



Red Hawk Code of Conduct:



2023-2024 Behavior Expectations

Dear Students, Parents, Families and Guardians,

Many centuries ago, people learned they needed behavior expectations to help them cooperate and achieve goals. They also discovered sometimes penalties were needed to prevent behavior expectations from being ignored. The best behavior expectations are simple in intent, fair and helpful to all. The Behavior Expectations describe how students should behave at school. In addition to our Behavior Expectations this document will provide more detailed and specific information on standards for student behavior and will help our parents/guardians to understand the process for addressing students who are not demonstrating the Hidden Trails Behavior Expectations.

Children need simple, easy to understand Behavior Standards. Our Behavior Standards at Hidden Trails Elementary School can be summarized very simply by our students.

1. **Respect yourself**
2. **Respect others**
3. **Respect our school**

In order to become successful, children need to learn to make positive choices for themselves. An important part of Hidden Trails Elementary School's Behavior Expectations is our Positive Behavior Intervention and Supports (PBIS) Program. Our focus is not on punishment, but on helping children to develop into good citizens. As part of our PBIS Program we will have monthly "Wise Choice" Pledges that students can learn. Students can also be nominated for a trimester award by their teacher for exhibiting the "Wise Choice" pledge behavior of the month. In addition, we will also have daily positive choice messages to remind our students that they have the power of choice to determine the outcome of their day here at school. Additionally, students will be rewarded for their positive choices with "Top Hawk" slips. The slips are to be taken home, signed by the parent (to let you know that your child is making good choices), and the bottom portion is to be returned to the teacher to be placed in the classroom box for our bi-monthly prize drawings.

Please review the school's Behavior Expectations with your child and support our school's effort to help your child become all that she/he can be.

If you have any questions or concerns, do not hesitate to call. A full Parent Handbook is available on our website. Thank you for your cooperation in this very important matter.

Lisa Sura
Principal

STANDARDS FOR STUDENT BEHAVIOR

Positive Behavior Intervention and Supports, as well as Discipline are essential elements of the total school program. Students shall be held to a strict account for their behavior throughout the day. Our staff encourages and solicits the cooperation of the home in regulating the behavior of all students. (Education Code Sections 44807 and 48915).

In accordance with District policy and California Education Code, when the following behaviors are committed at school, the students are subject to suspension or expulsion:

- Threatening, attempting, or inflicting physical injury to another person.
- Possessing, selling, or furnishing any of the following including a replica of a firearm, knife, explosive, or other dangerous object.
- Offering, furnishing, or selling any substitute substance represented as a controlled substance or intoxicant of any kind.
- Committing robbery or extortion.
- Causing or attempting to cause damage to school or private property.
- Stealing or attempting to steal school or private property.
- Possessing or use of tobacco.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Offering, furnishing, or selling any drug or drug paraphernalia.

No student shall be recommended for suspension for any of the above acts unless such acts are related to school activity or attendance. These acts may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; during, while going to, or while coming from a school sponsored activity.

ARRIVAL BEHAVIOR

1. School breakfast will be served from 7:10-7:30. Students eating a school breakfast must go directly to the cafeteria. Supervision will only be provided for students eating school breakfast. Students not eating breakfast may not be on campus until 7:40 a.m. At 7:40, students eating school breakfast will be dismissed to go to their classroom lines.
2. Students are expected to arrive on time. The first bell is at 7:40 a.m. At this time, the gates will be opened and students will be instructed to report to the blacktop to line up. At 7:50 a.m., the “tardy” bell will ring, gates will be closed, and students must sign in through the office.
3. Until the bell rings at 7:40 a.m., students must wait on the sidewalk between the office and the security gate for a staff member to dismiss them to class. Students are to stand quietly. They should not block sidewalks, walk or stand in the planters, or be in the parking lot.
4. Students who arrive early **must not be left unattended**, but may wait with their parent, on the sidewalk outside the west gate. Kindergarten students, only, are to enter the campus through the east gate.
5. Kindergarten students – Wait outside the east gate – on the sidewalk between that gate and the office gate.
6. **There is no supervision before 7:40 a.m. except for the students who are eating a school breakfast.** Any students on campus before 7:40 a.m. must be accompanied by a parent or enrolled in Fun Club.
7. Bicycles are to be always WALKED on school grounds, including perimeter sidewalks.
8. Students should enter the campus in an orderly manner and proceed directly to their class.
9. After arrival, students are not to leave the school grounds without authorization except for emergencies requiring off-campus evacuation.
10. Students should use the restroom BEFORE the bell rings.
11. On rainy days, students should go directly to the multipurpose room and wait to be dismissed to their classroom or wait for their teacher to escort them.

