

THREE RIVERS ELEMENTARY SCHOOL

STUDENT CONDUCT & DISCIPLINE HANDBOOK

TK/KINDERGARTEN - GRADE 8



2022-23

41932 Sierra Drive
Three Rivers, CA 93271

“Home of the Eagles”



MISSION & VISION

Mission:

The Board of Trustees, staff, parents, and community are dedicated to the intellectual, personal, social, emotional, and physical growth of our students. We aim to promote curiosity and a love of learning, enabling our students to expand their potential, and preparing them to become productive, responsible, ethical, creative, and compassionate members of society. We value and support a diverse, inclusive, and safe campus where all students are understood, appreciated, and respected.

Vision:

Our vision is to create an exceptional and rewarding educational environment that integrates the community's natural resources, history, arts, and human capital as foundations for learning.

Our goals are to:

- Actively engage students in learning by using a stimulating and hands-on approach.
- Motivate students to develop lifelong skills in communication, collaboration, problem solving, critical thinking, creativity, and leadership.
- Create a variety of learning pathways that are reflective of individual students' needs and capabilities.
- Extend the educational environment beyond the walls of the classroom so students can discover that active learning can happen anywhere.

Discipline Policy

The goal of our discipline program is to promote responsible decision making, respect for self and others, respect for property and pride in appropriate behavior. One of our primary responsibilities as a school is to promote a safe, productive learning environment, and it is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school.

Teachers will present basic rules and regulations for the classrooms and playground. Our rules involve creating a safe and orderly working environment for all and will include the following: treating others with respect and as you would wish to be treated; playing safely with no rough play, fighting, or play fighting at any time; and using language that is appropriate to the school setting - there is to be no profanity or demeaning name calling. Students are expected to walk on the blacktop area and avoid walking through designated game areas.

Three Rivers Elementary School Discipline Plan

We believe that together, we will promote an academically, physically, socially and emotionally safe environment in which every individual accepts personal responsibility for making a positive contribution to the harmony and welfare of the school as a whole.



We strive to have excellent character and good citizenship!



The Six Pillars of Character

Trustworthiness

Be honest. Don't deceive, cheat, or steal.
Have integrity. Do what you say you'll do.
Keep your promises.
Be loyal. Stand by your values.

Responsibility

Do what you are supposed to do. Try your best.
Persevere. Keep on trying.
Be self-disciplined.
Think before you act. Consider the consequences.
Be accountable for your words, actions, and attitudes.

Caring

Be kind.
Be compassionate.
Express gratitude.
Forgive others.

Respect

Follow the Golden Rule.
Be accepting of differences.
Be courteous to others.
Deal peacefully with anger, insults, and disagreements.
Be considerate of others' feelings.

Fairness

Play by the rules.
Take turns and share.
Be open-minded. Listen to others.
Don't take advantage of others.

Citizenship

Do your share to make your home, school, and community better.
Cooperate.
Stay informed. Vote.
Be a good neighbor.
Make choices that protect the safety and rights of others.
Protect the environment.

Three Rivers Union School District Compact for Student Success



The school staff will:

- ★ Strive to fully develop each individual student's talents
- ★ Practice effective teaching strategies
- ★ Set high standards in work and behavior
- ★ Care for the welfare of each child at school
- ★ Help pupils leave school able and anxious to be productive contributing citizens
- ★ Encourage regular communication with parents to strengthen the cooperation between home and school
- ★ Report student progress to parents through conferences, phone calls, written reports, and Standardized test results

Parents will:

- ★ Show by their example that they support the school in setting high standards for all students
- ★ Make sure their children come to school regularly, on time, refreshed, alert, correctly dressed, and ready to work
- ★ Take an active and supportive interest in their children's work and progress
- ★ Support the authority and discipline of the school, helping their children to achieve maturity, self-discipline, self-control, and respect for themselves and others
- ★ Make an effort to attend all school conferences and meetings

Students will:

- ★ Attend school regularly, on time and ready to learn
- ★ Participate in school activities
- ★ Aim for the highest standards in all aspects of school life
- ★ Cooperate with the staff and accept the authority and rules of conduct of the school
- ★ Consider and respect the feelings and property of other people both in school and in the wider community
- ★ Take responsibility for completing assignments and projects
- ★ Care for the school grounds, buildings, furniture equipment, and books provided by the school

Please take time to discuss this with your student, sign and return to school. Working together we can ensure success for all students.

Student Signature

Parent Signature

Date

Teacher Signature

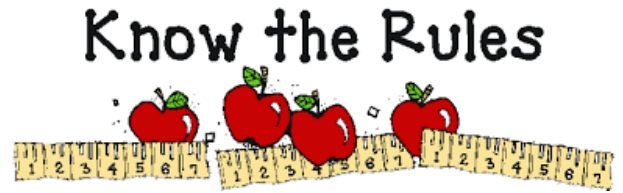
Date

THREE RIVERS UNION SCHOOL DISTRICT

SCHOOL RULES

WHY HAVE RULES?

