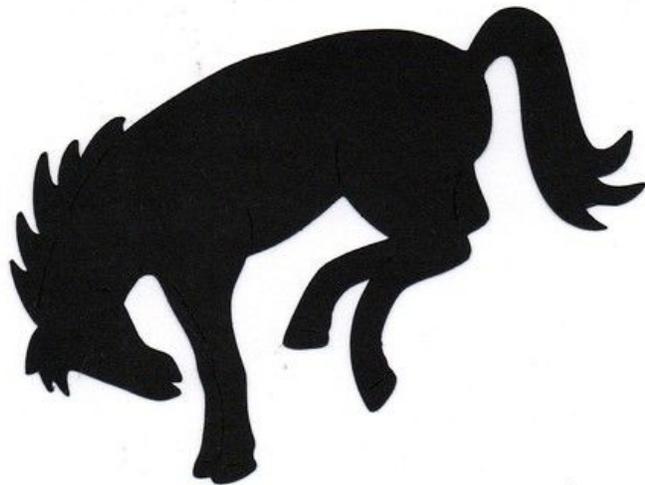


**BRANCH ELEMENTARY  
SCHOOL**

**SCHOOL POLICIES AND  
PROTOCOLS  
2017-2018**



**BRONCO PRIDE!**



# Branch Elementary School

## Home of Bronco PRIDE!

### Schoolwide Expectations

	Hallways and Walkways	Cafeteria and Lunch	Restrooms	Playground	Drop-Off and Pick-Up	Assemblies
Readiness	<ul style="list-style-type: none"> <li>✓ Walk directly to where you're going</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have your lunch or money</li> <li>✓ Stay seated at your table until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use during recess</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow freeze bell procedures</li> <li>✓ Line up in designated areas</li> <li>✓ End all games at the bell</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be on time</li> <li>✓ Listen to directions</li> <li>✓ Have all materials</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be on time</li> <li>✓ Be ready to listen</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>✓ Walk</li> <li>✓ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean up your own mess</li> <li>✓ Walk to and from lunch tables</li> </ul>	<ul style="list-style-type: none"> <li>✓ Flush</li> <li>✓ Wash your hands</li> <li>✓ Throw trash in the trash can</li> <li>✓ Do your business and leave</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use equipment properly</li> <li>✓ Follow consistent game rules</li> <li>✓ Use the restroom and drinking fountain</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk at all times</li> <li>✓ Wait at the front of the lawn near the pick-up zone</li> <li>✓ Be aware</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pay attention to the presentation</li> </ul>
Respect	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself</li> <li>✓ Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use quiet voice</li> <li>✓ Display good table manners</li> <li>✓ Follow adult instructions</li> <li>✓ Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respect the privacy of others</li> <li>✓ Keep clean</li> <li>✓ Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow adult instructions</li> <li>✓ Include others in games</li> <li>✓ Be a good sport</li> <li>✓ Play games in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow adult directions</li> <li>✓ Respect school and personal property</li> <li>✓ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter and exit quietly</li> <li>✓ Sit quietly</li> <li>✓ Stay in designated area</li> <li>✓ Keep hands and feet to yourself</li> </ul>



# Branch Elementary School

## Home of Bronco PRIDE!

### Classroom Expectations

	Entering and Exiting	Transitions	Direct Instruction	Cooperative Work	Independent Work
Readiness	<ul style="list-style-type: none"> <li>✓ Promptly place backpacks, lunches, and materials in designated area (Entering)</li> <li>✓ Follow classroom morning routines (Entering)</li> <li>✓ Have all necessary materials for home (Exiting)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have all materials needed for current activity/lesson</li> </ul>	<ul style="list-style-type: none"> <li>✓ Demonstrate "SLANT"</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have all materials needed for current activity/lesson</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have all materials needed for current activity/lesson</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>✓ Enter quietly</li> <li>✓ Leave workspace orderly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Promptly follow the directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay on task</li> <li>✓ Promptly follow directions</li> <li>✓ Participate appropriately</li> <li>✓ Do your part</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay on task</li> <li>✓ Stay focused on yourself</li> <li>✓ Be productive</li> </ul>
Respect	<ul style="list-style-type: none"> <li>✓ Greet adult upon entering</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow your classroom rules and work conditions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Demonstrate "SLANT"</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use proper voice volume</li> <li>✓ Honor the contributions of others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Voices off</li> <li>✓ Honor the learning of others</li> </ul>



**Branch Elementary School**  
**Home of Bronco PRIDE!**  
**Classroom Expectations**

<b>S</b>	<b>Sit Up Tall</b>
<b>L</b>	<b>Listen</b>
<b>A</b>	<b>Ask questions</b>
<b>N</b>	<b>Nod your head and smile</b>
<b>T</b>	<b>Track the teacher</b>

# **BULLYING--BRANCH ELEMENTARY IS "NO PLACE FOR HATE!"**

## **HOW TO DEAL WITH BULLIES: HA HAS**

- **Help**--get adults to help you. "Jimmy won't give me my ball back--will you help me?"
- **Assert**--assert yourself. "I don't like the way you are talking about me. Please don't do it again."
- **Humor**--use humor to deflect the bully's advances. If a student calls you a loser with the "L" sign, make a "W" sign and say, "Sorry, I'm a winner!"
- **Avoid**--stay away from where a bully hangs out.
- **Self-Assess**--use corrective thinking. "I know I'm not stupid, even if a bully says that."

