



## Cooperative Behavior Plan

The goal of the Topaz staff is to provide a safe, positive, and nurturing environment that focuses on fairness, trust, communication, and caring.

I am a Topaz Tiger that **ROARS!**  
Respectful  
Organized  
Achieving  
Responsible  
Safe



### TOPAZ ELEMENTARY SCHOOL RULES

Topaz School's Discipline Plan sets high standards for student behavior in order to maintain a safe, orderly and positive school climate. This climate is conducive to teaching and learning, both academically and socially.

The safety and well-being of your child is the utmost priority of the Topaz School staff. We, therefore, ask your cooperation in helping your child understand and follow school rules. Listed below are the general rules and related behaviors of particular concern.

### BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING

- Do not enter the campus earlier than 30 minutes prior to the start of school because no supervision is provided prior to that time. Children may arrive at school between 7:20 a.m. and 7:50 a.m.
- No children should ever be in the classroom or school building without teacher supervision.
- When the 7:50 a.m. bell rings, students are to be in line on their assigned blacktop area.
- No drinks or use of the restroom after the bell.
- Play in designated areas on the playground.
- Snacks must be eaten in snack area.
- No running or shouting in the lunch area.
- Use playground equipment as instructed.
- Play games according to school rules.
- Do not travel from the classroom to any other area of school without a pass.

### BE KIND TO EACH OTHER IN WHAT YOU SAY AND DO

- Treat adults and peers with respect, valuing differences in others.
- No inappropriate language or gestures, profanity or vulgarity.
- Be cooperative when given directions.

### ACCEPT RESPONSIBILITY FOR YOUR OWN ACTIONS

- Accept the consequences for your own behavior.
- Willful disobedience will not be tolerated.

### TAKE PRIDE IN YOUR SCHOOL BY KEEPING IT NEAT AND CLEAN

- Destruction/defacing of school property will not be permitted.
- No inappropriate use of school facilities or equipment.
- Trash must be thrown away in trash cans

### KEEP HANDS, FEET AND OBJECTS TO YOURSELF

- Play involving bodily contact is not permitted.
- No throwing sand, rocks, food or any object not intended for that purpose.
- No fighting or other acts of aggression.
- No spitting.
- No writing or drawing on yourself, other students or school property.

### BRING ONLY APPROPRIATE ITEMS TO SCHOOL

- No toys.
- No gum.
- No dangerous or disruptive items.
- No skateboards, razors, roller-skates, or rollerblades.
- No sports equipment should be brought from home.

### BICYCLES/SKATEBOARDS/RAZORS/ROLLERSKATES/ROLLERBLADES

- Bikes for grades 4, 5, 6 only, appropriately locked
- Students in grades 4- 6 may ride their bikes to school if they have been checked and licensed.
- Bicycle helmets must be worn.
- Unsafe riding practices may result in the denial of this privilege.
- Bicycles are to be walked on sidewalks and on school grounds.
- Students are not allowed to share locks. Only one bike per lock.
- The use of skateboards, razors, roller-skates, and roller-blades on school grounds IS PROHIBITED AT ALL TIMES.

### PLAY AREAS

- Playing is limited to blacktop and grass areas during recess, PE and lunch recess. Children are to walk on the blacktop, concrete sidewalks, and in corridors at all times. Play equipment is not to be used except for its intended purpose.
- Play in the assigned areas only and stay off the fences and backstops. Children are to remain on the playground during recess, and out of classrooms and corridors except on rainy days. Students report to their rooms on rainy days.
- Students are to remain a safe distance from the fences.

- Children are not to leave the school grounds at any time unless the teacher or principal has granted permission.
- Restrooms and drinking fountains are not play or discussion areas. Children shall go to the restroom and drinking fountains, tend to their needs, and leave.
- When the bell rings, this is a “freeze” bell ending all play. Students are to stop playing walk immediately to their line-up areas. Students are not permitted to use the restrooms or drinking fountains after the “freeze” bell has rung.

### **PLAYGROUND GAMES**

- All students are encouraged to participate in activities. Students may not be “frozen” or excluded from games by other students.
- Two-hand touch football will be not be allowed. No games involving pushing, tackling, or piling on an opponent are allowed.
- Only official school rules are to be used for games.
- Fighting, “play fighting”, wrestling, Karate, or unsafe play is prohibited.
- Obey and show proper respect for the playground supervisors. Their instructions are to be obeyed.
- In general, habits of safety, good manners, and good sportsmanship are to be used at all times.

### **EQUIPMENT**

- Soccer balls are to be used only on the grass areas.
- Children are to use swings properly. Standing up in swings, two in a seat, jumping out, or pushing others is not allowed. Children must face toward the school building when swinging.
- Children should be careful on the horizontal and rainbow ladders and travel one way only. A hand must be kept on the bars at all times. Students are not to be on top of these pieces of equipment.
- Chin up bars are to be used for pull-ups only. There is to be no standing, sitting, or hanging upside down from these bars.
- Skateboards, roller skates, roller shoes, roller-blades and scooters are not permitted on school grounds.