1. Safety
2. Respect for the rights of others
3. Property protection



Strategies and Consequences to address unsafe or disrespectful behavior

In or out of the classroom unsafe or disrespectful behavior must be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving child to effect positive change at this teachable moment and to provide an appropriate consequence.

Unsafe or disrespectful behavior must be taken seriously. It is important to remember that there is no one right way to address this type of behavior in that the circumstances, frequency, complexity, and special needs are all considerations when determining appropriate consequences. At the same time the following guide provides a starting point for determining a suitable strategy to extinguish unwanted behavior, encourage appropriate social conduct and provide an appropriate consequence.

Progressive Discipline

School is an important place for children to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the child kindness, self-discipline, trustworthiness, and respect. To make a difference in helping the child to develop a conscience to guide them in future life, the consequence is most effectively related to the misbehavior.

At Three Rivers Elementary School we follow a progressive discipline plan where discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors.

Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior, taking into account any special needs the child may have.

Consequences for misbehavior may include the following:

- Student assigned a "time out" to sit and think about the situation and/or find alternative solutions. Playground infractions could result in an immediate "time out" or referral to the lunch recess "time out location".
- Student is redirected to another activity.
- Student receives a written discipline notice to the teacher or principal.
- Student will complete in writing a "Think Time" sheet to describe the situation and reflect on future appropriate behavior choices.

- Student will write an apology note or verbal apology to students or staff members involved.
- A discipline “Infraction” notice is sent home to be signed by parent and returned to school.
- A phone contact with parent by teacher or principal.
- Conference with the principal
- Conference with the student, parent, teacher, and principal
- In-house, short- or long-term suspension

Any serious act of disrespect, physical aggression, bullying, hate, alcohol/drugs, vandalism, or stealing must be referred immediately to the principal. These are some of the behaviors described in Education Code 48900 that command serious consequences that may include suspension or expulsion. Please see the Zero Tolerance Policy section in this handbook.

Three Rivers School Rules

Be safe, be respectful, be responsible, be a problem-solver

Before School

- Our campus opens for students at 8:15 AM. Students should not be on campus before 7:30 AM. Students should be in supervised areas at all times. Supervision on the upper field begins at 7:30am.
- Students should go directly to the upper field playground after arriving on campus. Except, on rainy days, students should report to the gym. Do not be in the hallways or corridors before the 8:15 AM bell.
- Students may play in the designated areas on the playground from 7:30 AM to the first bell.
- Ball cart playground equipment is not available at this time.
- Listen for the 8:15 AM bell. All students should immediately walk to your classroom at this time.
- Please follow the silence in the hallways rule when you reach the concrete hallways.
- Students are not allowed in classrooms without a teacher or supervisor present.

Hallways/Walkways

- Move through the hallways quietly.
- **Always Walk**- no running, skipping or speed walking.
- Alone, with friends, or as a class always walk safely facing forward.
- Watch where you are going.
- Be respectful of classes in the hallway and recognize the right of way.
- Be cautious near doors/entrances and walk outside of the yellow doorway circles.
- Don't cut others off- give special consideration to younger students who move slowly.
- Walk directly to your destination. Do not stop to play, hide etc.

Hallway
Rules

I. Quiet mouth



Recess/Playground

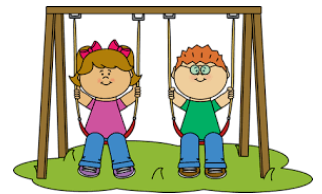
- Respect all staff on the playground.
- Students should carry balls to the playground. Bouncing or throwing balls in corridors or on ramps is dangerous and may disturb classes in session.
- Follow directions the first time they are given.

recess!

- When a whistle blows during play STOP, LOOK and LISTEN.
- Be sure to use the restrooms and drinking fountains during the recess play period. You may not use the restrooms or drinking fountains after the recess bell when you are walking to class.
- Eat snacks only while sitting at the tables in the lunch area or cafeteria.
- Sand, wood chips, rocks, and sticks stay on the ground.
- Do not throw rocks or any objects other than play equipment intended for that purpose.
- Running is not allowed on the blacktop area except as part of play in the basketball court, tennis or foursquare.
- No tackle football, play fighting or playing rough.
- No tackling, hitting, kicking, or piggyback rides.
- Skateboards, dates, and wheeled shoes are not allowed on school grounds.
- All banks on upper and lower playgrounds are off limits.
- Respect others- keep your hands and feet to yourself.
- Students shall be respectful to others and their property, both in words and in actions.
- Use all play equipment properly and appropriately as instructed.
- Share equipment and take turns.
- Return equipment that you have checked-out to your teacher.
- Play by game rules.
- Don't argue if you are called out.
- Try to solve problems by talking it out- get help if you need it from playground staff.
- Stay within the playground boundaries.
- Students may not climb trees, poles, or fences.
- Tag games are not allowed on the blacktop, hallways, bathrooms, or lunch area.
- Balls are bounced on the ground- not the building.
- Listen for the "End of Recess" bell and follow these directions:
 1. Safely get down immediately from all play equipment.
 2. Make sure to gather all personal items (i.e., coat, water bottle).
 3. Walk to your classroom. Remember to be silent when you enter the hallways.
 4. Enter your classroom quietly and ready to learn.

