

GRATTON SCHOOL DISTRICT POLICY

CITIZENSHIP



The Six Pillars of Character

The Gratton School District Board expects all students to demonstrate good citizenship within the school community. Poor citizenship hinders the learning process for the student who misbehaves and others in the classroom.

All staff and students are expected to exhibit "The Six Pillars of Character," – Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthy. Teachers will instruct about these characteristics with various grade appropriate activities throughout the year. "Character In Action" cards will be given to those students exhibiting these characteristics throughout the year, as well as celebrated in each classroom. Students may enter their card into a drawing for monthly rewards, following monthly character assemblies.

The following factors are to be considered in determining a citizenship grade:

1. Demonstrates Effort
2. Follows Rules and Directions
3. Completes Assignments on Time
4. Works Cooperatively
5. Accepts Responsibility and Shows Self Control

Teachers will notify parents if students are having difficulty with any of the above criteria. A plan will be formed to rectify the situation. If the difficulty continues, the teachers may choose to apply consequences of restricting privileges such as field trips, sports games or other activities. If the difficulty continues, the teacher, parents, and student will meet with the superintendent where further consequences of suspension or expulsion may be discussed.

Revised 8/1/13

Learning Today, Leading Tomorrow



CHARACTER IN ACTION -- CIA

Name _____

Today you demonstrated the trait of:

Respect Trustworthiness Caring

Responsibility Fairness Good Citizenship

Character is doing the right thing even when
no one is watching. Gratton School

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Blue Day Count

Grade _____

Date _____

Total Students Wearing Blue _____

Total Students in Attendance _____

Percentage _____

Please submit to the office by 10 a.m.

Blue Day Count

Grade _____

Date _____

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Please submit to the office by 10 a.m.

BEHAVIOR GUIDELINES

1. BEHAVIORS AND CONSEQUENCES

a. BEHAVIORS

1. Defiance or interfering with the peaceful conduct of the school (i.e., classrooms, campus, office, etc.).
2. Committing obscene or vulgar act(s) or use of indecent language.
3. Cheating
4. Threatening or intimidating any other student or an adult.
5. Being in unsupervised/restricted areas.
6. Possession of any object not of a dangerous nature without teacher/administrator permission (i.e., water guns, balloons, etc.).
7. Any dress, grooming, or appearance which disrupts or attempts to disrupt the educational process or affects the health or safety of the individual. Inappropriate attire includes clothing promoting illegal substances and/or obscenities, bare midriffs, and footwear that inhibits participation in physical activities.

BEHAVIORS IN #1-7 WILL RESULT IN THESE CONSEQUENCES:

1st Offense: Documented warning and/or other alternative consequences.

2nd Offense: Detention

3rd Offense: One-day (in or out-of-school) suspension and possible recommendation for alternative program.

Severe Clause: Depending on the severity of the behavior, the staff may choose second or third consequence for first offense.

b. BEHAVIORS

1. Stealing or attempting to steal school or private property.
2. Knowingly receiving stolen school or private property.
3. Causing serious damage to school property.
4. Causing or attempting to cause physical injury.
5. Possess, sell, or be under the influence of any controlled substance.

BEHAVIORS IN #1-5 WILL RESULT IN THESE CONSEQUENCES:

1st Offense: Detention or alternative consequence based on Principal's discretion.

2nd Offense: One-day suspension or other alternative consequence.

3rd Offense: Three-day suspension and possible recommendation for alternative educational program.

Severe Clause: Depending on the severity of the behavior, the staff may choose second or third consequence for first offense.

c. GENERAL INFORMATION

1. (E.C. 48900) No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section which occur at any time, including, but not limited to, any of the following:
 - a. while on school grounds
 - b. while going to or coming from school
 - c. during the lunch period whether on or off campus
 - d. during or while going to or coming from a school-sponsored activity
2. Students accumulating 20 days of in-school and/or home suspension are subject to involuntary transfer to an alternative program.
3. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes damage to persons or property even though the offense is not defined in the student conduct code.
4. Students and parents have the right to appeal disciplinary action taken against a student. A meeting must be requested with the superintendent prior to any further appeal.

DRESS CODE



PHILOSOPHY

The school should have authority over dress and grooming as they affect the learning environment.

GUIDELINES FOR STUDENT DRESS AND GROOMING

1. Neatness, cleanliness, and appropriateness are emphasized.
2. The following are considered not appropriate:
 - A. Excessive make-up
 - B. Bare midriffs
 - C. Hats worn inside of buildings
 - D. Inappropriate wording on t-shirts
3. Appropriate dress includes a coat or jacket in cold weather.
4. Modest walking shorts are allowed.
5. Dress length shall be such that girls can perform routine school activities, such as sitting, reaching, bending, etc. and easily maintain modesty.
6. Shoes must be worn at school.
7. Appropriate footwear is required for athletic activities.
8. The wearing of dangling earrings is discouraged for safety reasons.
9. Hair length and style for boys and girls should be such that no unusual attention is drawn to the student.
10. No gang attire shall be worn at school. This includes, but is not limited to baggy pants, hats with gang logos, colors representing gangs, etc.
11. Overall presentation should be such that no unusual attention is drawn to the student.

