

**Walnut Acres Elementary School  
Mt. Diablo Unified School District**

**Student Conduct Handbook  
2015-2016  
with Pick-up/Drop-off Procedures  
for Student Safety**

**180 Cerezo Drive  
Walnut Creek, CA 94598  
(925) 939-1333  
[www.walnutacres-elementary.org](http://www.walnutacres-elementary.org)  
Colleen Dowd, Principal**

**Please read and discuss this handbook with your child.  
Sign and return the last page to your child's teacher.**

## **WALNUT ACRES ELEMENTARY SCHOOL CONDUCT AND DISCIPLINE POLICIES**

### **WALNUT ACRES CONDUCT PHILOSOPHY**

Teachers, parents, and students work as a team at Walnut Acres. The academic growth of a child and the progress of the school depend on the attitude of support, the communication, and the cooperation between home and school. Walnut Acres has established rules to create a safe and orderly learning environment and protect the rights and safety of all. Students are expected to follow the rules, respect authority, and recognize and respect the dignity and worth of others and their property. The ultimate management objective is to develop a strong sense of personal worth, responsibility, respect for others, concern for the common good, and self-discipline in every child. Discipline should be fair, firm, and consistent.

Walnut Acres Elementary participates in the Walnut Creek citywide Character Counts program. The Six Pillars of Character are:

**Citizenship    Respect    Fairness    Caring    Trustworthiness    Responsibility**

Walnut Acres promotes a positive school climate by teaching problem solving skills using the peace path process and Three Be's: **Be Safe    Be Respectful    Be Responsible**

### **Walnut Acres 'Safe at School' Rules**

1. Respect others' feelings, rights, and property. A student shall not intimidate or harass another student through words or actions.
2. Keep hands and feet to oneself. No hitting, kicking, fighting or biting. No throwing of inappropriate objects.
3. Use appropriate language and gestures. No spitting, swearing, use of offensive language or gestures. No threats – verbal or non-verbal.
4. Walk quietly in the classroom and in corridors.
5. Respect all school property both inside and outside the classroom.
6. Play safely in designated areas. Stay off the field and play structure when they are wet. Kick balls only in kickball games or on the field. No kicking on the blacktop. Eat snacks in snack areas only.
7. Walk bicycles or scooters on campus and across crosswalks. Store transportation in bike racks with a lock.
8. Stop all playground activity when the bell rings. Grades 1-3: Students freeze when the bell rings and walk to lines at the sound of the whistle. Grades 4-5: Students walk to class lines at the sound of the bell.
9. Keep toys and equipment from home, at home. Footwear, including skateboards, roller blades, razors, roller skates, and shoes with wheels are not allowed on campus.

10. Respect all adults (staff, yard duties, parents) and follow directions of those in charge.

### **Recognition for Good Choices**

Students who demonstrate the 6 Pillars of Character and/or the 3 Be's will be recognized monthly with a "bee" award presented by the principal.

Students exemplifying the 3 Be's and/or the 6 Pillars of Character on the playground may earn ZAPS!

Students who model a lifeskill in the classroom may earn a Positive Office Referral and be sent to the principal for congratulations.

Staff will also encourage students to acknowledge peers when they notice each other practicing the 6 Pillars of Character and/or the 3 Be's.

### **Learning from Poor Choices**

**Within the classroom:** Behavior and consequence policy will be determined by the classroom teacher. Students will use the peace path process for problemsolving.

**Outside the classroom:** Below is the general sequence of consequences, but serious offences may override this procedure, and result in severe and immediate consequences.

1<sup>st</sup> offense – warning

2<sup>nd</sup> offense – conduct citation issued, teacher notified, and appropriate consequence given. Parent notified by the citation form, which should be signed and returned to school the next day.

3<sup>rd</sup> offense – referral to principal. Student will complete a reflection process. Parent will be informed in writing of this process and asked to sign the form so the principal knows that parent saw the information. Student must return the parent-signed form the next school day.