## **RULES FOR A BULLY-FREE CLASSROOM AND SCHOOL:**

1. Bullying is not allowed in our classrooms or school.
2. We don't tease, call names, or put people down.
3. We don't hit, shove, kick, bite, or punch.
4. If we see someone being bullied, we speak up and stop it (if we can), or get help right away.
5. When we do things as a group, we strive to include everyone and make sure nobody is left out.
6. We make new students feel welcome.
7. We listen to others' opinions.
8. We treat each other with kindness and respect.
9. We respect others' property, including school property.
10. We look for the good in others and value differences.

# **DISCIPLINE**

If a student is sent to the office for breaking school or classroom rules by an adult, the following steps will be followed:

1. The student completes a reflection sheet to help the student understand the consequence that is given.
2. The student is given a consequence for his/her action(s). Consequences may include:
  - a. Loss of recess (one-time or multiple recesses)
  - b. After-school detention
  - c. Campus beautification (trash pick up)
  - d. Conflict resolution counseling
  - e. In-house suspension
  - f. Behavior contract
  - g. Suspension from school (up to five days)
  - h. Recommendation for expulsion
3. The student will call his/her parent with the principal.
4. The student's teacher will be informed.

# **DRESS CODE**

Lucia Mar Unified School District and Branch Elementary School have adopted the following dress policy: All students shall dress and groom for school with attention to neatness, cleanliness, decency, safety, and health. The Board considers student dress to be inappropriate when it disrupts or could disrupt the educational process, denotes affiliation with a group or gang that advocates disruptive behavior or illegal activities such as the sale and use of drugs, or creates a safety hazard for any students at school. Parents may be called to bring appropriate dress if a violation of the above occurs.

## Specific Dress Code Requirements

1. Bare feet, bare chests, bare midriffs, tube tops, halter tops, sheer blouses, and spaghetti straps are not appropriate. Clothes must cover undergarments.
2. No open-toed sandals or roller shoes are permitted.
3. Hats aren't to be worn inside (except in the MPR at lunch).
4. Shorts/skirts must be long enough so that when a student's arms are full extended to their sides, the bottom of the shorts/skirt will be within +/- one inch of the end of the finger tips.
5. Belts should be worn through belt loops. Loose belts and wallet chains aren't permitted.
6. Makeup should not be worn at school, except for specific dress up days.

# **PLAYGROUND PROCEDURES**

Teachers and PE staff teach playground rules during the first week of school. Playground rules include:

1. Use common sense and follow school rules. When approached by a playground supervisor for breaking a rule, students should be able to explain what rule was violated.
2. Try to be fair in all games; during most playground games, the next person in line is consider the line judge. They determine a questionable call.
3. Try to solve or work out your problems with other students. Don't argue or be aggressive. If you can't solve it on your own, ask an adult for help.
4. Eat snacks in the designated areas only, and don't litter.
5. No crawling on top of or jumping off swings or play structures.
6. No standing on parallel bars, swings, or obstacle course equipment. Go one way on all play equipment.
7. Go down slides and up ladders (one-way traffic only!).
8. Do not throw anything on the playground (sand, pine cones, grass, etc.) except balls in the proper athletic context. Don't throw balls at people unless participating in a specific game that is supervised by an adult (e.g. dodge ball or kick ball).
9. Don't lean on or get tangled in soccer nets.
10. No kicking basketballs, rubber balls, or volleyballs. Only kick soccer balls, kick balls, or footballs.
11. Students may not bring balls from home for playground use. Use only school balls for playground play.
12. Keep your hands and feet to yourself. No tackling, unnecessary roughness, or unsafe play.
13. Freeze on the bell; walk on the whistle. Line up in your assigned area.
14. Put the balls away following the bell and whistle at the end of recess.
15. Stay off the hill and remain visible to playground supervisors.
16. Always walk to the playground. Only run when it is safe to do so.
17. Follow the published rules for games, including four square.

**SCHOOL RULES APPLY EVEN AFTER THE**  
**SCHOOL DAY IS COMPLETED!**

# **BRANCH ELEMENTARY GAME RULES**

**HANDBALL RULES.** Two players playing against each other rotate hits, having the ball bounce from the ground to the backboard and back to the ground. You may not use soccer balls. Fouls, causing a player to be out:

- The ball does not go from the ground to the backboard and back to the ground before hitting it (no air balls).
- Hitting the ball out the lines.
- Hitting skimmers or sliders (the ball doesn't bounce off the wall high enough--at least 2 feet!).
- Hitting babies (lower than 2 feet on the wall from the ground).
- Standing on the white line while waiting for a turn is interference (student will go to the end of the line).

