

PUPIL CODE OF CONDUCT

ELDRIDGE SCHOOL



**26825 Eldridge Avenue
Hayward, California 94544-3729**

**Telephone (510) 723-3825
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**Principal
Brian McComb**

**Youth Intervention Specialist
Kelly Rien**

ELDRIDGE SCHOOL

Code of Conduct and Home-School Compact Reminder

- Please read the Eldridge School Code of Conduct together with your children this evening.
- After reading and explaining it to your children, please sign the Acknowledgement Form and the Home-School Compact.
- Tuesday, July 16th your children must bring the signed Acknowledgement and the Compact forms to class.

Thank you so much for your cooperation!

ATTENDANCE POLICY

“Every Child, Every Seat, Every Day”

In order for Eldridge to remain a top-performing school ALL students must be in class every day and on time.

- When your child is late not only does he/she miss out on important instructional minutes but late entries cause a distraction for other students during their learning time.
- When your child is absent they lose out on important instructions that can never be made up, even when given make-up work. Eldridge also loses money for precious resources each time a student is absent.
- A student’s absence for a family vacation during the school year is not an excusable absence. Please do not ask for additional time off and plan vacations according to our year-round schedule.

We intend to follow the Hayward Unified School District Attendance Policy closely this year so please read the following information carefully.

TARDIES

ALL STUDENTS must be in their classroom line outside their door by 8:15 a.m. (Kinders by 8:00 a.m.) or they will be considered tardy. **No exceptions/no excuses.** Each student must get a tardy slip to enter class after 8:15 a.m. If a student is tardy 3 times, he or she will receive an after-school detention from their teacher. Three tardies and a letter informing the parent/guardian of the amount of tardies will be sent home and a meeting will be set-up to discuss strategies to get your child(ren) to school on time. Per the Hayward Unified School District attendance policy, students that are more than 30 minutes late on three different days will be considered truant for tardies.

ABSENCES

In accordance with the Hayward Unified School District Attendance Policy, a student is considered truant after three unexcused absences or three unexcused tardies. A letter will be sent home informing the parent that their child has unexcused absences. This will begin the School Attendance Review Board (SARB) process for your child. The next letter for unexcused absences will be sent home and a parent/teacher/principal conference must be set up to discuss why your child is missing so much school. A final unexcused absence letter will be sent home and a meeting will be set up at the Hayward police station to discuss why your child is late so often or missing so much school.

ATTENDANCE: A KEY TO YOUR STUDENT'S SUCCESS

Schools are responsible for teaching your children; this proves difficult when students are absent. Learning builds day by day. A child who misses a day of school misses a day of learning. Research shows that students who attend school regularly have higher test scores, and are more successful throughout their school years.

Being late for school also affects your child's learning too. A student who is 10 minutes late every day will miss a total of 30 hours of instruction a year! Children can copy notes and make up assignments, but they can never make up the valuable class time, learning is precious and should be treated as such!

Here are tips for clearing absences and avoid receiving truancy letters:

1. Please excuse absences within 72 hours by calling the Attendance Clerk, at (510)723-3825 ext.9. Advising teachers of absences will not be accepted.
2. Please provide a doctor's note to clear any medical absences. California Ed Code only allows 10 absences per school year. So please provide a medical note to clear absences whenever possible.
3. When you are signing your student out early for an appointment, a doctor's note **MUST** be provided or it is an UNEXCUSED leaving early.

***Because of HUSD's automated attendance system, any three (3) un-cleared absences will result in a truancy letter being sent home.**

Your child's success depends on having a solid educational background, one that can only be gained by regular school attendance.

Here are tips you can use to improve your child's attendance:

1. Talk with your child about the importance of attending school regularly.
2. Avoid scheduling family trips or doctor appointments during school hours.
3. Keep your child healthy by eating nutritious food, getting enough sleep and exercise.
4. Support school rules and consequences for missing class and being tardy.

ATTENDANCE IS ONE OF THE MOST IMPORTANT FACTORS IN A SCHOOL SUCCESS!!