Swings:

- NO pushing people on the swings. They must pump themselves.
- NO bailing or back flipping off the swings
- Stand back 4 feet from each side of the swing while waiting your turn.
- When counting turns, count to 100. One count each time the swinger's feet come forward.
- DO NOT run through the swing area while someone is swinging.
- Swing only while seated.
- Swing only forward and back.
- DO NOT twist the swings. It is very dangerous and could cause injury to someone.
- DO NOT yank the chain when someone else is swinging. If there is a dispute and you need assistance, get a yard duty staff member.
- NO arguments!
- Failure to follow the rules will result in the loss of swing privileges.



For the safety of all students and to keep the swings on the upper field, we must expect all students to follow these rules.

Lunch/Snacks



- Lunch brought from home must be eaten in the lunch area.
- No sunflower seeds, pomegranates, gum or energy drinks on school grounds.
- Students should walk quietly to and from the cafeteria.
- Respect and obey the lunch staff.
- Enter the lunch area and cafeteria quietly and orderly.
- While you are eating, sit quietly facing your table and focusing on eating your food.
- Talk in an appropriate conversation voice only to the people sitting on either side of you and in front of you in your table group.
- Do not trade, share, or give away any food.
- Raise your hand if you need help.
- Leave your seats only to throw away trash or to use the restroom. Students may not go to other table groups for conversations during lunch time.
- Stay at your table until dismissed by the lunch staff.
- Use good table manners and clean crumbs, spills, trash and messes in your area before you leave the table.
- Walk from the lunch area to the playground. Walk on the blacktop to your play area. Take special care to watch for younger, smaller students walking on the blacktop as they return to class.
- No candy sales without prior permission.

Assemblies

- Hallway rules should be followed as students walk silently to the quad area, blacktop or gym. Be respectful as you walk through the hallways.
- Enter and exit the assembly area quietly and safely.
- Use quiet voices before and after the assembly.
- Sit with your class.
- Look at the speaker or performers throughout the performance.
- Keep hands and feet to yourself.
- Be an attentive listener. No talking during the performance to others sitting near you.
- Show appreciation appropriately- polite applause.

Restrooms

- Always respect the privacy of others.
- Use restroom equipment appropriately.
- Flush the toilet.
- Wash your hands.
- Throw the paper towel in the trash.
- Use appropriate voice volume.
- Do not play or take time visiting in the bathroom.
- Return immediately to your assigned area- playground, classroom etc.



Afternoon Dismissal

- Go directly to the area where you are being picked up following the designated routes. Our vehicle pick-up lines become very congested when we are waiting for students late to arrive.
- Students who are walking and riding their bikes home must immediately leave the campus. You may not stay with your friends and talk until their ride arrives.
- Walk and move safely in the hallway and pick-up areas.
- Follow all directions from staff the first time they are given.
- No horse play in or on the way to the pick-up areas. (chasing, running, swinging backpacks, playing tag).
- Wait only in designated areas at each pick-up location. Kindergarten students should sit quietly in the walkway until their name is called.
- Pay attention to the cars as they arrive. Do not run to the vehicle. Wait for instructions from a staff member.
- Listen attentively for your name to be called when your ride arrives.
- Students can only wait in the designated areas in the upper field. Students may not play on the grounds if waiting for a ride.
- No eating in the pick-up areas or hallways after school.
- **Students may not wait on campus for older siblings to be dismissed.**
- Students may not play on the playground area after school is dismissed.
- Students may not hitchhike or accept rides when walking to and from school.
- If attending the afterschool program or tutoring, students must report directly to the program and or assigned classroom.
- Students utilizing the cross walk, must inform the office for assistance.

Leaving Campus

- Students are not to leave the school for any reason without permission from the yard supervisor, teacher, or administrator. All students must be checked out in the office before leaving. Students waiting for the late bus may **not** leave the school grounds.
- A student planning to ride other than his/her regular bus must present a note to the teacher. This note must say that he/she is going on another bus and must state where he/she will be getting off. The note should be given to the bus driver before boarding the bus. All notes must be signed and dated by a parent or guardian.

Visitors

- Visitors are asked to check in at the school office. A checkout from is required if a parent is taking their student out of school.



Absences/Tardies

- Tardies are a disruption to the learning process. Students are responsible for being in their seat and ready to go when the bell rings. Three tardies will equal an infraction.



THREE RIVERS UNION SCHOOL **ITEMS NOT ALLOWED AT SCHOOL**

It is our expectation that students come to school ready to learn. We see school as their job and we want them to perform their job to the best of their ability. Therefore, we will not allow items which we feel will interfere with this goal. **The following items are not allowed at school. Items will be confiscated until parent contact is made for their return.**

- ❖ All types of electronics unless approved by the teacher.

Gum, sunflower seeds in the shells, or pomegranates are not allowed on school grounds because of the mess they make. Students will be asked to spit gum out; however, repeat offenders will receive an infraction. Once students are made aware of this rule, like any other rule, we expect them to follow it.