**FOUR SQUARE RULES.** One player starts the game standing inside the server's square (1) by bouncing the ball once and hitting it into the square. The ball must be hit with both hands at the same time, fingers down, and palms up. The ball must bounce only once in a square before it is returned. A player who misses the ball or fouls must move to the end of the waiting line and allow another student to come into the game. All other players move up in rotation clockwise. If there are no students waiting, the person may stay in play. The object of the game is to get another player out and move up to the server's square. Fouls, causing a player to be out:

- Hitting the ball more than once prior to its return.
- Failing to hit the ball with both hands at the same time.
- Failing to hit the ball with open hands, fingers down, palms up.
- Catching, blocking a ball, or being hit by the ball.
- Bouncing the ball on a line or out of the court.
- Failing to return the ball to another square.

## **RULES FOR SWINGS.**

- One one person at a time is allowed on one swing.
- Student must be sitting on their bottom only. No tummies or knees on the swings.
- No jumping out of the swing while swinging.
- No twisting or spinning on the swings.
- Students may not push each other.
- No walking in front of the swings.

- Let the student on the swing know you are waiting for your turn by counting to 50 (one-one thousand style) then tell the swinger it is your turn.
- Students waiting should be at a safe distance from the students swinging.
- When switching swingers, the first person must walk off before the next person gets on.

**TETHERBALL RULES.** One player, who serves first, is selected. After the first game, the winner serves first. One player stands in each court. The server starts the game by hitting the ball out of his hand. His/her opponent may strike the ball at any time it passes. As the ball travels, each player tries to hit it in an effort to wind the ball around the pole. The player who first winds the ball completely around the pole wins the game. During the game each player must remain in his/her own playing zone.

**Fouls, causing a player to be out:**

- Hitting the ball with any part of the body other than hands or forearms.
- Stopping continuous play by holding or catching the ball.
- Touching the pole with any part of the ball.
- Interfering with the progress of the game by hitting the rope.
- Playing the ball while standing outside of the playing zone.
- Stepping on the neutral zone lines.
- Throwing the ball.

**BASKETBALL RULES.** Everyone playing basketball should be considerate of others; work contested calls/fouls out. Don't argue. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. You may not tell others they can't play. If you don't wish to play ball with a person who chooses to play, then go find something else to do, even if you were there first. It's not a private court. With a tie ball (at least 3 seconds), each team takes turns taking the ball from out-of-bounds. When the bell rings/whistle blows, the game ENDS.

**Half-court vs. Full-court:** Only 12 students, divided evenly, can play at one time on full-court. If at any time more than 12 students wish to play basketball, the teams will need to divide and play half-court. If 12 or less are playing, then you may play full-court.

**Fouls, causing a player to be out:**

- Unsportsmanlike conduct.
- Taunting or swearing.
- Throwing elbows.
- Pushing or holding.

- Arguing with the teacher or supervisor.

## **PLAY STRUCTURE RULES.**

- No tag, balls, or running in the play structure area.
- Slides can only be used one at a time; students must slide feet first and on their bottoms.
- No climbing on the outside of the slide or walking up the slide.
- When using the bars, students must be holding on with both hands. No sitting on the top.
- Only one student at a time on the bars and/or rings. You are allowed to skip only one bar/ring at a time. One way only in a clockwise rotation.

**KICKBALL RULES.** Kickball is played with a rubber ball on a field with four bases arranged on the corners of a diamond shaped “infield.” The rules and player positions of kickball are closely related baseball/softball. There is an “infield” and an “outfield.” The infield contains the positions that involve the bases, while the outfield is mainly designated to catching or retrieving the ball when it is kicked out of the infield. Actual playing positions vary depending on the number of children playing. If there are only a few children playing, the positions are usually spread out. If there are many players, children position themselves to cover the infield and the remaining students play the outfield.

The pitcher rolls a kickable ball toward their catcher (maximum of four times including foul balls; outside of the line through home plate and either first or third base), the kicker kicks the ball with their foot, then runs to first base, becoming a runner. The object is for the runner to eventually make it home for a score, without getting out before 3 outs are made by their team (after 3 outs, the teams switch from kicking to outfield, maintaining their original “batting” order). A runner is out if any of the following conditions are met:

- The ball is caught on the fly from the kick, without hitting the ground first.
- In the case of a fly out, any runners already on base who attempt to advance before the ball is caught may be counted out themselves if the ball is returned to the base they were on before the ball was kicked.
- A fielding player with the ball touches the base ahead of a runner who is forced to go to that base because of an advancing runner behind him (a force out).
- A fielding player touches the runner directly with the ball while holding it (tag out).
- **NO THROWING THE BALL AT THE RUNNER!**