12. Climbing on or over fences and gates is prohibited.
13. Please do not walk across the grass areas or flower beds.

CAFETERIA BEHAVIOR

1. Students should walk with their teachers to the cafeteria line and remain orderly while waiting to be served.
2. Students who bring their lunches should walk directly to their designated eating areas.
3. Students will eat in the lunch area **only**. **FOOD IS NOT TO BE TAKEN ONTO THE PLAYGROUND.**
4. **Students should remain seated while eating lunch.**
5. Students are encouraged to use good eating manners and to speak softly to their neighbors.
6. Throwing food is prohibited.
7. Students are responsible for their food tray and should eat the food only on their own tray.
8. **Students are encouraged to leave their table and the surrounding area clean. All litter and uneaten food should be placed in the trash containers.**
9. Students should use the restroom during their PLAY time -- AFTER eating, but BEFORE the bell rings.
10. Only students with peanut allergies may sit at the peanut-free table.
11. **Students must remain in the lunch area for at least 10 minutes. Students are to wait for noon-ground supervisors to dismiss their table.**

CLASSROOM BEHAVIOR

1. Students will enter the classroom with a positive attitude toward learning.
2. Students will behave in a manner that does not interfere with classroom instruction.
3. Students will be respectful and follow directions from their teachers, teacher assistants, or adult volunteers.
4. Students will respect the rights and belongings of others. They will always speak and act courteously to each other.
5. Students will treat textbooks and school materials with care. Students and their parents will be held financially responsible for all lost or damaged books and property.
6. Students will obtain permission before leaving the classroom for any reason.
7. Students are responsible for helping their teacher keep the classroom clean and orderly.
8. Guest teachers or substitutes while visiting our campus will be treated with the same respect and courtesy as all Hidden Trails School staff.

DISMISSAL BEHAVIOR

1. Students will be escorted by their teacher in an orderly manner from their classroom to the gates or appropriate after school activities.
2. Students must walk home safely, observing all stop signs and signals. Cross the street **ONLY** where there is a walkway, a crossing guard, or a traffic light.
3. Students should walk with two or more in a group and never talk with strangers.

TRANSITIONS BEHAVIOR – Students are to use inside voices when walking through hallways.

HEALTH AND SAFETY

1. Students are expected to pay attention during emergency drills in order to ensure emergency readiness. They must listen to the teacher's directions and walk orderly and silently to designated areas.
2. Students are to keep entrances and exits clear to avoid accidents.
3. Running, shoving, and other forms of rowdiness are prohibited.
4. Students are encouraged to wear appropriate dress, safe shoes, and to maintain personal cleanliness.

5. Sharp instruments, knives, weapons, or replicas of weapons of any kind are prohibited at school.
6. Students should not bring food or drinks to school in glass containers.
7. Chewing gum is not allowed at school. Students should not bring ANY food to school, unless it is for nutrition, lunch, or authorized classroom functions.
8. All medicines, including over-the-counter meds (eg. Tylenol, cough drops, ointments), must remain in the nurse's office. They should be administered only by nurse or other authorized person. Appropriate forms must be on file.
9. Parents must tell the teacher of any illness or disease that their child has contracted. All disease and serious illness must be documented with a note from a doctor.
10. Students should wash their hands after using the bathroom. Paper towels are to be disposed of in the trashcans, NOT in the sink or toilet.