THREE RIVERS UNION SCHOOL **BUS RIDING RULES**



1. Keep arms and/or head in the bus.
2. No eating or drinking on the bus.
3. Keep an appropriate noise level. (No Yelling)
4. Stay seated while the bus is in motion.
5. Follow the instructions of the drivers.
6. No rough housing or fighting on the bus.
7. Do not damage the bus.
8. Do not throw objects out the window of the bus.
9. Be respectful to the driver.
10. No pushing and shoving while getting on and/or off the bus.
11. Be respectful of other people and their belongings.

12. No seat saving.
13. No live animals on the bus.
14. Wait for permission from the bus driver before approaching the bus.

Continued disorderly conduct or refusal to submit to the authority of the drivers shall be sufficient reason for a pupil to be denied transportation!

CONSEQUENCES FOR MISCONDUCT

- 1st Citation - Warning.
- 2nd Citation - Driver will contact parent of possible bus riding suspension.
- 3rd Citation - School will contact parent – 1-day riding suspension.
- 4th Citation - School will contact parent - 3-day riding suspension.
- 5th Citation - School will contact parent - 2-week riding suspension.
- 6th Citation - School will contact parent - Balance of the year riding suspension.

Note: Depending on the severity of the infraction, the district reserves the right to go directly to step #6 consequences.

DRESS CODE



During the instructional day it is the students with the cooperation of the parents and school personnel to develop and adhere to an acceptable standard of dress. **In general, campus and classroom dress will be neat, clean, and worn so as not to disrupt the teaching and learning environment or interfere with the students’ safety. Students who dress inappropriately will either be given something to put on, if available, or asked to call home for a change of clothing.**

1. Undergarments must be covered. Students may not wear half shirts, tube tops, halter or mesh tops, tank tops with spaghetti straps, racer-back shirts, or any tops which bare midriffs or straps from undergarments. Undergarments must be concealed. Sleeveless shirts must be fitted at the underarm. (Enforced in 3rd - 8th grade)
2. Lycra or Spandex clothing, such as bike shorts or leggings, shall not be worn, except when used in sports uniforms, or under dress, skirts, or long tops. (Enforced in 3rd - 8th grade)
3. Skirts are allowed but they must be in good taste, at about halfway between the knee and the top of the thigh. **Shorts must have a 4” inseam.** Shorts and skirts worn must not distract from the learning environment. If altered by cutting, shorts, skirts, and pants must be hemmed. No frayed bottoms on clothing will be allowed. (Enforced in 3rd - 8th grade)
4. Boys must wear their shirts during school activities.
5. No bathing suits allowed unless worn for participation in a school sponsored event or field trip.
6. Shoes must be worn at all times and shoes with a heel strap are required. Flip-flops are not allowed. Students are expected to come prepared to participate in P.E. / M.E. and tennis shoes must be worn. Failure to do so will result in a lowered grade.

7. Clothing, jackets, and accessories, including backpacks, advertising tobacco, drugs, alcohol, sex, gangs, gambling or offensive slogans or graphics are not allowed.
8. Hats, caps, and other headgear shall not be worn indoors. When worn outside, hats will be worn with the visor forward to shade from the sun.
9. No long chains or other potentially dangerous items hanging from belt loops.
10. Hair shall be clean and neatly groomed. It is strongly suggested that dyed hair will be natural colors only.
11. Pants must be worn at the waist and underwear may not show above the pants.

Students who ride bicycles to and from school are to wear helmets as required by the California Vehicle Code, Section 21204, Subsection C.

It is the responsibility of the Three Rivers School staff to ensure a safe, orderly, productive learning environment for all students. We believe inappropriate dress will negatively affect that goal. It is our expectation that students come to school ready to learn. It is our expectation that students adhere to the established dress code. Therefore, repeated violations of the dress code will be treated as an act of defiance as described in the student handbook.



LAWS RELATING TO STUDENT BEHAVIOR

The California State Educational Code and the district’s disciplinary policy provide that the faculty and administration have the same authority as the parents. Discipline at Three Rivers School will be firm, consistent, and fair. The following excerpts pertaining to behavior are from the Education Code, State of California.

I. Discipline guidelines for Three Rivers School

The Governing Board and the staff at Three Rivers School desire to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When dealing with inappropriate behavior, every effort will be made to identify and correct the causes of the student’s behavior and to afford the student, parent, and staff member “due process” as defined by law and common courtesy.

Students who violate school rules and policies are subject to the discipline guidelines listed below. Every incident will be treated as an individual case and judged on its own merit. The seriousness of the offense, the conditions under which it occurred, and the student’s past school record are factors to be considered. The school site administrator reserves the right to administratively decide what course of action will be taken.

THE FOLLOWING RULES ARE PART OF THE EDUCATION CODE AND BREAKING THEM MAY RESULT IN SUSPENSION OR EXPULSION.

1. Damage or theft of school or private property (books, clothing, desks, etc.)



2. Physical injury to another person - actual, threatened, or attempted.
3. Possession, sale, or furnishing of weapons or dangerous objects.
4. Possession, use, sale, or furnishing tobacco, drugs, alcohol or controlling substance.
5. Commission of obscene acts or habitual profanity.
6. Disruption of school activities.
7. Defiance of school authorities.

