicked** against the ball wall.

Safety Patrol

The boys and girls serving as members of the School Safety Patrol are selected from fourth and fifth grade. At all times their job is to encourage safety on the streets and sidewalks around Graystone. These traffic assistants are considered a Junior Patrol of the San Jose Police Department. We expect all students to obey and follow the directions of the Safety Patrol. Remember, they are there for your safety. Crossing guards have been instructed not to stop traffic. They enter the street when it is clear. Once their signs are out in the street, all traffic must stop. On a monthly basis the San Jose Police Department comes out to monitor traffic patterns at Graystone. They will cite drivers for not following rules or for dangerous situations. Please see drop off/pick up diagram at the end of this packet.

Science Camp

Fifth grade students have the opportunity to attend science camp at Camp Campbell for four days and three nights. Students are supervised by teachers and camp leaders. The camp is located in the Santa Cruz mountains and offers children a concentrated study of ecology firsthand. The objectives are to teach students to understand the interdependence of living things and develop good conservation practices. Students start in fourth grade raising money through fundraisers to earn their camp funds.

SCHOOL RULES

- All directions given by a school authority **MUST** be followed immediately in a respectful manner.
- Students must remain in their designated areas.
- All students are to use equipment appropriately for its intended purpose and respect personal and school property.
- All students are to be respectful in language and action toward others.

School Rules continued

- When the bell rings, students will stop their play, freeze and **WALK** to their line when the whistle is blown.
- Verbal, physical or sexual harassment will be dealt with as per the District Student Handbook.
- No personal property or other items may be sold on school property.
- Roller skates, skate boards and roller blades are not allowed to be ridden on campus.
- **ALL** late arrivals and early dismissals must report to the office.
- There is a zero tolerance, District wide, for weapons or violence of any kind. All threats are taken seriously. This violation will be dealt with per the District Handbook. A weapon on campus could result in an expulsion from Graystone.
- Students must have a signed permission slip to participate on any field trip. Students must also have a signed walking permission slip on file to participate on a walking trip.
- Walkmans, Gameboys, Pokemon cards and similar toys are not allowed at school. If taken away they will either be returned to a parent or given back on the last day of school.
- No scooters allowed on campus.
- No dogs allowed on campus.

Security

If you should notice any suspicious activity on school grounds when school is not in session please call the police to make a report. School vandalism and burglary can be reduced or eliminated if neighbors near the school will report any suspicious circumstances. The phone number for the District Security Office is 1-800-318-2222.

Student Insurance

Parents have the opportunity to purchase low cost insurance for their school children. The forms for this insurance are sent home the first day of school. If you desire this insurance, complete the application, include a check for the appropriate amount, and place the sealed envelope in the mail.

Support Services/Special Needs

These programs provide counseling, guidance and individual pupil assessment. The services are designed to enhance the student's academic, social and personal development. The psychologist is mostly involved with assessing students with exceptional needs who are referred by teachers and parents. Placing students in appropriate classes and consulting with parents and school personnel is a major part of the job.

Support Services/Special Needs continued

GATE, RSP, Speech and At-Risk students receive services to meet their special needs. GATE students receive differentiated instruction in the classroom. RSP, Speech, and At-Risk students receive support to be successful in the regular program. Graystone also has a part-time counselor who works with students in such areas as: conflict resolution, making friends, dealing with divorce or death, and self-esteem.

Students experiencing difficulty in school are referred to a Student Study Team (SST). This group, consisting of a counselor, classroom teacher, nurse, teachers, administrator and parents, discuss possible interventions to help the student become successful.

Tardies

Children coming to school late can be a major problem. A tardy child causes the class to be disrupted and instructional time to be lost. We ask that every effort be made to have children in their line by the opening bell. Tardy students must report to the office for a late slip.

Telephone

Children may use the office phone if there is a need as determined by the teacher, secretary or principal. Since the school has only two phone lines, use is limited. Your child will call you if he or she is required to stay after the regular dismissal time or if for some reason he/she misses the bus. Students may not call home to see if a friend can come home with them or if they can go home with a friend. Please make sure your child knows who will be picking him/her up after school.

Traffic

The school parking lot is a very busy place every morning and afternoon; it becomes particularly congested during cold or wet weather. The parking lot is for staff only. Please help us maintain a safe environment for all the children by driving in slowly next to the curb as far forward as possible and dropping your children off only on the curbside. A Safety Patrol valet will help by opening and closing your car door so you do not need to leave your car. Please do not leave your car unattended, unless it is parked in a designated parking space. Children are not to walk in the parking lot unattended.

Remember that supervision on the school grounds starts fifteen minutes prior to the opening of school. Please make a concerted effort to see that your children do not arrive on campus before that time and are picked up promptly, no later than 3:15 pm. A fee based day care is provided on campus (from 6:30 am-6:00 pm) for all students who need before or after school care.

Visitors/Volunteers

All visitors or classroom volunteers must check in at the office and receive a visitor's name tag and sign in/out log **before** going to any part of the school.

WHEN A STUDENT CHOOSES TO FOLLOW THE RULES:

- Children who are observed being especially courteous, caring and cooperative, will be rewarded with Blue Slips. Students will then be able to accumulate Blue Slips to enter into weekly drawings.
- Students who save 25 Blue Slips may use them to have "Lunch With The Principal".

IF A STUDENT CHOOSES TO BREAK A RULE:

- Immediate time outs may be given by the yard supervisor.
- The student may be given a "Pink Slip". A letter will be sent home with the child. The letter must be signed and returned **promptly**.
- **Two** Pink Slips will result in **detention** during recess. A letter will be sent home with the child. The letter must be signed and returned **promptly**.
- **Three** Pink Slips will result in one week of detention at lunch time. A letter will be sent home with the child which must be signed and returned **promptly**.
- **Four** Pink Slips will result in a **parent conference** and a behavior plan developed. The student will also have a week of detention at recess **and** lunch time.
- **Five** Pink Slips will result in a suspension.
- Two or more Pink Slips throughout the school year may be grounds for prohibiting a student from participating in special school activities, i.e. Student Council, Safety Patrol, and special classroom activities.

It is in your child's best interest that we work together to provide a healthy and safe school for all students. We appreciate your cooperation in reviewing this behavior plan with your child.

Please sign the following page and return it to school with your child by **August 24th, 2009**.

Our Graystone Discipline plan follows the District Handbook standards.

GRAYSTONE ELEMENTARY SCHOOL
Behavior Expectation Plan

Please sign the contract below and return it to school with your child by August 24th, 2009

We care for our students and expect the very best behavior at all times. Let's all work together.

Thank you for your cooperation.

To: Priscilla Spencer, principal
Graystone Elementary School

From: Parent/Guardian of:

Name of Child: _____
(Please Print)

Teacher: _____

I have read and I understand the Discipline Plan. I have discussed this plan with my child and we intend to comply with the rules.

Parent/Guardian signature: _____

Student's signature: _____

Date: _____