

School Guidelines for Success 2020-2021

All children and adults follow the guidelines below for success:

Wise Wizards are
respectful

I am prepared

Safe choices always

Everyone works
together

At Westlake Elementary, we work together to achieve success through our guidelines for success. Below is a detailed explanation of the above-stated rules. CVUSD School Board-approved rules must be followed at all times. In addition, Board Policy allows Westlake Elementary's School Site Council to create and approve additional rules to ensure safety and maintain the educational process for all students. Please read the rules with your children and make sure your family understands them. Thank you in advance for taking an active role in the education – and safety – of your child.

– Megan Triplett, Principal

PERSONAL RIGHTS AND RESPONSIBILITIES

1. Students must respect the rights and property of others at all times.
2. Students may not use offensive language, tease, or interfere with the learning or activities of others. Profanity, name-calling, or harassment may result in a referral or suspension.
3. Students may not touch others in an aggressive manner. The old adage "Keep your hands to yourself" applies. A student may not intimidate or verbally abuse another student in any way. Any of the above infractions could be cause for suspension from school.
4. Students may not crowd, push, shove, or "take cuts in line" anywhere at school.

DRESS CODE & HYGIENE

1. Students may not wear clothing which is unduly revealing. Sheer or see-through shirts, midriff, crop tops, and "spaghetti straps" are not permitted. All straps should be roughly two finger-widths wide. When a student raises his or her arms, no bare midriff skin should be visible. Students may not wear excessively short shorts or cut-offs. A general standard to go by is that all items of clothing should be – at minimum – no shorter than the length of your child's fingertips. Shirts with

inappropriate slogans or pictures including tobacco or alcohol advertisements, or any clothing that is unsafe or causes a disruption to the educational process, are also not allowed.

2. Students are expected to practice good personal hygiene and come to school clean, well-groomed, and healthy.
3. For safety reasons, sandals, thong shoes (flip-flops), heels, and clogs or other shoes without a back strap are not permitted. Open-toed shoes are not permitted.
4. Students are expected to come to school appropriately dressed for work and play. Students dressed inappropriately will have to call home for a change of clothes or shoes.
5. Students' hair must remain a natural color. Use of dyes, gels, sprays, or any other product that changes hair color, is not allowed.
6. Make-up and long earrings are inappropriate for elementary-age children and are not allowed.
7. Hats, beanies, bandanas or any other head covering may not be worn indoors. Baseball caps may only be worn with the bill facing forward on the head.

CLASSROOM BEHAVIOR

1. Students are to work quietly without disturbing others.
2. Toys, iPods, CD players, radios, video games and other non-educational materials must stay home unless the student receives explicit teacher permission. When in doubt, leave it home. Any lost/damaged personal item is the sole responsibility of the student.
3. Cell phones are for emergency use only and must be kept in the students' backpacks. Any lost/damaged cell phone is the sole responsibility of the student. All ringers must be off during school hours.
4. Recess is the time to use the bathroom. However, if a student has to leave the classroom for an emergency bathroom visit, he or she must notify the teacher first.
5. Students must get permission from a teacher/campus supervisor before coming to see the health clerk.
6. Office phones are for school business or student emergencies only. A student may use an office phone after 3:00 if they have not yet been picked up. We strongly urge parents to tell their children each morning who will be picking them up after school. Students may not use an office phone to arrange playdates or to ask their parent to bring forgotten homework.
7. Students are not allowed in a classroom without a teacher or supervisor present. Teachers lock their rooms at recess or lunch, so students need to take their instruments or lunches with them when leaving the classroom, so they don't disturb teachers during their breaks.

BEFORE AND AFTER SCHOOL BEHAVIOR

1. Students **may not be on campus before 8:00 a.m.** unless enrolled in the District child-care program.
2. Students **may not be on campus after 3:00** unless enrolled in District childcare or an after-school activity.
3. All students and parents walking or riding bicycles or scooters should cross the street in designated crosswalks and must enter the school through the gate by the office.
4. Rollerblades, roller-skates, and skateboards are prohibited on campus (except at sanctioned sports practices such as roller hockey and only when the coach has received written district permission to rent school facilities).
5. Bikes or scooters must be walked – not ridden – anywhere on campus (including in crosswalks) at all times, including after-school hours. Students may not bring motorized or electric scooters to school.
6. All bikes or scooters must be locked in the bike area. You must provide your own lock. The school is not responsible for your personal equipment. Students must wear a helmet when riding a bike as stipulated by state law.
7. Students are tardy when they are not inside their classroom by 8:25 a.m. (the “second bell”). Any student arriving to class after 8:25 must get a tardy slip from the office staff.
8. Students waiting to be picked up must remain in front of the office.

