

Soulsbyville School-Wide  
Expectations/Rules:

**Be Safe**  
**Be Respectful**  
**Be Responsible**



And Other  
Falcon Facts  
2023 - 2024

# TK – 8<sup>th</sup> Grade

## Soulsbyville School Rules

### Positive Behavior Interventions and Support (PBIS)

#### ***What is Positive Behavior Interventions and Support?***

PBIS is a framework for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

#### ***What is PBIS at Soulsbyville?***

We have adopted a unified set of school rules. These school-wide rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. These are the general rules for our school, and in each area of school (classroom, hallways, playground, cafeteria, etc.), there are specific expectations that fall under each of these rules.

Rule #1: Be safe.

Rule #2: Be respectful.

Rule #3: Be responsible.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:

- ☐ Consistently teach and refer to our school-wide expectations.
- ☐ Provide students with more praise than correction.
- ☐ Talk to students with respect using positive tone of voice.
- ☐ Actively engage everyone in the class during instruction.
- ☐ Reinforce, remind, and redirect students towards the expectations.
- ☐ Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Our school also uses a positive reinforcement strategy that we call Falcon Cards/points. Students can earn Falcon Cards/points for meeting the expectations of being safe, respectful, and responsible. Students can then exchange their Falcon Cards/points for prizes in our Falcon Store.

	SOULSBYVILLE EXPECTATIONS		
AREA	SAFE	RESPECTFUL	RESPONSIBLE
Pathways	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hands, feet, objects to yourself</li> <li>● Pay attention to where you are going</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Keep items in hands</li> <li>● Wait in line</li> </ul>	<ul style="list-style-type: none"> <li>● Go straight to where you need to go</li> <li>● Carry a pass during class time</li> </ul>
Library	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Use whisper voices</li> <li>● Wait in line</li> </ul>	<ul style="list-style-type: none"> <li>● Return items to where they belong</li> <li>● Use your time wisely</li> <li>● Check out items before leaving</li> </ul>
Playground-Lower	<ul style="list-style-type: none"> <li>● Walk in play structure area</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Stay in designated areas</li> <li>● Freeze and listen when you hear 3 whistles</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns and share equipment</li> <li>● Include others</li> <li>● Use kind and appropriate words</li> <li>● Play games by the rules</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Use equipment appropriately</li> <li>● Put equipment away</li> <li>● Put trash into trash cans</li> </ul>
Playground-Upper	<ul style="list-style-type: none"> <li>● Walk in play structure area</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Stay in designated areas</li> <li>● Freeze and listen when you hear 3 whistles</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns and share equipment</li> <li>● Include others</li> <li>● Use kind and appropriate words</li> <li>● Play games by the rules</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Use equipment appropriately</li> <li>● Put equipment away</li> <li>● Put trash into trash cans</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hands, feet, objects to yourself</li> <li>● Remain seated unless you have permission</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● S.L.A.N.T.               <ul style="list-style-type: none"> <li>○ Sit up</li> <li>○ Listen</li> <li>○ Ask and answer questions</li> <li>○ Nod your head</li> <li>○ Track the speaker</li> </ul> </li> <li>● Allow other students to learn</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Use materials appropriately</li> <li>● Turn work in on time</li> <li>● Ask for help when needed</li> </ul>