Eldridge School-Wide Rules

Why do we have School-wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 3 simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors.



Playground

	Respect	Responsibility	Safety
Playground	Invite others Use kind language Follow adult directions	Use equipment properly Play fairly Follow game rules	Stay where adults can see you Leave rocks and sticks on the ground



Restrooms

	Respect	Responsibility	Safety
Restrooms	Throw away trash Respect privacy	Wait quietly for your turn Rush and flush Clean your mess	Wash hands Report water spills



Hall & Breezeway

	Respect	Responsibility	Safety
Hallway/ Breezeway	Hands to yourself Maintain appropriate distance from others in line	Have permission to be in the hall without your class Use quiet voices and quiet bodies	Use your walking feet Be alert



Assembly & Presentations

	Respect	Responsibility	Safety
Assemblies	Listen and watch with quiet voices	Pay attention to adult directions	Sit in one spot Keep hands and feet to yourself



Eating Area

	Respect	Responsibility	Safety
Cafeteria/Eating Area	Invite others, don't save seats Say please and thank you Give each other room	Clean up your eating area Become quiet when asked by adults	Use your walking feet Report hazards Eat only from your own lunch

Acknowledgment System

Why do we want to recognize expected behavior?

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 5 positive interactions with students to every 1 negative interaction (**5:1 ratio**). As staff it is very easy to get caught up focusing on catching students engaging in negative behavior. The goal of an acknowledgment system is to increase the number of positive interactions that all school staff have with students.

At Eldridge Elementary, Green Alerts to acknowledge students for appropriate behavior, monthly assemblies with Kindness Catchers acknowledgments and 3 award ceremonies. Through this program we hand out ROCK Bucks and Green Alerts to students for following the school rules.

When recognizing students with a Green Alert it is important to identify specifically what behavior the student engaged in and link it to the appropriate school rule. For example:

Chris, I wanted to thank you for helping pick up the books someone knocked on the floor, you were showing Ownership and it really helped me out. Here is a Green Alert.

Ideally, students should be given tickets immediately following the behavior and be told exactly why they received the token. In order to promote expected behavior it is important that students know when and why they are being acknowledged

Consequence System

Consistent and fair discipline procedures are crucial to a successful consequence system in all schools. It is important that we are respectful of students in our disciplinary responses. Consequences should focus on teaching, remediation, or logical consequences as much as possible (i.e. if a student breaks a window they work it off in restitution, etc.). In providing consequences we also want to be mindful of the instructional time students are missing with the goal of minimizing the amount of instructional time missed.

In order to maximize student instructional time staff are encouraged to deal with problem behavior in their classroom as much as possible. This requires that staff develop a clear discipline plan, which teaching expectations and routines, incentives for positive behavior, and clear classroom responses to problem behavior for their classroom. If teachers are experiencing pervasive problem behavior in their classroom, they are advised to seek assistance or additional consultation by contacting the principal.

Eldridge Elementary School
Student Behavior Management Process

Prepare students, pre-teach desired behaviors, intentionally set tone for the year, introduce behavior grid and teach lessons

Observe and identify problem behavior

Is the behavior
or
TEACHER MANAGED **OFFICE MANAGED**

Redirect and Re-teach student behavior

Remind student of appropriate behavior in this situation and of potential consequences and document

Student completes reflection sheet (in class or buddy class) and teacher keeps for documentation

Parent is contacted

Did the behavior change?