II. Disciplinary Guidelines for Specific Offenses

A. Alcohol possession or use at school or while under school jurisdiction

1. Parent/guardian contact.
2. One-to-five-day suspension.
3. Law enforcement authority contact within one school day of the suspension.
4. Restriction from school activities.

In addition, the following actions **may** be taken.

1. Recommendation of expulsion.
2. Referral to an appropriate community counseling program with the expectation that at least one counseling session will be held during the time of suspension.
3. Transfer/alternative placement.

When intervention efforts fail and the student continues to use or possess alcohol at school or any school activity, he/she shall be expelled. The Board may suspend the expulsion and may assign the student to a school, class, or program appropriate for the student's rehabilitation.

B. Providing alcohol or selling alcohol to other students while at school or under school jurisdiction

1. Parent/guardian contact.
2. Suspension with recommendation of expulsion.
3. Law enforcement contact within one school day of the suspension.

C. Illegal drug possession or use while at school or under school jurisdiction

1. Parent/guardian contact.
2. One-to-five-day suspension.
3. Law enforcement authority contact within one school day of the suspension.
4. Restriction from school activity.

In addition, the following actions may be taken.

1. Recommendation of expulsion.
2. Referral to an appropriate community counseling program with the expectation that at least one counseling session will be held during the time of suspension.
3. Transfer/alternative placement.

When intervention efforts fail and the student continues to use or possess alcohol at school or any school activity, he/she shall be expelled. The Board may suspend the expulsion and may assign the student to a school, class, or program appropriate for the student's rehabilitation.

- D. Providing illegal drugs to other students at school or while under school jurisdiction**
1. Parent/guardian contact.
 2. Suspension with recommendation of expulsion.
 3. Law enforcement contact within one school day of the suspension.
- E. Possession of tobacco or nicotine products on school property, during school hours, at school sponsored events, or while under the supervision of district employees**
1. First offense
 - a. Student conference
 - b. Parent/guardian contact
 - c. One-to-two-day suspension
 2. Repeat offense
 - a. Student conference
 - b. One-to-five-day suspension
 - c. Parent/guardian contact
- F. Possession of weapons: firearms (real or look alike), knives and other cutting or puncturing devices, explosives and/or incendiary devices, any instrument that projects a metallic projectile (BB or pellet), any other dangerous instruments**
1. First offense
 - a. Immediate confiscation
 - b. Parent/guardian contact
 - c. Notification of law enforcement
 - d. Three-day suspension
 - e. Mandatory recommendation for expulsion
 2. Repeat Offense
 - a. Immediate confiscation
 - b. Parent/guardian contact
 - c. Report to law enforcement
 - d. Five-day suspension
 - e. Mandatory recommendation for expulsion
- G. Fighting**
1. First Offense
 - a. Level II infraction or possible 1–5-day suspension, depending on circumstances
 - b. Conference with parents
 2. Repeat Offense
 - a. Suspension of 3-5 days
 - b. Possible report to law enforcement
 - c. Exclusion from school activities
 - d. Conference with parents
 - e. Possible recommendation for expulsion for serious or repeated offenses

H. Fire setting or attempted fire setting (Arson); false Fire Alarm or possession of paraphernalia (matches, lighter, etc.)

1. Any offense
 - a. Confiscation of paraphernalia items
 - b. Parent/guardian contact
 - c. Level II infraction or possible 2-5 day suspension
 - d. Referral to law enforcement
 - e. In all cases, payment will be made by the student or guardian for damages or losses that occur, and all arson cases will be reported to the fire department.

I. Firecrackers and/or explosives

1. Any offense
 - a. Immediate confiscation
 - b. Parent/guardian contact
 - c. Suspension of 1-5 days
 - d. Contact with law enforcement
 - e. Possible recommendation for expulsion
 - f. Required payment made for any damages incurred

J. Forgery

1. First Offense
 - a. Student warned
 - b. Parent notified
 - c. Level II infraction
2. Repeat Offense
 - a. Parent notified
 - b. 1–5-day suspension

K. Gang Activity

Any student participating in any gang-related activity or admission of gang affiliation, as determined by the administration, shall be subject to Education Code 48900 which recommends possible suspension or recommendation for expulsion. Activity includes but is not limited to the following: Attire, unnecessary group movement, hand signals, or possession of any material with gang graffiti.

L. Student harassment / sexual harassment

1. Any offense, depending on severity, could result in the following:
 - a. Notification of parent/guardian
 - b. Level I or Level II infraction
 - c. Suspension of 1-5 days
 - d. Repeated or more serious offenses could lead to recommendation for expulsion
 - e. Referral to school counselor or local law enforcement

M. Theft of school or student property / Defacing School Property

1. First offense
 - a. Notification of parent/guardian
 - b. Level II infraction
 - c. Possible suspension of 1-5 days
 - d. Payment made for damages or losses
 - e. Supervised building cleanup, repair, or replacement
 - f. Possible notification of law enforcement authorities
2. Repeat Offense
 - a. Notification of parent/guardian
 - b. Suspension of 1-5 days
 - c. Payment made for damages or losses
 - d. Supervised building cleanup, repair, or replacement
 - e. Possible notification of law enforcement authorities

N. Insults and/or verbal abuse to school personnel

Disrespect of this nature will not be tolerated. Possible consequences will include the following:

- a. Level I or Level II infraction, depending on severity.
- b. Contact with parent/guardian
- c. Repeated offense will result in suspension of 1-5 days.
- d. Possible student/parent/teacher contract.