Cafeteria / Eating Area	<ul style="list-style-type: none"> <li>● Walk in the eating area</li> <li>● Keep hands, feet, objects to yourself</li> <li>● Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Eat only your own food</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Wait to be dismissed</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Wash your hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>● Allow for privacy</li> <li>● Wait in line</li> <li>● Flush</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Use facilities appropriately</li> <li>● Report problems</li> </ul>
Focus Room	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hands, feet, &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Enter quietly</li> <li>● Wait to be acknowledged</li> <li>● Use appropriate voice and language</li> </ul>	<ul style="list-style-type: none"> <li>● Have materials ready</li> <li>● Communicate what you need</li> <li>● Complete any expected work</li> </ul>
Office/Nest	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hands, feet, &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Enter quietly</li> <li>● Wait to be acknowledged</li> <li>● Use appropriate voice and language</li> </ul>	<ul style="list-style-type: none"> <li>● Ask for permission to go</li> <li>● Communicate what you need</li> </ul>
School Garden	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Use tools with staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>● Work only in your designated area</li> <li>● Harvest when instructed</li> </ul>	<ul style="list-style-type: none"> <li>● Ask for permission to go</li> <li>● Take care of your designated area</li> </ul>
Bus	<ul style="list-style-type: none"> <li>● Keep hands, feet, objects to yourself</li> <li>● Remain seated and facing forward</li> <li>● Wear a seatbelt</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Be ready at your stop</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Take care of your personal items</li> <li>● Keep food and drinks put away until off bus</li> </ul>
Gym: Assemblies	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Enter only with adult supervision</li> <li>● Keep hands, feet, objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● S.L.A.N.T. <ul style="list-style-type: none"> <li>○ Sit up</li> <li>○ Listen</li> <li>○ Ask and answer questions</li> <li>○ Nod your head</li> <li>○ Track the speaker</li> </ul> </li> <li>● Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Remain seated</li> <li>● Follow speaker's lead</li> </ul>
Gym: PE	<ul style="list-style-type: none"> <li>● Wait for an adult to enter</li> <li>● Wear appropriate clothing</li> <li>● Consume only water during PE</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns and share equipment</li> <li>● Use appropriate voice and language</li> <li>● Play games by the rules</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Use equipment appropriately</li> <li>● Put equipment away</li> </ul>
Gym: Inside Recess	<ul style="list-style-type: none"> <li>● Wait for an adult to enter</li> <li>● Keep hands, feet, objects to yourself</li> <li>● Pay attention to where you are going</li> <li>● Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns and share equipment</li> <li>● Use appropriate voice and language</li> <li>● Play games by the rules</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Use equipment appropriately</li> <li>● Put equipment away</li> </ul>

Field Trips / School Events	<ul style="list-style-type: none"> <li>● Stay with your group</li> <li>● Keep hands, feet, &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate voice &amp; language</li> <li>● Help others when needed</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Take care of your personal items</li> </ul>
Falcon Store	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Enter only with adult supervision</li> <li>● Keep hands, feet, objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Wait in line</li> <li>● Be ready when it is your turn</li> <li>● Use appropriate voice and language</li> </ul>	<ul style="list-style-type: none"> <li>● Visit during scheduled times</li> <li>● Return to class/recess immediately after shopping</li> </ul>
Pick -Up Line - Office Area	<ul style="list-style-type: none"> <li>● Keep hands, feet, objects to yourself</li> <li>● Stay in designated areas</li> <li>● Wait for the car to stop moving before entering</li> </ul>	<ul style="list-style-type: none"> <li>● Be ready when it is your turn</li> <li>● Use appropriate voice and language</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Load up quickly</li> </ul>
Pick-up Nest area	<ul style="list-style-type: none"> <li>● Keep hands, feet, objects to yourself</li> <li>● Stay in designated areas</li> <li>● Wait for the car to stop moving before entering</li> </ul>	<ul style="list-style-type: none"> <li>● Be ready when it is your turn</li> <li>● Use appropriate voice and language</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Load up quickly</li> </ul>
Parent Pick-Up	<ul style="list-style-type: none"> <li>● Drive slowly</li> <li>● Yield to pedestrians</li> <li>● Obey all traffic laws</li> <li>● Park only in designated spaces</li> </ul>	<ul style="list-style-type: none"> <li>● Be courteous and patient</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> </ul>
Athletics	<ul style="list-style-type: none"> <li>● Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>● Be a team player</li> <li>● Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Give your best effort</li> </ul>
Athletic Spectators	<ul style="list-style-type: none"> <li>● Stay in the stands during event</li> </ul>	<ul style="list-style-type: none"> <li>● Keep comments positive</li> <li>● Encourage all athletes</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Take care of your personal items</li> </ul>
Emergency Drills	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Remain calm</li> <li>● Keep hands, feet, objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Voices off</li> <li>● Practice with appropriate attitude</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> </ul>

## STUDENT DRESS CODE

Dress Code rules and regulations are established to maintain an atmosphere conducive to learning. One of our goals is to prepare students to become productive citizens in our society; this includes learning how to dress properly for various situations including school. This dress code applies to the school day and other events such as dances, graduation or field trips.