YES

Notice and recognize/praise correct behavior

Teacher Managed

- Disrespectful
 - Tone
 - Attitude
 - Body language
- Non-compliance
- Refusal to work
- Cheating
- Profane language
- Teasing
- Misuse of property
- Minor dishonesty
- Peer to peer conflict
- Running
- Tardy
- Not having materials
- Rough play
- Pattern of not completing HW

Office Managed

- Direct profane language
- Fighting
- Leaving school property
- **Bullying
- Aggressive physical contact
- Harassment of students/teachers
- Drugs/alcohol
- Property destruction
- Chronic refusal to follow Behavior Matrix
- Racial/ethnic discrimination
- Credible threats
- Theft of major item
- Similar minor infractions occurring at least 3 times

Referring teacher completes Citation Form

Staff calls for student to be escorted to office

Administrative Action Taken

Administrator follows up with referring teacher

NO

Teacher completes Citation Form

Refer to Administrator with prior interventions and documents

**Bullying is any severe or pervasive physical or verbal act placing a reasonable pupil in fear of harm, experience a substantially detrimental effect on her/his physical or mental health that prevents the pupil to benefit from all school activities.

CELL PHONES

Cell phones have become part of our everyday lives. However, cell phones have become a distraction to instruction. Just a reminder that PHONES MUST REMAIN OFF while on campus and during school hours and be kept in one of three places:

1. Student's backpack
2. Teacher's cabinet
3. The office

WE ASK THAT CELL PHONES BE KEPT HOME DURING STATE TESTING WEEKS. CELL PHONES WILL BE COLLECTED AT THE BEGINNING OF EACH TESTING DAY AND RETURNED AFTER TESTING IS OVER FOR THE DAY. DISCIPLINARY ACTION WILL BE TAKEN IF A PHONE IS NOT TURNED INTO THE TEACHER DURING TESTING PERIODS.

Neither Eldridge nor the district is liable for anyone's cell phone or personal possessions (electronic or otherwise) brought to school should it be lost, stolen, or damaged. Any personal items brought to school are done so at the student's own risk.

If a student is found with their cell phone (includes on, off, silent, or vibrate mode), caught talking, texting, or taking pictures, etc., the phone will be confiscated.

First offense: Phone is confiscated from the student and released at the end of the day.

Second offense: Phone is confiscated and only a parent or guardian can pick up the phone.

Third offense: Phone is confiscated and a conference must take place with the parent or guardian, student, and the principal (or teacher in charge).

BEFORE AND AFTER SCHOOL

Students are to be on campus no earlier than fifteen minutes prior to their school start time unless they eat breakfast at school or ride the Hayward Unified School District bus.

Breakfast and bus students can arrive at 7:45 a.m. Students are to leave campus not later than fifteen minutes following their dismissal, unless their parents have been notified otherwise. Supervision before school for all Eldridge students takes place in the cafeteria (breakfast eaters only) and on the intermediate black top; which is where all students have been instructed to go. Students in Kindergarten should not enter or leave school by themselves. The school cannot provide a baby-sitting service for unsupervised children. If children arrive on campus when there is no supervision, this creates an unsafe situation. Parents will be notified and asked to make appropriate drop off and pick-up plans.

Students who are to stay after school for any reason may not stay longer than fifteen minutes without prior parent notification by the teacher or office staff. Students may be detained up to, but not exceeding, one hour per day with one day's notice to the parent by the supervising adult.

The principal and/or staff supervise the front exit of the school when school ends. Students leaving campus during school hours may only do so when signed out by an adult listed

on the student's emergency card. Students may not leave campus on their own nor can they leave with any unauthorized person.

Anyone entering the school campus is required by State Law, #627 of the California Penal Code, to obtain permission to come on campus by checking into the front office. This also prevents unauthorized disruption to classroom teaching. Any suspicious activity should be reported to the principal and/or the police immediately.

PERSONAL PROPERTY

Talking watches, radios, IPODs, MP3 players, headsets, tape recorders, electronic games, computer games, Sharpies, postal stickers, water balloons, silly string, eggs, water games, shaving cream, hairspray, makeup, perfume, nail polish, skateboards, scooters, roller blades or skates, dice, cards, Bakugan, Pokemon, Beyblades , YuGiOh! cards or other toys (including fidget spinners and slime) and animals are not permitted at school. If such items are required for school activities, the student must get permission from the teacher prior to bringing such items to school. Laser pointers, pagers, and all electronic signaling devices, lighters, and any type of fireworks are against California state law for elementary schools. In general, personal property of no reasonable value to the educational process should remain at home. If these items are brought to school HUSD, Eldridge School, or its staff will not be held liable should the items be damaged, lost, or stolen or if another gets hurt from any of the above items. Responsibility and liability rests solely on the child who brought the item(s) and their parent/guardian.

