

THE ESSENTIAL EIGHT – ELDORADO K-8 CODES OF CONDUCT
SCHOOL YEAR 2009-2010

1. **POLITE AND RESPECTFUL STUDENT-STUDENT AND STUDENT -ADULT INTERACTIONS BETWEEN ADULTS ARE EXPECTED AT ALL TIMES** *USE OF BAD LANGUAGE, DEROGATORY COMMENTS AND BULLYING BEHAVIOR - INCLUDING NAME CALLING AND PUT DOWNS ARE NOT TOLERATED. IF IT IS NOT POLITE ENOUGH FOR GRANDMA'S HOUSE, IT'S NOT POLITE ENOUGH FOR ELDORADO K-8.*
2. **STUDENTS ARE RESPONSIBLE FOR KEEPING THEMSELVES, OTHERS, AND PROPERTY SAFE.** *VANDALISM AND STEALING WILL NOT BE TOLERATED, AND STUDENTS WILL NOT BRING ANY ITEM TO SCHOOL THAT IS POTENTIALLY UNSAFE TO SELF OR OTHER PEOPLE.*
3. **STUDENTS WILL TRAVEL AROUND ALL AREAS OF THE SCHOOL IN A WAY THAT IS SAFE FOR EVERYONE K-8.** *WHEREVER POSSIBLE, STUDENTS WILL TRAVEL QUIETLY ON THE RIGHT SIDE OF THE HALLWAYS AND STAIRWELLS. Middle level students will make way for traveling groups of elementary students and be mindful of their presence and conversations around these younger children. ALL STUDENTS WILL KEEP THEIR HANDS TO THEMSELVES.*
4. **STUDENTS WILL DRESS APPROPRIATELY AND MODESTLY AT ALL TIMES, AND IN A MANNER WHICH IS RESPECTFUL OF PEOPLE FROM DIFFERENT CULTURES AND BELIEFS.** *HATS MAY **NOT** BE WORN BY STUDENTS OR TEACHERS **INSIDE** THE BUILDING UNLESS FOR SPIRIT DAYS/SPECIAL OCCASIONS. HATS **ARE ALLOWED OUTSIDE** IN HOT OR COLD WEATHER, BUT MUST BE REMOVED BEFORE ENTERING THE SCHOOL.*
5. **STUDENTS WILL NOT USE ELECTRONIC DEVICES IN SCHOOL AT ALL DURING THE SCHOOL DAY FROM THE MOMENT A STUDENT ENTERS INTO THE BUILDING TO 3:30PM** *ALL ELECTRONIC DEVICES WILL BE CONFISCATED AND TURNED INTO THE OFFICE IF USED OR SEEN. PARENTS WILL PICK UP PHONES DURING SCHOOL ONLY BETWEEN 8:30AM TO 4:00PM. THIS INCLUDES IPHONES, IPODS OR ANY OTHER ELECTRONIC DEVICE. THEY SHOULD BE KEPT IN LOCKERS/BACKPACKS UNTIL THE END OF THE DAY AS A MATTER OF COURSE.*
6. **WHILE IN THE CAFETERIUM, ALL STUDENTS WILL FOLLOW ALL THE ABOVE RULES, AND CLEAR AWAY ALL THEIR FOOD ITEMS AND TRASH FROM TABLE TOPS AND FLOORS BEFORE THEY ARE DISMISSED FROM THEIR TABLES BY AN APPOINTED ADULT.** *WHEN EACH STUDENT FINISHES LUNCH, HE OR SHE WILL BE DISMISSED AFTER THEY HAVE RAISED THEIR HAND TO INDICATE THEY ARE READY TO LEAVE FOR THE PLAYGROUND OR OTHER AREA OF THE SCHOOL.*
7. **EATING AND DRINKING OUTSIDE OF THE CAFETERIUM WILL ONLY OCCUR WITH THE EXPRESS PERMISSION OF TEACHERS AND/OR ADMINISTRATION** *(NO GUM CHEWING IS ALLOWED UNLESS PERMITTED FOR A LEARNING TASK OR A SPECIAL OCCASION- AND **NEVER** IN THE GYMNASIUM WHERE IS POSES A SAFETY HAZARD.)*
8. **PLAYGROUND BEHAVIOR WILL BE SAFE AND RESPECTFUL AT ALL TIMES** *IN ORDER TO ENSURE SAFETY FOR THE YOUNGER STUDENTS, MIDDLE LEVEL WILL NOT BE ALLOWED AT ALL ON THE PLAY EQUIPMENT. They may use the basketball hoops and check out different kinds balls from the office at lunchtime.*

ELDORADO PLAYGROUND RULES

GENERAL RULES

1. Be Safe
2. No tackling, pushing or excessive roughhousing
3. Have Fun
4. Try to include everyone
5. Take turns
6. Students must receive adult permission to retrieve balls or equipment outside playground boundaries
7. No TAG games on any of the equipment

MONKEY BARS

1. One at a time
2. Same direction
3. Hang by hands only
4. Staff off the top of the bars
5. No gymnastic flipping off of the bars

SWINGS

1. One at a time
2. Two hands on swings at all times
3. Bottom must be on the swing
4. Swing only forward and backward
5. NO JUMPING from swing
6. No cradles

SLIDES

1. One at a time
2. Down only
3. Feet forward

ZIP LINE

1. One at a time
2. Pass the handle safely
3. No pushing
4. If you can't reach it, you can't use it

SPINNING LOG

1. One at a time

SNOW CONDITIONS

1. Build with snow; never throw snow or snowballs
2. To play in the snow, boots and snow pants must be worn. Without these clothing items, children must stay on the plowed black top.
3. If snow is piled from plowing, no sliding or climbing is allowed.
4. No sliding on ice.
5. Colorado weather is not always predictable. Dress in layers – a warm morning may turn out to be a snowy lunchtime!

PROCESS FOR HANDLING DISCIPLINE ISSUES AND REFERRALS:

There is not a one size fits all response to breaking these rules. However, the following protocol will be followed as a general guide.

If any adult observes a student break any of the above rules:

LEVEL ONE

A Verbal Warning should be issued by the observer. This should be handled at the classroom teacher/playground supervisor level. *(1 to 3 times varying with the severity and the frequency. Do not hesitate to check whether an offense is serious enough for immediate follow-up.)*

The playground supervisor should inform the elementary class teacher of the offense as soon as possible. If the student is a middle level student, a report of the behavior should be sent to the office.

It is imperative that this is followed up with a phone call/email home and a paper copy of that communication copied to administration/counseling staff so that a record is at hand if necessary. Give as much details as possible please.

Time-Out Tickets

You will find copies of Time-Out tickets in your staff handbook. Sometimes the best response to behaviors that are irritating and button-pushing is a time out to the office. This does not require an administrator to intervene, but allows breathing space for both parties. Again, a phone call or email home is vital if you make this choice.

This kind of communication home should happen up to three times (dependent upon the severity of the infraction) before escalation to **Office Level** of intervention. (Basically, parents should not be hearing about the behavior first from administration.)

LEVEL TWO

Office Level 1 Warning: Handled at the AP level; this is a discipline referral slip (triplicate format--send home copy to parents. **We will get this made for you in the next couple of weeks**); Admin calls student to office; admin makes call home with student.

Office Level 2: the bar just got raised with severity and frequency; second meeting with AP and parents.

Office Level 3: Possible principal involvement.

At the office level all protocols followed will be in line with BVSD student discipline policies. A record of referrals will be kept on the Contact Log for future reference.