- No portion of student's chest, belly or bottom may show, no bare backs or undergarments may show
  - No low cut shirts or tops, all straps (minimum of 1 inch width recommended) on shirts, tops, and dresses must be appropriate for school and not a distraction to the learning environment
  - Use the following recommended guidelines for shorts, skirts and dresses:
    - when their hands are held to their sides with fingers extended clothing should come to the tips of the student's fingers (6 inch inseam for shorts is recommended)
  - Pajama style clothing is not permitted
  - Clothing may not advertise alcohol, drugs, tobacco, or any other offensive or suggestive material
  - Any style of clothing or accessory is unacceptable if it:
    - Interferes with or distracts others from the learning process
    - Constitutes a threat to the safety of the student or others
    - Affects how others react to the student
    - Is offensive to students or staff
    - Including but not limited to bandanas or gang related apparel

## HATS AND HAIR

- Students may wear hats and other headwear when appropriate.
- Hats and/or hoodies are not to be worn in the classroom and gym
- The school will not be responsible for loss of damaged hats.
- Hair must be clean and well groomed. Hair color that drips when wet is not allowed.

## CELL PHONE RULES

Cell phones are not to be used before or during school hours and must be powered off. Students who have parent permission on file may use cell phones during school hours only with the permission and supervision of a staff member. Cell phones are not to be used on the bus, nor are they allowed in any other unsupervised area. Students may not use cell phones for capturing, posting, or any other way sharing another individuals' or groups image on campus, at school functions, or on the bus. Cell phone use is allowed without supervision after the dismissal time but students must be in accordance with the school technology agreement. Students in violation of cell phone rules may have device confiscated.

## FIELD TRIPS

Educational field trips are not considered optional and may be taken during the school day. Field trips enhance the learning and understanding of the classroom curriculum. Parents will be notified prior to the trip regarding where the students will be going, the times of departure and return, and the purpose of the trip. All students are expected to ride the bus or school arranged transportation for field trips. Students are permitted to ride with their own parents after the conclusion of the field trip but must sign out with the field trip leader and/or teacher.

Parents who are serving as chaperones may be permitted to ride the bus with the students. Chaperones shall commit to the full day of the field trip. To ensure student safety, all chaperones on overnight field trips must be cleared via fingerprint background check and a TB screening. Parents who have not taken these safety measures will not be permitted to attend the overnight field trip. Please contact the district office for more information.

## INELIGIBLE STATUS

- Students must maintain eligibility for extracurriculars and incentive events, including 8th grade promotion activities, based on academic performance and behavior. Students become ineligible if they:
  - Earn less than a 2.0 academic or classroom citizenship GPA on any progress report or report card
  - Earn one F and/or 3 Ds in academic or classroom citizenship on any progress report or report card
  - Receive 3 referrals
- Students may regain eligibility by:
  - Improving academic or citizenship grades. Students may complete a grade check sheet after 3 weeks of ineligibility from a progress report or report card.
  - Participating in a behavior intervention and earning no new behavior referrals.

## **SUSPENSIONS**

- Suspension is considered a serious consequence for violations of Education Code 48900. In accordance with Education Code 48900, Soulsbyville School endeavors to find alternatives to suspensions when appropriate.
- All suspensions result in student ineligibility for up to 6 weeks at the discretion of administration.

## **DETENTION**

Students may be assigned to detention for major or minor offenses. Detention may be during morning or lunch recess.

## **SPORTS**

- Students must be eligible to compete in sports.
- Ineligible students may be able to practice at the coach's discretion, but will not be permitted to compete.
- Practices are closed to the public, and younger siblings should not attend or wait for pick up during practice.
- If a student is unable to attend school during the day he/she may be unable to participate in practice or compete in a scheduled game that day.
- Any student that fails to return their uniform at the end of the season may become ineligible for future sports and/or school incentives.

