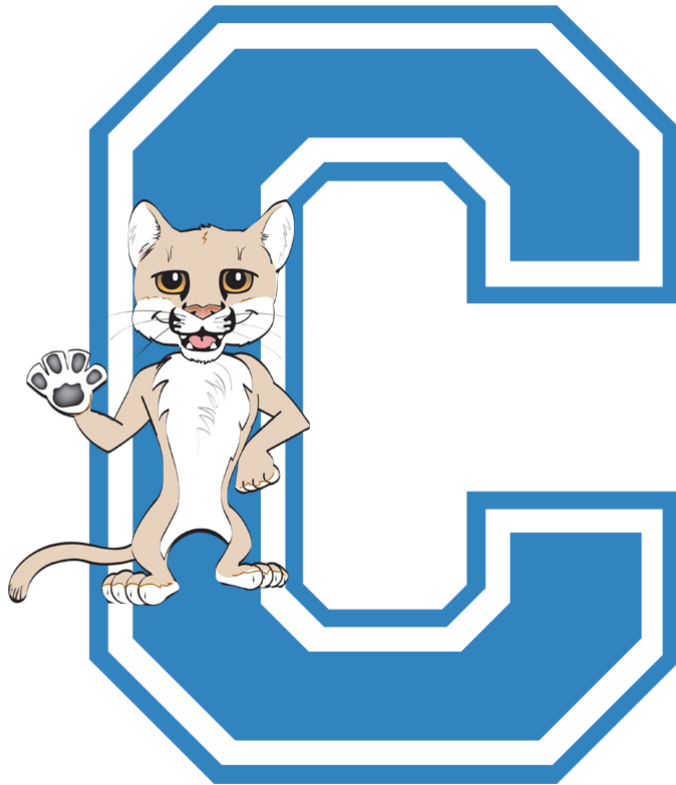


COURREGES ELEMENTARY



RULES, POLICIES, & PROCEDURES

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CAMPUS BEHAVIOR

- Students are to “KEEP HANDS AND FEET TO THEMSELVES.”
- Students are not to be on campus before 7:45 a.m., as the school gates do not open until that time. However, if your child arrives a few minutes before 7:45 a.m., he/she must wait outside the main gate near the ESP portables until the 7:45 a.m. bell rings. Additionally, backpacks are NOT permitted to be dropped off in front of classrooms before 7:45 a.m.
- Walk on walkways/sidewalks at all times. No shortcuts across the grass, planters, or wood chips.
- No throwing of rocks, sticks and/or other harmful objects at any time.
- Stop playing immediately when the end of recess bell rings and walk to the line-up area. Enter the classroom quietly.
- No chasing in and out of, or “hanging out” in the restrooms.
- Children may not enter the classroom, library, computer lab, or hallways during recess or lunch unless accompanied by a teacher.
- No sitting on drinking fountain structures.
- Inappropriate language will not be tolerated.
- No bicycles, skateboards, roller blades, razors, or shoes with wheels (“wheelies”) on school grounds at any time.

OFFICE TRIPS

- Except in emergencies, children are to have an “office pass,” a note from the teacher/supervisor or call from the radio giving them permission to enter the office.
- Children who need help at recess time should ask the teacher on duty for permission to go to the office.
- The office phone is for emergency calls only.
- Office etiquette: Please use quiet voices in the office. Do not interrupt the office staff when they are on the phone, speaking to another adult/student, or busy typing on the computer. Wait your turn, as they will assist you once they are ready.

RESTROOMS

- Use for intended purpose only
- No hanging out in restrooms
- Help keep our restrooms clean. Do not throw trash or wet toilet paper on the ground or walls. Making a mess in the restroom is no different than vandalism. Vandalism of school property is cause for an immediate office referral and/or suspension from school.

LUNCH TIME

- All students will be expected to follow the procedures arranged for securing school lunches and/or milk. They must preorder lunches at the beginning of school each day.
- Walk to the lunch line with your accompanying teacher or staff member.

- During the lunch period, students are to eat quietly at their assigned tables.
- No unnecessary or excessive noise.
- If bringing sack lunches, students are to eat their own. Food trading is not allowed.
- Students are to place their trash in trashcans before leaving the lunch area.
- Do not throw food or other items!
- Children should spend a reasonable length of time (~15 min.) eating their lunches and are to remain at lunch tables until the noon supervisor dismisses them (Green sign = Go).
- If a student needs to leave the lunch table before the regular dismissal time, they are to get permission from the supervisor.
- Ice cream is to be eaten in the lunch area only.
- No snacks or food are to be taken to the playground during lunch or recess.
- While in the lunch line, students will take only one of each lunch item, unless the supervisor gives permission.
- Exit and enter through correct doors and no running!