GUIDELINES FOR STAFF DRESS AND GROOMING

1. School staff members are expected to be models of modesty and good taste in dress and grooming.
2. The rule of dress length applied to students shall apply to staff members.
3. Overall presentation should be such that no unusual attention is drawn to the staff member.
4. No visible body piercings other than modest ear piercing for female staff members.
5. No visible tattoos.

Revised
8/1/14



Lunch and Recess Guidelines, Procedures and Schedules



Lunch Recess Supervisor Guidelines and Responsibilities

1. In general, lunch is to be eaten on the benches outside the gym. Students may eat on the grass, or cement if they desire as long as the supervisor can see everyone and monitor releasing. If windy or cold, supervisors are in charge of setting up lunch tables in the north, west corner of the gym.
2. Place garbage cans strategically outside or inside.
3. Do not excuse anyone before the 20 minute time limit.
4. Assist students with opening packages.
5. Check to make sure environment is clean before excusing tables or groups.
6. Assist in creating an appropriate and pleasant environment for eating lunch.
7. Always use positive reminders and encourage students to follow rules. Supervisors must assist with conflict management.

8. Assign appropriate consequence when students do not control their behavior. Consequences include:
 - a. time out on the bench
 - b. restriction from a specific activity
 - c. shadow the supervisor
 - d. referral to teacher at the end of recess

9. The supervisor must be outside at all times during lunch and recess monitoring the children. Write down concerns to discuss with administration or individual teachers at the end of the period.

10. Supervisors oversee clean up and put all containers back in the PE shed as well as lock the shed.

Student Rules of Conduct for Lunch Recess

1. Use your table manners and appropriate conversation as well as appropriate sound level.
2. Raise your hand if you need assistance and to be excused.
3. All trash for entire table needs to be picked up before excused.
4. Throw away all trash and put lunch pail away once excused.
5. No sitting on the tables.
6. No trading food.
7. Follow playground rules.





General Playground Rules

1. K-3 on the west side of the school, 4-8 on the east side of the school. Exceptions may be made by each teacher.
2. Students are not to climb fences or trees. They may retrieve a ball only with permission of the supervisor.
3. Use equipment appropriately. No student is allowed in the PE shed.
4. Students should include, not exclude.
5. Upper grades may not hold hands or show inappropriate affection toward each other.
6. Students should not be behind buildings, or out of view of the supervisor.
7. All equipment must be picked up and put away in the PE shed at the end of lunch recess. Teachers will have monitors check each day.



Rainy Day Schedule

In general, no balls in the gym unless used in a controlled, supervised group game. Too many flying balls can lead to injury. Supervisors can consult with teachers for appropriate activities. Instead of a movie, teachers may wish to provide games or puzzles.

Morning Recess In the Gym 9:45-10:00

K-3 Large or small group games in the gym

4-8 Return to home classroom for a break

Lunch Recess

K-3 11:50-12:30 Movie in classroom
(teachers will set up)

4-8 12:05-12:30 Large or small group
games in the gym



Gratton School Milk Procedures

11:30 a.m. Milk Monitors

1. Pick up the clipboard and a pen from Mrs. Rocha in the office.
2. Serve milk from the kitchen through the window into the gym. **Keep milk in the refrigerator.**
3. Let the student choose if they want white or chocolate milk.
4. **Watch the dates on the milk. Make sure to use the milk that will expire first.**
5. Collect a milk ticket from the student and mark the next available number. **DO NOT ADD NUMBERS TO THE TICKETS!**
6. If a student does not have a milk ticket and wants milk, have them go to the office.
7. Attach all tickets collected on the clipboard and put the clipboard on the table in the kitchen.

11:50 a.m. Milk Monitors

1. Hand out milk ticket envelopes to the classes.
2. Get the clipboard, pen and milk from the kitchen.
3. Serve milk from the kitchen through the window into the gym. **Keep milk in the refrigerator.**
4. Let the student choose if they want white or chocolate milk.
5. **Make sure to watch the dates on the milk cartons. Make sure to use the milk that will expire first.**
6. Collect a milk ticket from the student and mark the next available number. **DO NOT ADD NUMBERS TO THE TICKETS!**
7. If a student does not have a milk ticket and wants milk, have them go to the office.
8. Add how many milks you served that day and write it on the clipboard along with the date.
9. Attach all tickets collected on the clipboard.
10. Bring the clipboard with the milk tickets to the office and put it on Mrs. Rocha's desk.