## **TARDIES**

If your child is tardy to school or class three times, he/she may become ineligible for school activities such as assemblies, field trips or sports. Tardy records start over at the beginning of each trimester. By law, excessive tardies, whether excused or not, must be reported to the School Attendance Review Board (SARB). Individuals that arrive late interrupt the flow of teaching and learning going on in the classroom. Please be considerate; get to school and class on time.

## **REPORTING ABSENCES**

- When your child is absent
  - please call the school office (532-1419 ext. 3361) between 7:45 am and 9:00 am
    - The parent/guardian will receive a reminder by 12:00 if absence has not been reported
    - By law, ten excused absences in one school year is considered to be excessive by the CA Dept of Education, and may lead to truancy.
    - A student who is reported truant 3 times may be reported to the Student Attendance Review Board.

## **STAYING AFTER SCHOOL**

Students must leave campus immediately after school except for:

- Study halls, after school sports (games and practices), and/or other school events.
- Students who attend an after-school event must be supervised. If supervision at an event is not provided by the school, a responsible adult must be present.
- Any child not picked up 15 minutes after dismissal needs to sit in front of the office or the Nest until their ride arrives.
  - If you are going to be late picking up your child, please call the office.

## **LIBRARY PROCEDURES**

- The library is available once per week for each class. Your student's teacher will notify you of their library day.
- TK/Kindergarten and 1st-grade students are allowed to check out one book at a time, 2<sup>nd</sup>– 8th-grade students may check out 2 books at a time.
- Books must be renewed or returned every week.
- No book can be checked out if a student has not returned their previous book(s) or has unpaid fees.
- LOST OR DAMAGED BOOKS- Fees are NOT charged for overdue books. Replacement fees ARE charged for lost or damaged books. Families have the option to replace a lost/damaged book with a "Like for Like" book. Should a lost book be found that has been paid for, students may bring it in for reimbursement of fees paid during the current school year.
- All books must be returned and all fees must be cleared for students to be eligible to participate in school activities, such as ski trips, class field trips, dances, etc.

## **INDEPENDENT STUDY**

Independent Study may only be issued for an absence between 3 – 14 days.

Requests may be made in the office at least **one week in advance**, when possible. (It does take time to get the work together).

Independent study assignments must be turned in to the teacher the day the student returns.

## **MISSED ASSIGNMENTS/ABSENCES**

Please help give your child the best education possible whenever practical by making vacation plans and medical appointments at times that cause the least amount of disruption to their school day.

- If, however, a child has to be absent, it is the student's responsibility to get and make up all missed work as soon as possible.

## **INCOMPLETE/LATE WORK**

Please help your student develop strong study habits by encouraging him/her to get work in on time. If work is consistently late, students may be ineligible for school activities such as assemblies, field trips or sports. Late work policy is developed by the grade level or teacher. Assignments not completed in class may be assigned as homework.

## **INTERNET USE AGREEMENT AND COMPUTER USE**

In order to use the internet, students and parents must sign the internet agreement. Internet use is a privilege not a right.

Computer use is a privilege. Students must show respect for computers and other equipment. If students intentionally cause damage to school property, including computers, you will receive an invoice to replace the item.

## **REPORTING CONCERNS AND COMPLAINTS**

Students and parents are responsible for reporting complaints or concerns to appropriate staff or administration immediately.

Teachers and staff will forward complaints or concerns onto the school administration immediately.

## **GOOD MANNERS**

One of our educational goals is for students to realize the importance of courtesy in our society and regularly practice good manners. Our assemblies provide an excellent opportunity to put some rules of etiquette into action. We continue to encourage families to join us during assembly times and help us recognize student achievement. Please do your part by listening attentively, being still and quiet, applauding, and managing these good behaviors for any guests that you bring to our assemblies. We sincerely appreciate our school community's efforts at maintaining exceptional character training, including good manners.