SELLING ITEMS AT SCHOOL

Students are not allowed to sell anything at school during school hours and YEP (morning AND afternoon). Anything includes; foods or drinks of any kind (candy, chips, cookies, soda, juice, etc.), all toys, gaming cards, video games and slime. This also includes chocolate bars from school fundraisers.

SEXUAL HARASSMENT POLICY

Sexual harassment of any student is prohibited as stated in Ed. Code 48900. Sexual harassment is defined as unwanted sexual attention from peers, adults or anyone. It can be physical or verbal conduct of a sexual nature that makes the environment of Eldridge School intimidating, hostile or offensive to the student. Complaints are referred to the Principal. Principal investigations and complaints are documented. A first-time warning or a suspension may be issued when warranted. If the action continues, and/or the person doing the harassing is in 4th grade or above, the complaint is referred to the Hayward Police.

DRESS CODE

Children should come to school in appropriate clothes that are safe to move in.

- Shorts and skirts should not be shorter than your fingertips when your arms are down to your side
- Spaghetti straps, bare midriffs, visible underwear and sagging pants are not allowed.
- Tank top straps must be at least 1 inch wide.
- Heelys, platform shoes and open sandals attached only by a thong strap are dangerous and not permitted. Shoes must be tied and all shoes need at least a back strap. *All students are required to wear tennis shoes for PE.*
- Bare feet are not permitted.
- Clothing that references alcohol and drugs will not be permitted
- Use of cosmetics on campus is prohibited.
- Eldridge wear is strongly recommended. Inquire in the office on how to obtain Eldridge wear items.

Should a student be inappropriately dressed they will be asked to call a parent/guardian to bring them appropriate clothing. A student will be asked to put a shirt (clean and borrowed from the office) on and worn if a parent/guardian is not available to bring in clothes.

OUTSIDE THE CLASSROOM

In the hallways:

1. Students must always walk. Running is not allowed.
2. Keep your hands and feet to yourself – no physical contact.
3. No playing.
4. Children should take care to walk outside the yellow door circles.
5. Inside voices should be used.
6. No students allowed in teachers' lounge/staff bathrooms.
7. When sent to another classroom, do not knock. Open the door and enter quietly. Wait for the teacher to help you.

On the playground:

1. Observe school rules and follow directions of yard supervisors.
2. Always play safely. Any activity that harms another is not allowed.
3. Report accidents promptly to a yard supervisor.

4. Do not leave the playground to go to the office without permission.
5. Do not leave the playground to go into any unsupervised classroom.
6. Stay away from the fences; do not throw anything over the fences, and DO NOT exit school grounds for any reason.
7. If a student breaks a rule that involves you, report the student. Do not hit, push, kick or in any way have physical contact.

8. No playing in bathrooms or by drinking fountains.
9. Help keep campus clean – throw trash into cans.
10. Use yard equipment safely. When in doubt, ask a yard supervisor.
11. Non-school-related clubs are not allowed.

When the bell rings:

1. Primary and intermediate students must walk to the playground.
2. When recess is over all students must stop their active and walk to their line/classroom

In line:

1. Play balls must be held, not bounced.
2. Students must be quiet and orderly so they can hear teacher directions.
3. Students should always walk in line and never run.
4. Always keep your hands and feet to yourself. Do not touch the students in front or in back of you.

In the cafeteria:

1. Enter quietly.
2. Students will not be allowed to share food
3. Students are expected to not throw food at any time
4. Soda is not permitted in the cafeteria
5. Students must sit at their assigned seat/area.
6. Sit all the way down on the bench when eating.
7. Leave your eating area clean.
8. When excused, walk to the playground.
9. No food allowed on the playground.