### **CELL PHONES**

Students are discouraged from possessing or using electronic signaling devices while at school. The Placentia Yorba Linda Unified School District does not assume any liability if such devices are damaged, lost or stolen. Students who use these devices shall do so only before and/or after the school day. Cell phones and any other electronic signaling devices shall remain off during the school day except if used during the school day for instruction under a teacher’s supervision.

### **BEHAVIOR CONSEQUENCES**

**CONSEQUENCES:** Grades 1- 6

Consequences will be appropriate and may include:

- Missing recess

- Conference with Principal
- Think sheet/Reflection letter
- Citation with parent signature
- Communication home
- Suspension

## REFERRALS

Behavior slips from noon supervisors at lunch recess will be handled through the teacher or Principal's office.

## TARDINESS

Topaz is committed to quality education and student tardiness disrupts the educational program. If the student is habitually late, the Principal will call for a conference with the parents.

## BEHAVIOR REFERRAL FORMS

Students will be issued a citation for repeated or serious infractions of school rules. We ask that parents discuss the misconduct with their child, sign the citation, and return it to school the following day.

## AGGRESSIVE BEHAVIOR OR FIGHTING

These consequences will be enforced fairly and consistently, **regardless** of who started the fight based on progressive discipline of each individual child. Discipline of children other than your own is highly confidential and cannot be discussed.

## SUSPENSION

Suspension is a serious matter and is used when misconduct is chronic and/or severe.

Under the California State Education Code (48900) suspension from school may result from any of the following actions:

- Caused/attempted/ threatened physical injury
- Willfully used force
- Possessed/sold/ furnished a dangerous device
- Possessed/used/sold/furnished drugs/alcohol
- Sold/furnished alleged drugs or alcohol
- Robbery/extortion
- Damage to school/Private Property
- Theft of school private property (or attempt)
- Possessed or used tobacco
- Obscene act/habitual profanity/vulgarity
- Sold/offered to sell drug paraphernalia
- Disruption/defiance of school authority

- Receipt of stolen school/private property
- Imitation Firearms
- Sexual Harassment
- Intentional Harassment (Bullying)
- Terroristic Threats
- Hate violence

<b>PARENTS ARE RESPONSIBLE FOR:</b>	<b>STAFF IS RESPONSIBLE FOR:</b>
<ol style="list-style-type: none"> <li>1. Knowing, understanding, and supporting the school rules that students are expected to follow.</li> <li>2. Ensuring that your child attends school on time, every day, and stays all day.</li> <li>3. Supporting staff decisions and consequences.</li> <li>4. Reading and explaining to children the Zero Tolerance, User Network Access Agreement, and Sexual Harassment sections of the PYLUSD Parent Information Packet.</li> <li>5. Ensuring compliance with the school dress code of appropriate and safe attire.</li> <li>6. Ensuring that students bring a nutritious snack and lunch, and for delivering late lunches or other forgotten items to the office, not the classroom.</li> </ol>	<ol style="list-style-type: none"> <li>1. Explaining and consistently enforcing classroom, playground, and district rules.</li> <li>2. Approaching students positively with a rationale for the consequences and/or citation.</li> <li>3. Investigating student concerns.</li> </ol>

### **Rewards for Students**

All students have the opportunity to receive:

*ROARs cards* for positive behaviors. They expire at the end of each school year in which they are earned. Redemption choices are listed below.

*CLASSROOM INCENTIVES*- Incentives are provided by the teacher to encourage good behavior and work habits.

*TIGER OF THE WEEK AWARDS* - Weekly special recognition awards. Each teacher chooses one student per week.

*AWARDS ASSEMBLIES* - Awards are earned by primary and upper grade students each trimester.

*PERFECT ATTENDANCE AWARDS* - Criteria: No absences and no more than one tardy or early out of less than 15 minutes. (A tardy means a student is not in his or her seat when the 7:50 a.m. bell rings.)

*PRESIDENT'S EDUCATIONAL ACHIEVEMENT AWARDS* - Students in 6<sup>th</sup> grade have the opportunity to receive this award upon promotion, if they meet the criteria as designated by that program.

## REWARDS AND INCENTIVES

ROARs cards are given to students by teachers and staff. Students save their tickets and redeem them for a reward of their choice. There is a monthly drawing as well.

ROARs cards are given for:

- Show respect
- Voluntary acts of kindness or thoughtfulness - Treat others as you want to be treated!
- Superior participation in school activities or events
- Good and/or improved work habits, behavior, interaction, peer teaching
- Overall improvement
- Consistent responsibility
- Good sportsmanship
- Volunteering to help in or outside of class
- Using good problem-solving strategies - Use your words when you have a conflict
- ALWAYS TRYING YOUR BEST!

**Redeem ROARS cards in the office (on Fridays only) for different items**

**throughout the school year (to be announced at the first week assembly!)**

**Students and Parents/Guardians:**

**Please *sign and return* the bottom portion of this page.**

**Thank you!**

We have read, discussed, and understand the 2016-2017 Parent/Student Handbook and the attached *Topaz Elementary School Cooperative Behavior Plan*.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

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

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

\_\_\_\_\_  
Date