4<sup>th</sup> offense – possible suspension

#### **Consequences may include:**

School community service – eg. trash pick-up, supporting other students

Time out in principal's office

Letter of apology

Written reflection on the poor choice made and brainstorming of alternative choices

Research and presentation related to why selected behavior was a poor choice

Loss of privileges: recess, game day, reward-based field trip etc.

Benching/walking the track

Lunch detention

After school detention – Primary: Grades 1-2 – 30 minutes; Grades 3-5 – 1 hour

Suspension in the office

Suspension from school

### **Walnut Acres Dress Code**

All students are expected to dress appropriately at school. Student dress must be safe for the student and those around them. It must not be disruptive of school operations or the educational process. It must not be contrary to the law.

More specifically, students:

1. Must wear shoes at all times. No backless sandals or flip-flops. If wearing sandals, student must bring a pair of tennis shoes for PE.

2. Will not wear t-shirts with objectionable or obscene words or pictures.
3. Will not wear low-cut tank tops or shirts that allow the chest to be seen through the armhole. Mesh shirts, spaghetti straps or straps that untie, and halter tops are not appropriate for school.
4. Will not wear strapless tops or tops that show bare backs or midriffs except under a blouse or shirt.
5. Will not wear short shorts. The rule of thumb is in effect. Shorts will be longer than the student's thumb when student stands straight with shoulders and arms down and hands loosely by sides.
6. Will not wear hoods, caps or hats inside any of the buildings on campus. Students will also not wear caps at an angle or backwards.
7. Will not wear saggy pants or any other apparel with implicit or explicit gang, drug, alcohol, tobacco, or sexual messages.

Any student who dresses inappropriately for school will be asked to call home for a change of clothes. The Walnut Acres staff makes the determination of appropriate dress for school. Those students who repeatedly violate the dress code will be sent to the principal.

### **Walnut Acres Pick-up and Drop-off Rules for Student Safety**

**To keep our students safe** while being dropped off and picked up at our busy site, the following rules are in place:

1. Parents will **drop off and pick-up students only at the yellow, unloading zone curb**. There is no parking at this curb. *(This rule is designed to maintain the flow of traffic at busy times of day.)*
2. Passengers are to **exit vehicles on the curbside**. *(This rule is designed to keep children safe and car doors attached to cars.)*
3. Parents **will not double-park in turn-about**. *(This rule is designed to maintain traffic flow and ensure students are not walking between unloading vehicles to get to sidewalk.)*
4. Parents **will not drop-off or pick-up students in the staff parking area**. *(This rule is designed to ensure that students are not walking across a busy pathway and between unloading vehicles to get to the school sidewalk.)*
5. Parents **will not park in teacher-designated parking spots and avoid handicapped spots, unless handicapped**. *(This rule is designed to ensure that teachers have a place to park and vehicle access in our very confined parking lot. It will also ensure that we remain handicapped-accessible.)*
6. Parents or a designated adult **will supervise play after school**. *(This rule is designed to protect children from harm or abduction.)*
7. Parents **will observe that children play on blacktop, field, and play structures, NOT behind classrooms or sheds**. *(This rule is designed to keep children viewable to keep them safe and avoid high noise levels and distractions to classes in session.)*

## Walnut Acres Elementary School Conduct Acknowledgment

Please read and discuss the expectations, incentives, and consequences in this handbook with your child. Then sign and have your child sign this page. Explain to your child that signing the page indicates that you and your child understand and agree to follow school rules. Then return this page to your child's teacher. Thank you for your support!

I have read and discussed with my child the rules and procedures that have been established at Walnut Acres Elementary School and will support staff efforts to maintain a safe, pleasant, orderly learning environment for my child and all other students.

If my participation is needed to help my child be successful, I will make sure an adult family member is available for a problem solving session.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have read and discussed these rules, incentives, and consequences with my parent/guardian. I know I am expected to follow these rules. I understand the consequences that will be administered should I choose to disobey the rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date