INSIDE THE CLASSROOM

Your teacher will share with you specific rules to your child's classroom. These rules will be reviewed with your child. They will be posted in the classroom. Parents should review classroom rules with their child. If parents have questions or concerns, they should contact their child's teacher. The school number is (510) 723-3825. If the teacher is teaching, a message will be left and the teacher will call back as soon as possible.

If a child disrupts the ability of the teacher to teach and/or disrupts the ability of the other students to learn, that child will be removed from the classroom.

CONSEQUENCES for not following rules could be one or a combination of the following:

1. a verbal warning/s
2. a notification requiring a parent/guardian signature
3. a temporary "time out" in the classroom or on the playground
4. a temporary "time out" in another classroom
5. a discussion with the principal
6. parent-teacher contact and/or parent-principal contact
7. suspension from school



Please note that this school “Code of Pupil Conduct” has discipline rules and procedures consistent with Hayward Unified School District policy and state statutes governing school discipline.

HAYWARD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Dr. April Oquenda, President

Mr. Peter Bufete, Vice-President

Mr. Joe Ramos, Board Clerk

Ms. Sara Prada, Board Trustee

Mr. Ken Rawdon, Board Trustee

ADMINISTRATIVE STAFF

Jason Reimann – Superintendent

Jenna Rodriguez, Administrative Assistant to the Superintendent & Board of Education



Eldridge Elementary School Parent/Community Involvement Policy

Statement of Purpose

The involvement of parents and community members is essential in jointly developing a comprehensive policy that improves student achievement with parental voice. Every effort shall be made to build parent leadership capacity that supports the safety and academic progress of our students.

Eldridge Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. A team of parents, teachers, and administrators developed the following Parent/Community Involvement Policy. This policy shall be amended and revised annually to meet the changing needs of parents and the school.

Communication Between School and Home

Eldridge Elementary shall communicate information about school policies and parental involvement opportunities through direct parent contact. Information and school reports are provided in a format and language that parents understand. There shall be meaningful two-way communication regarding the understanding and implementation of this policy and how it affects student academic learning. The following are ways in which this shall be communicated:

- The Parent/Community Involvement Policy and School/Family Compact will be distributed to parents and students on the first day of school.
- The school will educate parents on the different components of this policy and encourage a variety of ways for parents to become involved.

Parents will be expected to discuss the Parent/Community Involvement Policy and the School/Family Compact with their child annually. Parents will be asked to sign an acknowledgement that they have read both documents. Parents will have the opportunity to ask questions at events with the Principal, Parent/Teacher conferences or Back to School Night.

- Eldridge Elementary will notify parents about the Parent/Community Involvement Policy in a comprehensive and uniform format. The policy is distributed in English and Spanish and other languages when possible.
- The Parent/Community Involvement Policy will be available in the office and Parent Center for review. Copies will be made available for distribution during School Site Council meetings, ELAC meetings, PTO meetings, and the Title I parent meeting.

Parent Education on Student Progress Monitoring, Curriculum, and Instructional Program

Eldridge Elementary shall ensure that parents play an integral role in assisting in their child's learning. The school will provide parents with education on grade-level standards and monitoring and discussing school work at home. Parents will also receive information on how to work with their child at home such as how to address content area needs, for example, how to ask comprehension questions during reading, etc.

- Parents are provided with a description and explanation of the curriculum in use at the school. This includes the types of student assessment used to measure progress, and the proficiency levels students are expected to meet.
- Curriculum descriptions for Language Arts, Math, and other content areas will be communicated at Back to School Night, parent conferences, and Open House.
- Assessment information on student academic progress will be distributed to parents by generating student reports at least once a year during parent conferences or additionally during Student Study Team meetings. The school will provide training to parents on how to read and interpret reports.
- Parents will be provided with information that explains the school's participation in Title I and the requirements of this program. The school will outline the parental rights to be involved with school governance.
- Parents will be informed and encouraged to request a meeting with their child's teacher at least once each trimester, if desired, to review their child's academic progress.