O. Profanity, Vulgarity, Pornography, Obscene Act

1. First Offense
 - a. Level I or Level II infraction
 - b. Parent notification
2. Repeat Offense
 - a. Level II infraction or 1-5 day suspension
 - b. Parent notification

P. Threats - Person

1. First Offense
 - a. Level II infraction
 - b. Possible suspension, depending on the severity of the incident
2. Repeat Offense
 - a. Suspension of 1-5 days
 - b. Conference with parent and student
 - c. Possible consideration for expulsion

Q. Classroom defiance of Authority - willful disobedience, disruption of school, interfering with peaceful conduct of activities at school

1. First Offense
 - a. Level II infraction or suspension of 1-3 days, depending on severity

- b. Conference with parent and student
2. Repeat Offense
 - a. Suspension of 3-5 days
 - b. Conference with parent and student
 - c. Possible consideration for expulsion

Mandatory Recommendation Offenses

The superintendent must recommend expulsion if the student has committed any of the following acts at school or at a school activity. (EC 48915) Whether or not the pupil is expelled is within the discretion of the governing board.

1. Causing serious physical injury
2. Possession of any knife, explosive, or other dangerous object
3. Unlawful possession of any controlled substance
4. Robbery or extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee

Mandatory Expulsion Offenses

For the most serious offenses, both recommendation and expulsion are mandatory. (EC 48915c) Expulsion is for one year. The list of mandatory expulsion offenses is:

1. Possessing, selling, or otherwise furnishing a firearm
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

- ◆ A student receiving a Level II Infraction or 1-5 days suspension may not attend any school functions or participate in school team sports until the infraction or suspension time is completely served.
- ◆ The school administrator reserves the right to use “in school suspension” when appropriate. Parents will be notified if this action is taken.
- ◆ Three Rivers School is a closed campus. Students may not leave school and return again before the last bus leaves. Students may not go over to the Chevron or the store to buy snacks between the end of school and the departure of the last bus or the end of a campus event. If student stays for an extended after-school activity, they may not go off to the Chevron unless their parent is on campus and gives permission! Parents may give permission for their child only. Leaving the campus will result in a Level II infraction.

- ◆ Students riding the bus are expected to follow all rules. Bus drivers may issue a citation or an infraction. Riding the bus is a privilege, not a right. Students must have a note to get off at a stop other than their designated stop.
- ◆ We consider timeliness an important part of a student's job. Therefore, we expect students to be on time, both in the morning as well as following breaks. Three tardies in a quarter will result in an infraction. Please help us instill this very important work ethic in your child.

APPENDIX

1. Infraction System
2. Infraction - Grades 1-3
3. Infraction - Grades 4-8
4. Conflict Resolution Agreement
5. Dress Code Violation Referral
6. Bus Citation
7. 8th Grade Graduation Requirements and 8th Grade Trip Requirements
8. Extracurricular Activity Code (6th-8th grade)
9. Eighth Grade Community Service Citizens in Action Verification



Three Rivers School Infraction System

The Infraction System at Three Rivers School is used as a form of discipline/consequences for inappropriate behavior. Level I infractions are used for minor misbehaviors and Level II infractions are used for more serious offenses. All infractions issued will serve detention during lunch and the number of days will depend on the number of infractions already received.

There are many consequences that may occur prior to the writing of an infraction. These include but are not limited to: reminder of the rule, warning, time out, work/clean-up duty, conflict resolution, bus citation, classroom detention imposed by the teacher or other logical consequence.

Infractions are cumulative for all grades. This means that with each infraction, an extra day of detention is added. The cumulative count is based on months or semesters, depending on the age of your child. For grades 1-3, the infraction count starts over each month. For example, if your child receives an infraction in October and serves a detention, they start fresh in November with a clean slate and zero infractions. For grades 4-7, infractions are counted by semester. If your student receives an infraction in the first semester and serves their detention, they begin the second semester at zero again.

Our infraction system is two tiered. Level I infractions are for lesser offenses. The detention time is from the time a student goes to lunch-12:15 for grades 1-4 and from the time a student goes to lunch-12:30 for grades 5-8 and would be as follows:

- First infraction = 1 detention
- Second infraction = 2 detentions
- Third infraction = 3 detentions
- Fourth infraction = 4 detentions

The student will pick up their school lunch or bring their lunch from home, go to detention, and eat there.

If a child gets to four infractions during a period (month by month for primary or by semester for upper grades), we feel there is a serious disregard for the rules. Therefore, their fifth infraction automatically becomes a Level II. A Level II consists of 7 lunch detentions for the time specified per grade. Any student participating in sports or extracurricular activities will not be allowed to participate until the detention time is completely served for a Level II.