HUMAN RELATIONS

Hate or bigotry acts are not tolerated at Hidden Trails Elementary School. Such acts include intimidation, name-calling, verbal harassment, physical force or threat of physical force directed against another student, their family or their property, motivated either in whole or in part by hostility to their race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, or political beliefs. "Bullying" will not be tolerated.

Willful obscene, abusive, or profane language or gestures, including racial, religious, ethnic, or sexual slurs constitute unacceptable behavior. Threats are not a "joke" and will be taken seriously. Any such behavior is subject to suspension.

PLAYGROUND BEHAVIOR

1. Students will be walked to the playground by their teacher and are not allowed on the playground until released.
2. Students will demonstrate honesty, fair play, and good sportsmanship in all activities.
3. Students will treat all property and equipment in proper and safe manner.
4. Appropriate language is to be used at all times on the school campus. No profanity, name-calling, teasing, or bullying is allowed.
5. Students will listen to and cooperate with teachers, aides, and others who have authority on the yard.
6. Students must act in a manner not dangerous to themselves and others. They will not push, hit, kick, hang on, or grab anyone else. Fighting, "play-fighting", and/or martial arts are prohibited.
7. Students should play in assigned areas only.
8. Students should only play with the equipment the school provides. All other toys, radios, games, etc. should be left at home. Excessive money and valuable personal items do not belong at school.
9. There is NO playing of football or baseball unless under the direct supervision of a teacher.
10. Games of catch (any ball-throwing, except basketball, four-square, or ball wall activities) are to be played on the grass, not the blacktop.
11. Do not climb fences, backstops, volleyball poles, soccer nets, trees, or tetherball poles.
12. There is no gum chewing at school.
13. There is no food on the playground. If your class has a snack time, it is to be done under supervision. Eating snacks at the lunch tables/near trash can is permitted as long as there is adequate supervision and no mess is left behind.
14. Students will WALK at all times except during organized games. At the bell, students will stop "playing" and freeze. After the whistle is blown by the supervising teachers, students will walk, not run, to their assigned area.
15. Students must obtain a permission slip from a teacher or yard duty adult if they want to go to the office.
16. Students may not play or loiter in the restroom.
17. Students are not to buy, sell, or trade any items on campus.

18. Students are not to pass the yellow lines on the blacktop.

ASSEMBLY/MPR BEHAVIOR

1. At all assemblies, it is the responsibility of students to show courtesy and respect for those presenting the assembly and for their peers.
2. They are to enter and exit the assembly without talking and are to remain quiet throughout the assembly. Students need to remain seated in designated area unless instructed otherwise.
3. Applause and appropriate laughter are the only acceptable forms of response. Yelling, whistling, and booing are inappropriate.
4. Talking and disruptive or disrespectful behavior will result in removal of the student(s) from the assembly and possible further discipline.

POSITIVE BEHAVIOR SUPPORTS

ABOLITION OF CORPORAL PUNISHMENT: The use of corporal punishment as a disciplinary option at any grade level and with any student is abolished and corporal discipline in any form is not to be used within this District.

Positive Behavior Support (PBS) for poor student behavior choices.

1st Behavior Choice Slip – Teacher or other Staff will provide intervention. See Behavior Choice Slip below for intervention possibilities.

2nd Behavior Choice Slip – Teacher or other Staff will provide intervention. See Behavior Choice Slip below for intervention possibilities.

3rd Behavior Choice Slip – Teacher or other Staff will provide intervention. See Behavior Choice Slip below for intervention possibilities.

4th Behavior Choice Slip – Teacher or other Staff will provide intervention. See Behavior Choice Slip below for intervention possibilities.

5th Behavior Choice Slip – Office Referral (copy below) for administrative behavior intervention; parent contact by administration to discuss behavior and possible behavior interventions/support.

Any Violation of our California Education Code (see attached documents for Ed Code Violations) will result in an immediate Office Referral for Administrative intervention and/or consequences.

