



BEHAVIOR EXPECTATIONS AND STUDENT DISCIPLINE

Conduct and Discipline

The responsibility for fostering desirable standards of conduct in the Ross Valley School District is shared by the Board of Trustees, parents, staff and students. The Board of Trustees has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff (Board Policy 5131). In addition, Manor School has developed its own set of rules which are consistent with district rules of conduct.

Manor's School Rules

Our school rules are in place in order to maintain a safe and appropriate atmosphere for learning for our students and staff. The purpose of the school rules is to foster an attitude of cooperation and responsibility for personal behavior. Problems will occur at school despite the rules we establish just as they do at home and in the community. The process of problem solving is one of the most important lessons we can teach and learn. Helping our students to identify problems, understand consequences, and accept responsibility is the basis of the school's approach to discipline. The conflict resolution process is taught to students and used whenever possible.



Parents are contacted by the school in cases of serious or repeated incidents of inappropriate behavior. At the beginning of each school year, the school rules are discussed in each classroom and sent home to be reviewed by the student and his/her parents. (see page 15) Signatures are required to be returned to school indicating that the rules have been read and are understood. Classroom teachers may also send home specific classroom rules.

The foundation for all our interactions between students and staff are the core values we know as Manor's Manner:



MANOR'S MANNER

RESPONSIBILITY

RESPECT

CARING

TRUST

Student Appearance

Students are expected to come to school dressed appropriately and not in a manner which will not detract from the instructional environment. Beachwear, short shorts, tube tops and T-shirts with inappropriate messages are not allowed. Shoes must be worn at all times.



Conflict Resolution Process

Each person agrees to the following ground rules:

I agree to solve this problem.

I will not interrupt.

I will tell the truth (not what I wish happened, but what actually happened).

I will not use "put downs"

Step 1 Each person tells his/her story including their current feelings.

Step 2 Each person tells how they were responsible for the resulting problem.

Step 3 All participants brainstorm possible solutions and consequences (if appropriate) and decide what will happen next time; appropriate apologies are given.

Step 4 Review the outcomes of the process.

Bicycles, Skateboards and Razors

Rules that govern how cars, motorcycles and trucks are to be driven apply to your child as a bicycle rider. His/her safety and the safety of pedestrians, motorists, and other bicycle riders depend upon following of the traffic laws in our town. Bike riders must exercise good sense and safe riding habits at all times or lose the privilege of riding to school.

- 🚲 Students in grades 3, 4 and 5 may ride bicycles, skateboards or razors to school alone.
- 🚲 All students who ride bikes must have a bike permit on file in the office.
- 🚲 **BIKE RIDERS MUST WEAR HELMETS.**
- 🚲 Students should park their bikes and lock them in the bike racks.
- 🚲 Students should walk their bikes on the school grounds. When school is out, they should exit directly home from the bike rack.
- 🚲 Bikes may **not** be ridden in the corridors, around school buildings **at any time, or on the school yard prior to 3:30 p.m.**
- 🚲 We also suggest that expensive accessories be removed from bicycles before being brought to school.

- ⊙ Skateboards, roller blades, or razors are not to be ridden anywhere on school grounds.
- ⊙ Skateboards, roller blades, and razors should be placed in the locked bicycle area immediately upon entering school grounds.
- ⊙ All students who ride skateboards, roller blades, or razors to school must have a permit on file in the office.
- ⊙ All skateboard, roller blade, and razor riders must wear helmets.



Safe Routes to School Bike Training

Sexual Harassment Of Or By A Student

California law and Board Policy 5145.7 prohibit sexual harassment. Students in grades 4-8 may be suspended or expelled from school for engaging in unlawful sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature, which negatively impacts a student's academic performance or creates an intimidating, hostile, or offensive environment in the school. Sexual harassment may also involve conduct, whether blatant or subtle, that discriminates against a person solely because of that person's gender.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversations.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational or work environment.
11. An act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
12. Classroom activities and projects that would disparage one gender's abilities.



BEHAVIOR EXPECTATIONS ON MANOR SCHOOL GROUNDS

At Manor School, the following behaviors are strongly encouraged so that our students can play and interact with each other safely on our school grounds.



General Rules

- Follow directions given to you by school staff.
- Treat others with respect. Do not bully other students.
- Leave personal items and valuables including money at home. Personal items include gameboys, pokeman cards, walkmans, toys, etc.
- Defacing, marking, or destroying school property is not allowed.
- Bicycles and scooters must be walked on school grounds. Grades 3-5 only may ride to school alone. Roller skates, skateboards, scooters and roller blades may be used to and from home but cannot be ridden on school grounds..
- Park bicycles in the bike racks. Lock your bike.
- Students are expected to be on their best behavior, follow school rules and cooperate with all adults on field trips.



Hallways and Walkways

- Walk in the corridors and talk using a soft voice.
- Stay clear of the yellow lines that mark the swing line of opening doors.
- Students must not play or loiter in the restrooms. Students should wash their hands after using the restroom.
- Students sit at tables/benches while eating their lunch. Students will have a minimum of 15 minutes to eat their lunch. Students will be excused by a supervisor when they have eaten their lunch and cleaned their trash.
- No eating on the playground. Gum is not allowed at school.



On the Playground

- Play responsibly on the playground. Do not run through games, ride piggy back, or kick balls on the blacktop. Tag is not allowed on the structure.
- Football is only touch football at Manor. Tackle football is not allowed because students can get hurt. Slide tackling and over-aggressive physical contact is not allowed.



- No hardballs/wooden bats/cleats are allowed.
- Leave rocks, bark, sticks, and other dangerous objects alone. Weapons of any kind are NOT allowed at school (toys or otherwise)
- Play cooperatively on the playground. Do not play roughly, push, shove, hit, kick, trip, or spit. This can hurt others. Let all students play in games. Settle differences peacefully and with appropriate talking.
- Playground Structure Rules for safe play:
 - ✓ Go down slides on your bottom
 - ✓ Do not jump off equipment or sit on top of the bars
 - ✓ Do not run on or through the structure
 - ✓ A maximum of two students per swing. Do not stand on swings. Take turns.
- Do not sit or hang on tether balls.
- Bounce balls only on the playground, not in the halls or corridors.



Before, During and After School Supervision of Students

- Play in supervised playground areas (not in front of the school, corridors, hillsides or the creek area, or behind classrooms).
- When the bell rings, line up quickly in your class lines.
- Arrive at school no earlier than 8:00 am. Student supervision is provided starting at 8:00 am on the blacktop only.
- Class begins promptly at 8:30 a.m. (first warning bell rings at 8:25 a.m.) Students who arrive at 9:30 go directly to their classroom; there is no supervision on the yard.
- After class is dismissed at the end of the school day, students should not remain on campus at the end of the day unless they are enrolled in one of the after-school activities. After school supervision is not provided.
- After 3:30 p.m. students who have been home and have their parent's permission to do so, may return to the play field area of the school. Supervision is not provided at this time.



Consequences for misbehaviors

Consequences for breaking Manor's rules depend on the infraction and con-tinued infractions. Consequences may include but not limited to: a verbal warning/reprimand, redirection, time-out, time-out on the bench, conference with the teacher or principal, loss of playground privileges, school service, conference with parents, or the most severe consequence of suspension.