## **NO FINANCIAL RESPONSIBILITY FOR PROPERTY**

- Soulsbyville School and the Soulsbyville School District assumes no liability or financial responsibility for theft, loss, costs, and expenses arising out of any liability or claim of liability for damage to any personal electronic device (such as a cell phone).
- The privilege of carrying a personal electronic device onto the school campus may be revoked and/or the device may be impounded if the rules are not followed or if school administration deems it necessary to ensure school safety.
- Students should not bring personal property such as toys, electronic devices or athletic equipment to school unless permission has been granted by the site administrator or designee. In any case, the school will not be responsible for personal property. The replacement or repair of personal property used at school is the responsibility of the owner.
- When a student brings personal property to school and the possession of such property results in the disruption of the educational process, such property may be confiscated. Parents are to contact the school administrator or designee to arrange for the return of the confiscated property.

## **SCHOOL JURISDICTION**

Students are subject to school discipline during school activities or school attendance, including but not limited to, the following:

- While on school grounds
- While going to or coming from school
- During, or while going to or coming from, a school-sponsored activity

Further, some offenses, including internet offenses, may occur off school grounds and still result in school discipline under Education Code 48900



## SWIS Referral

Student	Referring Staff	Others Involved
Name _____	Name _____	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Teacher <input type="checkbox"/> Other _____

### Context (when and where)

Date	Location
Time	<input type="checkbox"/> Classroom <input type="checkbox"/> Distance Learning <input type="checkbox"/> Hall/Breezeway <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Playground/Outdoor <input type="checkbox"/> Locker Room <input type="checkbox"/> Gym <input type="checkbox"/> Art Room <input type="checkbox"/> Library <input type="checkbox"/> Music Room <input type="checkbox"/> Computer Lab <input type="checkbox"/> Common Area <input type="checkbox"/> Special Event/Field Trip <input type="checkbox"/> Off Campus <input type="checkbox"/> Office <input type="checkbox"/> Bus <input type="checkbox"/> Bus Loading Zone <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____

### What Behavior

Staff-managed Behavior	Administrator-Managed Behavior <i>(Circle most impactful to learning/climate)</i>
<input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Material/Property Misuse <input type="checkbox"/> Physical Contact/ Aggression <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Tech Violation <input type="checkbox"/> Tardy <input type="checkbox"/> Disrespect* <input type="checkbox"/> Disruption* <input type="checkbox"/> Defiance/ Non-compliance* <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Academic Dishonesty <input type="checkbox"/> Lying <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Skip Class <input type="checkbox"/> Tardy <input type="checkbox"/> Theft <input type="checkbox"/> Defiance/Non-compliance* <input type="checkbox"/> Disrespect* <input type="checkbox"/> Disruption* <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Harassment – <i>Identify Subtype</i> <input type="checkbox"/> Gender <input type="checkbox"/> Physical Characteristics <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual <input type="checkbox"/> Disability/Exceptionality <input type="checkbox"/> Ethnicity <input type="checkbox"/> Other _____ <input type="checkbox"/> Inappropriate Location <input type="checkbox"/> Technology Violation <input type="checkbox"/> Threatening Behavior <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Bomb Threat/False Alarm <input type="checkbox"/> Other _____

### Staff Perceptions and Response

Perceived Motivation	Actions Taken <i>(Circle most severe)</i>
<b>Escape/Avoid</b> <input type="checkbox"/> Adult(s) <input type="checkbox"/> Peer(s) <input type="checkbox"/> Tasks/Activities/Sensory  <b>Obtain</b> <input type="checkbox"/> Adult <input type="checkbox"/> Peer <input type="checkbox"/> Items/Activities/Sensory	<input type="checkbox"/> Conference with Student <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Caregiver/Guardian Contact <input type="checkbox"/> Request for Additional Support <input type="checkbox"/> Restorative Practice – <i>Identify Subtype</i> <input type="checkbox"/> Chat <input type="checkbox"/> Impromptu Circle <input type="checkbox"/> Other _____ <input type="checkbox"/> Community Service <input type="checkbox"/> Restitution <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Additional Attendance <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Alternative Placement <input type="checkbox"/> Classroom Exclusion/Time-Out <input type="checkbox"/> Detention <input type="checkbox"/> In-School Suspension ____ days <input type="checkbox"/> Out-of-School Suspension ____ days <input type="checkbox"/> Expulsion <input type="checkbox"/> Action Pending <input type="checkbox"/> Other _____  Seclusion/Restraint <input type="checkbox"/> None <input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion <input type="checkbox"/> Seclusion & Restraint

Bullying is intentional physical, verbal, or social aggression. Bullying can happen in person or online through digital platforms or devices.