VIOLENT BEHAVIOR:

Defined as:

- Involves fighting, injury, or violation of California Education Code, and/or
- Willful destruction of school or personal property.

Disciplinary action taken will depend upon seriousness of infraction and will be reviewed on a case-by-case basis.

- 1) Office Referral
- 2) Conference with parent and principal/designee.
- 3) Alternative Means of Correction/Intervention (When feasible, depending on the seriousness of the infraction)
- 4) Suspension
- 5) Expulsion
- 6) Parents may also be held financially responsible for damages or injury.



Hidden Trails Elementary

BEHAVIOR CHOICE SLIP

#1 #2 #3 #4

Do it the Red Hawk Way!

Student: _____ Grade: _____ Teacher: _____

Date: _____ Time: _____ Cited by: _____ Location: _____

Type(s) of **Respect** to work on:

Others Yourself Our School

Behavior Expectations Reminder for:

- | | |
|---|--|
| <input type="checkbox"/> Respectful Peer Interaction | <input type="checkbox"/> Staying on Task |
| <input type="checkbox"/> Appropriate Physical Contact | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Following Instructions | <input type="checkbox"/> Working with Others |
| <input type="checkbox"/> Disagreeing Appropriately | <input type="checkbox"/> Use of Property |
| <input type="checkbox"/> Responsible Language | |
| <input type="checkbox"/> Other _____ | |

Description of Behavior Choice: _____

ACTION TAKEN: _____

Parent Signature: _____

White - Admin (with parent signature) Yellow - Parent Pink - Teacher Gold - Admin

Hidden Trails Elementary

OFFICE REFERRAL



Name: _____ Date: _____

Teacher: _____ Grade: _____

Type(s) of **Respect** to work on: Others Yourself Our School

BEHAVIOR EXPECTATION(S):

- Respectful Peer Interaction
- Appropriate Physical Contact
- Following Instructions
- Staying on Task
- Listening
- Disagreeing Appropriately
- Working with Others
- Use of Property
- Responsible Language

DESCRIPTION OF BEHAVIOR CHOICE: _____

ACTIONS AND RECOMMENDATIONS:

- Counseled in Office
- Reflection Time in Alternate Location
- Contacted parent: phone conference
- Suspended _____ days
- _____

ADMINISTRATOR'S COMMENTS: _____

Administrator

Parent(s)

Student

White - Admin (with parent signature)

Yellow - Parent

Pink - Teacher

Gold - Admin

Chino Valley Unified School District
Grounds for Suspension and Expulsion

I. Cause for Discipline

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - (B) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds. (3) During the lunch period whether on or off the campus.
 (2) While going to or coming from school. (4) During, or while going to or coming from, a school sponsored activity.

(i) A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (4).

(j) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.2 Committed sexual harassment as defined in Section 212.5.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of other school personnel or pupils by creating an intimidating or hostile educational environment.

Education Code 48900.7

Made lewd or obscene threats against school officials or school property, or both. (applies to all grade levels)

Education Code 48915 A-1

Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- (a) Causing serious physical injury to another person, except in self-defense.
 (b) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 (c) Unlawful possession of any controlled substance, except for one of the following:
 I. The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
 II. The possession of prescription medication or over the counter medication for use by the pupil, prescribed for the pupil, by a physician.
 (d) Robbery or extortion.
 (e) Assault or battery upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 (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.
 (5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (c) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

II. Behavior on School Buses

Because school bus passengers' behavior can directly affect their safety and the safety of others, riders shall follow the instructions and directions of the bus driver at all times (AR 5131.1). In the case of a severe violation or repeated offense, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

III. Student and Parent/Guardian Acknowledgement

I have received a copy of, have read, and agree to comply with Education Code 48900 and Education Code 48915, and Behavior on School Buses.

 Student's Signature

 Parent/Guardian Signature

 Student's Printed Name

 Parent/Guardian Printed Name

 Date

 Date