SCHOOL FACILITIES

1. Students must remain on the playground before school, during recess, and at lunch. They may not hang out by classrooms, in the office, or near school gates.
2. Primary students (K – 3) must use the primary bathrooms, and upper-grade students (4 – 5) must use the upper-grade bathrooms.
3. Students may not play in the bathroom, stand on toilets, swing on doors, write on doors, walls or stalls, or interfere with other students using the bathroom.

RECESS & LUNCH BEHAVIOR

1. Students are to walk to lunch in an orderly manner.
2. Students will eat their lunch at outside lunch tables unless weather conditions necessitate the use of our multipurpose room or classroom.
3. Proper table manners are expected of all students.

4. Students must use controlled voices (in particular, modulated volume) in the lunch area. If students are so loud that they cannot hear campus supervisors, they may be quieted or told to whisper. It is vital that the campus supervisors are able to command the students' attention should an emergency situation arise.
5. Students must clean up their eating area and throw their trash away in a trash can. They will then wait until they are dismissed from the eating area by a campus supervisor before leaving.
6. Soda, candy, and gum are not permitted at school except when allowed by a teacher or in class parties.
7. When the bell rings signaling the end of recess or lunch, students are to "freeze" until a campus supervisor blows the whistle. At that time, students will line up on the playground or outside their classroom in a quiet, orderly manner.

PLAYGROUND GAMES & EQUIPMENT

1. Games involving tackling, pushing, shoving or tripping are not allowed.
2. All games are "open," meaning students cannot deny other students' access to their game.
3. Students may run only on the grassy part of the field, not in the sand or on the blacktop, except in an organized game supervised by school staff.
4. Playground equipment must be used properly, or students will lose the privilege of using that equipment. Balls are not to be bounced against the buildings; jump ropes may only be used for jumping and only on the blacktop. If a ball goes on the roof, students should notify the campus supervisor and he/she or a custodian will retrieve it.
5. Only soccer balls and kickballs may be kicked; others (such as basketballs) may be damaged if kicked. All games must be played in designated areas on the grass. Softball games may be played under the supervision of a classroom teacher. Students may bring a mitt from home with teacher permission. Footballs will only be available for two-hand touch as a recess or before school activity.
6. Any recess sport/game played in which a student falls to the ground will be ended immediately for the remainder of that recess period – accident or otherwise.
7. No body contact is allowed in any game.
8. Follow all appropriate rules for all games, including four square, handball, hopscotch and tetherball.

RULE-BREAKING & SUBSEQUENT CONSEQUENCES

Before consequences are discussed, I must inform the school community that I believe in a system of *Progressive Discipline*. Stated in its simplest terms, progressive discipline is a system of discipline in which the penalties increase upon repeat occurrences. That being said, I am guided first by

California Education Code – the State's code of laws for public schools – and CVUSD School Board Policy. In cases where the CA Ed. Code or Board Policy has been violated, I must follow procedures and consequences accordingly. A link for the CA Ed. Code can be found on the CA Dep't. of Ed. website at the following address: www.cde.ca.gov/re/lr/cl/

1. Any unsafe or disruptive activity will be stopped immediately by the teacher, principal, campus supervisor or other staff member, and may result in consequences.
2. As stated in the California Education Code, any student behavior or activity that causes excessive disruption to the educational process or an unsafe condition will result in consequences and possible suspension from school.
3. For most cases the consequences are as follows: At the first infraction the student will be reminded of the rules. Repeated infractions may result in a time-out or loss of recess or lunch privileges, and student will spend that time (including eating lunch) in the office. Parents, teachers, and the principal will be informed of serious or repeat infractions which will result in much stronger discipline, up to and including suspension from school.
4. The principal may, at her discretion, send home to the student's parents a written referral and place a copy of the referral in the student's permanent record. The CVUSD Discipline Policy and California Education Code will be enforced at all times.

STUDENTS MAY NOT AT ANY TIME HAVE OBJECTS THAT COULD BE MISCONSTRUED AS WEAPONS ON CAMPUS AT ANY TIME. Even the smallest, most harmless looking pocketknives are considered weapons under State Law. Having such an item on school premises, by accident or otherwise, will result in an EXPULSION from school. PLEASE TALK THIS POINT THROUGH WITH YOUR CHILDREN. Many students receive this consequence as a result of being uninformed and not thinking ahead.