In 8th grade, infractions are counted by semester to determine detention time but are cumulative for the year in terms of going on the 8th grade trip. A Level I infraction equals 1 strike, while a Level II infraction equals 2 strikes. An 8th grader can receive no more than a total of 7 strikes to qualify for the trip.

It is our goal to help kids make choices that will keep them from getting an infraction. At the same time, misbehavior or a disregard for the rules will not be ignored. Encourage your child to talk to a yard supervisor or their classroom teacher if they have a problem or issue they cannot solve by themselves. Students are often reluctant to seek help from an adult, for fear of being teased by their peers, but that is why we are here. Get an adult to intervene before it is too late.

Any student who does not understand any part of this system should ask their teacher for further explanation.

THREE RIVERS UNION SCHOOL DISCIPLINE PLAN
GRADES 1-3

Classroom Teacher: _____

Date: _____

This plan applies to all activities, including but not limited to: regular classroom, special classes, bus to and from school, field trips, playground, cafeteria and restrooms.

_____ has violated the following rule(s).

Level I Infractions:

- _____ Use your bodies and equipment in a safe manner.
- _____ Stay within assigned areas.
- _____ Treat others and their property with respect. No Bullying!
- _____ Be timely.
- _____ Follow classroom/playground/cafeteria/and bus rules. (Circle One)
- _____ Inappropriate language.

Comment: _____

****Repeated Level I Infractions (over 4 per month) will cause a student to move to Level II consequences immediately.**

Level II Infractions: Level II Consequences result in 7 days of lunch detentions.

- _____ Failure to adhere to the California Education Code: Prohibited behaviors include, but are not limited to: habitual profanity, stealing, fighting, repeated bullying or harassing of another student, serious disrespect to others, willful disobedience.
- _____ Repeated Level I Infractions, over 4 per month.

Comment: _____

Consequences already assigned might include the following: reminder of the rule, warning, practice the rule, call to parents, write an action plan for improving behavior, trash pick-up or time out. Note that staff is not required to use any of these consequences. If the behavior is severe enough, the initial consequence will be an infraction.

This is your child's _____ infraction this month. They will serve _____ lunch detentions.

Supervisor's Signature

THREE RIVERS UNION SCHOOL DISCIPLINE PLAN
GRADES 4-8

Classroom Teacher: _____

Date: _____

This plan applies to all activities, including but not limited to: regular classroom, special classes, bus to and from school, field trips, playground, cafeteria and restrooms.

_____ has violated the following rule(s).

Level I Infractions:

- _____ Use your bodies and equipment in a safe manner.
- _____ Stay within assigned areas.
- _____ Treat others and their property with respect. No Bullying!
- _____ Be timely.
- _____ Follow classroom/playground/cafeteria/and bus rules. (Circle One)
- _____ Inappropriate language, display of affection (i.e. kissing, touching). (Circle One)
- _____ **After 4 Level I Infractions, students move to Level II Consequences.**

Comment: _____

Level II Infractions: Level II Consequences result in 7 days of lunch detentions.

- _____ Leaving School Grounds.
- _____ Failure to adhere to the California Education Code: Prohibited behaviors include, but are not limited to: habitual profanity, stealing, fighting, repeated bullying or harassing of another student, serious disrespect to others, willful disobedience.
- _____ Repeated Level I Infractions.

Comment: _____

Consequences already assigned might include the following: reminder of the rule, warning, practice the rule, call to parents, write an action plan for improving behavior, trash pick-up or time out. Note that staff is not required to use any of these consequences. If the behavior is severe enough, the initial consequence will be an infraction.

This is your child's _____ infraction this semester/quarter. They will serve _____ lunch detentions.

This is your child's _____ strike toward the 8th grade trip. (8 strikes = No Trip Participation).

Supervisor's Signature

THREE RIVERS UNION SCHOOL
CONFLICT RESOLUTION AGREEMENT

STUDENT(S): _____

ADULT(S): _____

DATE: _____ TIME: _____

Please describe the Incident: _____

Do all parties agree to search for a constructive resolution? () Yes () No If yes, continue. If not, all individuals should meet with their teacher or the principal.

All parties met and discussed the incident and agree to the following to make things as right as possible.

I. Recognize injustice / violation

() All parties listened to each other's experience (both facts and feelings) and agree that injustices/violations have been recognized.

() Other _____

II. Restore equity

() Apology for injustices was given and all parties agree that no further action is required at this time.

() All parties agree that other action is required to restore equity (describe in detail).

() One party feels that other action is required to restore equity.