PLAYGROUND

- At lunch recess, all students may choose to play on the blacktop area or the field, weather and supervision permitting. **PLAYING NEAR THE STORAGE BINS OR FENCE IS OFF LIMITS!**
- No equipment use on playground before school starts.
- No tackling or wrestling on the playground.
- Keep hands, feet, and objects to yourself.
- No verbal harassment or defacing property.
- No harassment or game interference.
- No spitting.
- No profanity or vulgarity.
- No dishonesty.
- No fighting, hitting, pushing, shoving, kicking, poking, biting, or name calling.
- No walking or running through games in which the students themselves are not playing.
- Keep a safe distance from anyone who is kicking or hitting a ball.
- No “butts-up” games that involve throwing a ball directly at a student. No tennis balls allowed.
- No “tackling” in any game.
- No swinging on tetherball poles.
- Walk on blacktop unless involved in an approved game
- Stay in assigned areas (lower/upper primary)
- Stay on blacktop when grass is damp or wet and stay out of puddles
- No food on blacktop except in designated areas
- Do not loiter around classrooms, restrooms, and patio areas

PLAYGROUND EQUIPMENT

- School-supplied playground equipment (balls, jump ropes, etc) is available to all grade levels. The responsibility for any privately owned equipment brought to school rests with the student and must receive approval from the teacher or administration. However, tennis balls are NOT permitted on campus.
- All games are open to your classmates regardless of the ownership of the equipment being used.
- Obey the rules of the play apparatus as taught by the teachers.
- All games involving kicking a ball MUST be played on the grass only.
- Games must be played in designated courts.

Playground Apparatus

- One student per bar or swing.
- No skateboards
- No climbing on backstops

Horizontal/Chinning Bars

- These bars are for chinning and swinging. Never stand on them.
- Two hands should be on bars at all times.
- Only one student allowed on each bar at a time.

Horizontal Ladder

- All travel in the same direction.
- Keep away from under the ladder
- Second student starts when the first has reached the end.
- No climbing on top of the ladder - sitting or standing is unacceptable.
- Do not pull, tease or touch another student hanging from the ladder.

Swings

- Only one student on a swing at a time.
- All students face and swing in the same direction - toward the blacktop.
- Two hands on chains at all times and in seated position.
- No jumping off swings.
- The time limit will be a “normal” 100 count.
- Wait for a turn on the blacktop.
- Do not alter seat height.
- Do not push or throw swings.
- Do not climb up to pull down swings.

BEFORE/AFTER SCHOOL RULES

- School administration and teachers are responsible for students once they leave their home in the morning while coming to school AND while walking home from school in the afternoon.
- Walk carefully to school each day. Students are not to be on campus before 7:45 a.m., as the school gates do not open until that time. However, if your child arrives a few minutes before 7:45 a.m., he/she must wait outside the main gate near the ESP portables until the 7:45 a.m. bell rings. Additionally, backpacks are NOT permitted to be dropped off in front of classrooms before 7:45 a.m.
- Use appropriate crosswalks on your way to/from school.
- Some parents opt to remain on campus after the K-2 afternoon bell to wait for their 3-5th grade child to be dismissed at 2:30 p.m. In this case, all parents and children must remain in the lower primary playground; away from the upper playground and classrooms. Additionally, parents must supervise their own children, especially if they choose to play on the lower primary playground equipment. School playground rules remain in effect and any unattended children or rule violators will be asked to leave campus with their respective parent or guardian.

BICYCLES

- Only students in grades 3-5 may bring their bicycles to school
- All bicycle riders must wear a bicycle helmet to and from school (mandatory by law)
- Violation of helmet regulations will be handled using the office referral/detention policy

BICYCLE LOCK AREA

- Bikes must be registered and locked
- Walk bikes on school grounds
- Keep bikes away from building

PARKING LOT SAFETY (Note to parents)

- When entering the *parking lot* drop-off zone, drive up all the way towards the exiting driveway. **DO NOT STOP** near the entrance to the upper level playground / ESP portables or in front of the school office building, as traffic quickly backs up into the street. As a reminder, please follow the city's posted signs on Santa Carlotta Street, which read "***NO PARKING BETWEEN 7:30-8:30 A.M.***" This is a "drop-off" zone only – do not park your car to walk your child to class.
- Traffic safety is a collective effort and we strongly urge all parents to play a responsible role in being safe, kind, and lawful with regard to their driving habits. Also, please keep in mind that the traffic surrounding our school is only busy for about 10 minutes before and after school each day and if everyone practices patience and understanding, parents will have a better experience when driving in and out of our campus. Finally, please keep in mind that our teachers volunteer in assisting with our traffic and we would appreciate everyone's cooperation in being respectful and courteous to traffic safety volunteers.

POWER PAW PROGRAM

OUR GOAL: To promote POSITIVITY school wide.

OUR MISSION: We, at Courreges Elementary School, are building a community of lifetime learners committed to achieving, growing, and becoming good citizens at school and in our community.

OUR PLEDGE: We promise to be.....