- Bullying is unwanted and aggressive behavior.
- Bullying involves a real or perceived difference in power between the bullying student and the student being bullied.
- Bullying is a behavior which is repeated or has the potential to be repeated over time.
- Bullying intends to cause physical, social and/or psychological harm

Those targeted have difficulty stopping the action directed at them and struggle to defend themselves. The “imbalance of power” can be created in a variety of ways, such as higher social status, larger numbers, physically larger, access to embarrassing information, emotionally intimidating, or other unequal relationships.

What Bullying is **not**:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights between equals

These are unacceptable behaviors, but they are not bullying.

Examples of Bullying:

- Verbal - taunts, threats, or insults, in either written or oral form
- Social - exclusion, gossiping, spreading rumors, or intentional embarrassment
- Physical - hitting, kicking, tripping, spitting, breaking/taking belongings, or inappropriate gestures

Soulsbyville School has board policies and rules related to discipline which are available in our District Office. Policy number BP 5131.2 is called **Bullying**. A copy of any of our approved board policies can be made available at your request through the District Office.

## SOULSBYVILLE SCHOOL DISTRICT SCHOOL BUS REGULATIONS

In the interest of greater safety for all students and property concerned with school transportation, the governing board of Soulsbyville School, in cooperation with the California Highway Patrol, believes that better informed pupils, instructors, chaperones and parents will help to safeguard the lives of all who ride school buses.

The following rules based upon the **“Regulations of Pupil Transportation”** as set forth by the State Department of Education, the California Highway Patrol and the local school board govern the operation of our school buses.

1. Arrive at the bus stop at least 5 minutes early, be standing in a line, 12 feet from the bus stop, wait until the driver opens the door of the bus before approaching the bus.
2. Follow the instructions of the driver at all times.
3. No part of the body, head or arms may be extended out the windows.
4. Students must sit up in the seat, facing forward, keeping feet, backpacks, etc. out of the aisle.
5. When provided, seat belts must be worn at all times.
6. No pupil may stand up or move from a seat while the bus is in motion, or without the driver's permission.
7. No student is permitted to interfere with or damage the property of another pupil.
8. No eating, drinking, or chewing gum in busses or any school vehicle.
9. Playing musical instruments, whistling, yelling or loud talking is prohibited.
10. Profane language, destroying articles, shooting rubber bands, scuffling, spitting, or any unnecessary commotion is not allowed.
11. No animals, bugs, or reptiles shall be transported in a school bus except guide, signal or service dogs, fitted with muzzles, trained by those licensed or an approved school that trains such dogs.
12. All balls need to be in a bag such as a duffle bag or backpack. (not a plastic grocery bag).
13. No glass containers (including soda bottles), no perfume, hair spray, deodorant, makeup or other personal use articles are allowed to be used on the bus.
14. A driver may discharge a pupil at a stop other than his/her regular stop only when the note from the parent authorizing this discharge has been approved.
15. Skateboards, roller skates, and roller blades are not allowed on the bus.
16. Cell phones, CD players, iPods, etc., are not to be in use on the bus.

The driver retains the right to assign seats on the bus at any time. Pupils and/or their parents may be required to pay for or replace any damage done to the bus which cannot be considered ordinary wear and tear.

### **PENALTIES**

**First Offense:** Verbal warning. Driver may assign student to a specific seat, sentences pertaining to violation, or may assign student to clean bus during non-classroom hours. Failure to accept the driver's direction shall result in a second citation.

**First Citation:** Warning letter to parent.

**Second or Direct Second Citation:** Possible suspension from school and off the bus at least 2 days, conference with parent, student, administration, driver and Transportation Supervisor.