III. Future Intentions

() All parties agree to prevent the incident from happening again by: _____

Student(s) Signature: _____

Adult(s) Signature: _____

Three Rivers Union School
Dress Code Referral

Student Name: _____

Date: _____ Grade: _____

Explain Violation: _____

Were you given an opportunity to call for a change of clothes? Yes ___ No ___

Were you offered another piece of clothing from office staff? Yes ___ No ___

Student Signature

Supervisor Signature

Action Taken:

_____ Student received a change of clothes from home.

_____ Student wore something provided by the school office.

_____ Student returned clothing at the end of the day.

This referral is:

#1 A reminder _____

#2 A warning _____

#3 An Infraction _____

For Office Staff Only

Please Initial:

The original referral was mailed home to parents. Date: _____

A copy of this referral was filed in the school office. Date: _____

**Three Rivers Union School Bus Referral
Transportation Report of Unsatisfactory Pupil Conduct on the Bus**

Student's Name: _____ Grade: _____ Date: _____

Bus Route: (Circle) AM PM North Fork South Fork Cherokee Oaks Mineral King

Dear Parent or Guardian:

In order to assure safe transportation of pupils, bus rules and regulations have been developed to define appropriate standards of behavior that all children will be expected to meet. Our school district's policy provides that any student who is disorderly in conduct or defies the authority of the bus driver may be denied transportation.

Your child has been reported for misbehaving on the school bus. The driver has indicated below the nature of the offense(s): _____

Parent/Guardian contacted: _____ Date: _____

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. You may call school if you have any questions.

The following procedures are proposed for penalties and infractions of established rules:

- 1st Citation Warning
- 2nd Citation Driver will contact parent of possible bus riding suspension
- 3rd Citation School will contact parent – 1-day riding suspension
- 4th Citation School will contact parent - 3-day riding suspension
- 5th Citation School will contact parent - 2-week riding suspension
- 6th Citation School will contact parent - Balance of the year riding suspension

Note: Depending on the severity of the infraction, the district reserves the right to go directly to Step 6 consequences.

Driver Signature

Parent/Guardian Signature

Principal's Signature



THREE RIVERS UNION SCHOOL EIGHTH GRADE GRADUATION REQUIREMENTS

In order to meet the standard set for graduation from Eighth Grade at Three Rivers Union School, students must meet the following requirements:

- Passing grade in all subjects
- Passing grade of 60% or better on the United States Constitution exam
- 80% of all academic subject assignments turned in throughout the year
- Completion and verification of 20 hours of Community service by May 23
- Students who do not qualify academically to graduate will not be seated on the stage during graduation

The staff at Three Rivers School is committed to helping each student achieve these standards; however, the primary responsibility for success rests with choices made by the student.

THREE RIVERS UNION SCHOOL REQUIREMENTS FOR PARTICIPATION IN 8TH GRADE TRIP

In order to participate in the 8th grade trip, the following conditions must be met:

- No more than seven strikes against a student based on infractions received
- A Level I Infraction = 1 Strike / A Level II Infraction = 2 Strikes
- No more than a total of 5 days suspension
 - 1-3 days suspension will count as two strikes
 - 4-5 days suspension will count as three strikes
- Student must be enrolled at Three Rivers School by **March 1**. *Students enrolled after this date may be considered to attend on a case-by-case situation.*
- Students who do not qualify academically to graduate will not participate in the graduation trip
- Any suspension could lead to an administrative decision to pull the student off the graduation trip

Participation in the graduation trip is a privilege, not a right. It is a big responsibility accepted by the school district, the teacher, and the chaperones. Although we hope that all students will be able to attend this function, we will enforce these requirements fairly and without exception.



**Three Rivers Union School District
Extracurricular Activity Code
Grades 6-7-8**



1. Having a “C” average on the previous quarter's report card with no “F’s” meets the eligibility requirements for extracurricular activity. A student who does not meet this eligibility requirement will be allowed a probationary period during which they can demonstrate achievement of this requirement. The student will be required to get the teacher's signature on a weekly grading report, which will be given to the coach in order to practice or play. This probationary period can only be used once during a school year. If during any week the student fails to meet the requirements, he/ she will no longer be allowed to participate in the activity.
2. Week to week academic performance must be a “C” average on overall grades.
3. Behavior must be of an acceptable nature to the teacher, coach, or superintendent.
4. A student who is absent the day before a game will not be in the starting lineup and may not play if absent more than one day.
5. A student who is absent the day of a game or other extracurricular activity, such as a dance, may not participate.
6. Regular attendance at practices is part of a team sport. Students are expected to attend all practices and to notify the coach in advance if this is not possible.
7. A student receiving a Level II infraction or 1-5 days suspension may not attend a school function or participate in school team sports until the infraction or suspension time is completely served. Students serving for a Level I infraction will be required to serve time owed during the lunch detention period.

I have read the above stated regulations and understand the requirements for participation in extracurricular activities at Three Rivers Elementary School.

Student Signature

Date

Parent Signature

Date



Three Rivers Union School CITIZENS IN ACTION



Community Service Program

Student's Name _____ Date _____

Description of public service hours completed: _____

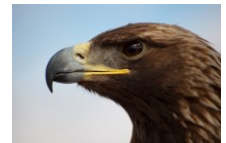
Name of the organization or individual: _____

Phone Number: _____ Number of Hours: _____

Verified by _____ Student Signature _____



Three Rivers Union School CITIZENS IN ACTION



Community Service Program

Student's Name _____ Date _____

Description of public service hours completed: _____

Name of the organization or individual: _____

Phone Number: _____ Number of Hours: _____

Verified by _____ Student Signature _____