→ RESPECTFUL → RESPONSIBLE → SAFE



COURREGES COUGARS ARE ***ON THE PROWL FOR “PAW POWER.”***

How it works: Each day, teachers and support staff will recognize students who are demonstrating respectful, responsible, and safe behavior. Students will receive a “**PAW POWER**” slip indicating their “***Paw-sitive***” behavior and return the slip to their teacher. Each slip is a ticket that will be entered into a weekly drawing via the **Power Paw Box**. One student per class will be recognized during our weekly Friday Flag Salute. Teachers will also award each student with a “**PAW POWER**” sticker to wear for the day.

LET’S GO COUGARS.....BE A MEMBER OF OUR PRIDE!!

MONTHLY AWARDS AND RECOGNITION

Each month, students are recognized during our Friday Flag Salute for their outstanding academic achievement, effort and citizenship. These awards are announced and given out on the first Friday of every month.

OFFICE REFERRAL/DETENTION POLICY

Here is a list of behaviors that will result in a student receiving an office referral and/or detention:

- Destroying Private/Personal Property
- Disruptive/Inappropriate Behavior
- Bullying
- Play Fighting/Horseplay
- Throwing Objects
- Theft
- Dishonesty
- Name-calling
- Out-of-bounds w/o supervision
- Running in inappropriate areas
- Hitting
- Pushing
- Kicking
- Biting
- Verbal Disrespect
- Misuse of Equipment
- Defiance
- Being in bowl area before school / recess

A detention may include a loss of privilege, time in the office during recess/lunch, or another consequence deemed appropriate by the teacher or administrator. Other consequences may be substituted for the above by working out solutions with parents that would better serve the individual child.

TARDINESS

- * Excessive tardiness will constitute parent contact by principal or referral to the School Attendance Review Board (SARB).

DRESS CODE POLICY

It is expected that all Courreges students maintain a neat and orderly appearance. The purpose of the following dress standards is to ensure the maximum safety of everyone, to encourage students to dress for success and learning, and to attend school properly prepared to participate in the educational process. We appreciate your support in upholding an appropriate dress standard. In selecting clothes for school, please follow these guidelines approved by the Fountain Valley School District Board of Trustees:

1. **Unacceptable clothing** – Bare midriiffs, brief garments such as short-shorts, halter tops, crop tops, tube tops, net tops, spaghetti straps, plunging necklines (front and back), cut-up clothing, bathing suits, and see-through strapless or backless garments are not acceptable.
2. **Closed-toed shoes must be worn at all times.** Thongs, flip flops, sandals, slippers, or any other open-toed shoes are not permitted. Soles are not to exceed one inch in height with heels no higher than 1-1/2 inches. Shoes must have a back strap.
3. **Mid-section of the body** must be covered.
4. **Shorts & Skirts** must be no shorter than 4 inches above the knee.
5. **Hair** – Hair nets, bandannas, or other such grooming aids are not acceptable. Hair styles, cuts, wigs or color that disrupt the instructional program are not allowed. Colored or dyed hair must be a natural color.
6. **Jewelry-** Earrings, jewelry, accessories, and wallet chains which may cause a distraction or present a safety hazard are not acceptable for school. Piercings, other than ears, are not appropriate for elementary school.
7. **Other unacceptable clothing** – Garments with words that are suggestive or have double meanings of lewdness, obscenity, violence, vulgarity, or advertises services or products not permitted to minors may not be worn. Clothing/apparel containing symbols, pictures and/or slogans oriented toward degrading culture, race, gender, religion, or ethnic values or glorifying sex, inappropriate social behavior is unacceptable. Visible undergarments are also unacceptable.

These guidelines will be shared with students during the first weeks of school. Inappropriately dressed students will be asked to call home for a change of clothes or an office T-shirt will be issued for the remainder of the day. Chronic offenders are subject to further disciplinary action in accordance with the discipline policy of Courreges School.

SUSPENSION AND EXPULSION

The following is taken from the California Education Code Section 48900. Students may be suspended or expelled if they engage in the following:

- Stealing
- Sexual Harassment
- Making Threats
- Possessed/Sold/Furnished (P/S/F) Firearm
- P/S/F of Imitation Firearm
- Brandishing a Knife
- P/S/F of a Knife or Dangerous Object
- P/S/F of an Explosive
- P/S/F or under influence of controlled substance, alcohol, intoxicant
- P/S/F of Drug Paraphernalia
- Sale of Soma
- Possession or use of tobacco products
- Sexual battery
- Sexual assault
- Cause, attempt or threaten physical injury
- Aided or abetted physical injury
- Used force or violence
- Committed an act of hate violence
- Harassment, intimidation or threatening a witness
- Made terrorist threats
- Hazing
- Obscene acts, profanity, or vulgarity
- Disruption
- Property Damage
- Robbery or Extortion
- Received stolen property
- Engaged in bullying
- Created an intimidating or hostile educational environment

At the beginning of each school year, the principal will visit all classrooms to review the school district's ZERO TOLERANCE policy. The zero tolerance policy covers all behaviors or violations that could result in a student being suspended and/or expelled from school.