Participation in Leadership Committees

Eldridge Elementary shall ensure that parents are full partners in their child's education by including them in decision-making and on advisory committees to assist in the governing of the school. This participation can include, but is not limited to, their membership and leadership on the following committees:

- School Site Council (S.S.C.)
- English Learner Advisory Committee (E.L.A.C.)
- Site Based Decision Making (S.B.D.M.) committee

Involvement Opportunities

Eldridge Elementary, in collaboration with members of the PTO, will endeavor to increase the number of parents actively engaged in the many involvement opportunities that benefit our students, both in the formal committees listed above and in more informal but equally important ways. In order to support school board policy and parent involvement, the school will help to cover any cost associated with the fingerprinting of parent volunteers. Volunteer applications/fingerprinting forms will be made available in the school office, and trainings for how to complete the forms will take place annually. The school will encourage and support all forms of parent involvement that can include, but are not limited to:

- o Daily support with homework and/or student projects at home.
- o Volunteering to help in classrooms.
- o Volunteering to work on projects at home to help teachers.
- o Chaperoning on study trips.
- o Participating in the workshops, classes and activities sponsored by the PTO and other sponsored school events.
- o Supporting our students by attending events such as Back to School Night and Open House
- o Supporting our students by volunteering as a parent coach for athletic teams and with special skills and talents at events or attending and/or assisting with assemblies, including awards assemblies.

Eldridge School –Home Compact



❖ **As a student, I will:**

Read and follow the Code of Conduct.
Believe that I can learn and will learn.
Read for at least 20 minutes, four days a week and be responsible for completing my homework every day.
Come to class on time, ready to learn and with assignments completed.
Know and follow the school and class rules and follow the school's dress code.
Regularly talk to my parents and my teachers about my progress in school.
Respect my school, classmates, staff, and family.
Ask for help when I need it and I will put every effort into learning.

❖ **As a parent/guardian or family member, I will::**

Read the Code of Conduct with my child.
Talk to my child regularly about the value of education.
Communicate with the school when I have a concern.
Spend quality time with my child and make sure that my child reads every day.
Recognize how much time my child spends playing video games, watching TV and using electronic devices.
Make sure that my child attends school every day, on time, and with homework completed.
Support the school's discipline and dress code (see the Eldridge Code of Conduct).
Monitor my child's progress in school and make every effort to attend school events.
Ensure that my child gets adequate sleep, regular medical and dental attention, and proper nutrition.
Make every effort to participate in school, home, and community-sponsored activities.
Participate in shared decision making with school staff and other families for the benefit of students.
Respect the school, staff, students, and families.

❖ **As a teacher, I will:**

Provide high-quality curriculum and instruction.
Communicate high expectations for every student.
Teach and involve students in class every day.
Participate in the three professional development days provided by the district that improve teaching , learning and support the formation of partnerships with families and the community.
Enforce rules equitably and involve students in creating a productive learning environment in the class.
Communicate with families about their child's progress in school.
Provide information to families on what they can do to support their child's learning.
Participate in the decision making with other school staff and families for the benefit of students.
Respect the school, staff, students, and families.

We make a commitment to work together to carry out this agreement.

Student signature

Teacher signature

Family member signature

Principal

ELDRIDGE SCHOOL PUPIL CODE OF CONDUCT and HOME-SCHOOL COMPACT
ACKNOWLEDGEMENT FORM

Dear Parents/Guardians:

After you have read and discussed the Pupil Code of Conduct booklet (which includes the Home-School Compact, with your child, please sign the Eldridge School-Home Compact) as well as sign below and return this form to your child's teacher.

Thank you,
The Eldridge School Staff

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To the Eldridge School Staff:

I have read and discussed with my child, _____ ,
Child's Name

the rules and procedures which have been established at Eldridge School and will support staff efforts to maintain a safe, pleasant and orderly atmosphere for my child and all other students. We have read and signed the Eldridge School-Home Compact which we have also returned.

Parent/Guardian Signature

Date

Child's Room # _____