**Third Citation:** Possible suspension from school and off the bus at least 5 days, conference with parent, student, administration, driver and Transportation Supervisor.

- Fourth Citation:** Possible suspension from school and off the bus at least 10 days, conference with parent, student, administration, driver and Transportation Supervisor.
- Fifth Citation:** Possible suspension from school and off the bus at least 30 days, conference with parent, student, administration, driver and Transportation Supervisor.

The following offenses will constitute a direct issuing of the second citation and may result in suspension from school:

- refusing to obey the driver
- assault or fighting
- indecent exposure/sexual harassment
- profanity or threats towards the driver
- throwing, shooting or propelling objects of any form within the bus or out the bus windows

All bus suspensions include field trip buses.

The Transportation Supervisor may issue a direct second citation for a safety violation or refusal to comply with the “First Offense” assignments.

The following offenses constitute a direct fourth citation: A violation of a safety measure, (i.e. turning off warning lights, opening the emergency exit, crossing the road unescorted by the driver, etc.)

The cooperation of all pupils and parents is requested to the end that pupils being transported under school authority shall be guaranteed the greatest possible safety. Pupils must realize that the safety of their own lives and also those of their school mates depend upon cooperative bus conduct.

**STUDENTS RIDING BUSES TO AND FROM EXTRA-CURRICULAR ACTIVITIES:** Students participating in athletic events, field trips, etc., away from Soulsbyville School must return with the same transportation as they took to the event, unless it is cleared by a parent or guardian in writing, through the office, prior to the event.

## GENERAL PLAYGROUND RULES

1. Students will use appropriate language at all times and be considerate of the feelings of others.
  - a. Mean or hurtful statements are not allowed. For instance, making fun of another person's name, appearance, or abilities. Profanity or dirty language will not be tolerated.
  - b. Games will remain open to all.
    - i. Students are expected to show consideration by allowing other students to join into a game and share equipment, including equipment brought from home. There may be times where the student will need to have a partner join with them to keep the teams even or perhaps a game that has been closed by a playground supervisor or teacher because there is no space for more students to join.
2. Students will keep their hands, feet, and objects to themselves.
  - a. Fighting is not tolerated and will result in a referral to the principal. This includes hitting, pushing, or play fighting.
  - b. Wrestling, tripping, and shoving are also not tolerated.
  - c. Throwing sticks, rocks or other objects is not tolerated.
3. Be respectful to everyone: adults and students alike. Be respectful of all property: school and personal.
  - a. Arguing with an adult (hand/facial gestures included) will not be tolerated.
  - b. Disrespect to an adult will result in an immediate consequence.
  - c. Writing on walls, furniture, or any vandalism will result in an immediate consequence. Students are expected to respect their environment and public property.

## **ALL PLAY EQUIPMENT CAN ONLY BE USED AS INTENDED**

### **Big Toy**

- No chase, tag or running is permitted in the Big Toy Area
- Students should not throw objects, including balls
- Pushing or shoving is not safe
- Students cannot block or hold up students from using the equipment or sliding down poles or the slide.

### **Big Toy Slides**

- One person can go down the slide at a time.
- Slide **down** only, sitting, with feet in the front.
- Climbing **up** the slide is not allowed.
- Do not block or prevent others from sliding down the slide.

### **Big Toy Horizontal Ladder/Monkey Bars**

- Students take turns crossing underneath in one direction. Students may not go on top of the bars or sit on top of the bars.
- If there is more than one child crossing on bars, a line must be formed.
- No pulling or pushing on the legs or arms of any child on the bars.

**Swings** - When there are children waiting, they must stand in front of the person on the swing far enough away to avoid being kicked by the swinger. The first person in the line counts to 30, **one count per swing**, for the person swinging. After 30 counts the person swinging must get off and it will be the next student's turn.

- Must swing in the same direction
- No jumping out of swing
- One person on a swing at a time
- No going from side to side or twisting in a swing
- No pushing someone in the swing
- No holding hands while swinging
- Grabbing feet, legs, or anything hanging down is not safe
- No climbing on poles of swings or standing between swingers
- The handicap swing is for handicap students only