

# Sandpiper Elementary School



801 Redwood Shores Parkway ❖ Redwood City, CA 94065-2279  
Phone: 650.631.5510 ❖ Fax: 650.631.5515 ❖ <http://sandpiper.brssd.org>

September 9, 2009

Dear Parents and Guardians:

Sandpiper School is a learning community where we work together to create a safe, respectful, responsible and caring environment. The Sandpiper School staff has reviewed the current information on behavior and discipline that was shared with parents/guardians at the beginning of this school year in the Welcome Back to School Packet. In our review of the documents that were sent home, the staff wanted to ensure that all students and parents were aware of the school-wide expectations. Our school's philosophy is for students to be "responsible, respectful, and safe" at all times. Attached you will find information on Sandpiper School Expectations of Student Behavior and charts that list the types of behavior infractions with reference to the appropriate California Educational Code and/or the BRSSD Board Policy. In addition, we have provided the consequences for exhibiting these behaviors. I can assure you that the majority of Sandpiper students display good citizenship.

In the event that the behavior involves an office referral, students will bring home a "Take Notice" or "Serious Notice" form so that you are kept informed and you can help your child understand why he/she made a poor choice. Please review the behavior expectations with him/her and discuss their importance. After doing this, please sign the response form below and return it to your child's teacher.

Our goal at Sandpiper School is to encourage each student to internalize these expectations, helping us in our efforts to maintain a safe, nurturing environment that promotes academic success. If you have questions or concerns, please feel free to call.

Sincerely,

Linda McDaniel  
Principal

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## PLEASE DETACH AND RETURN TO CLASSROOM TEACHER BY SEPTEMBER 14, 2009

This is to acknowledge that my child and I have read the Sandpiper Behavior and Discipline Expectations. We understand these expectations and support the use of the consequences when handling situations that involve my child.

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STUDENT SIGNATURE

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PARENT/GUARDIAN SIGNATURE

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DATE

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PRINT STUDENT NAME

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PRINT PARENT/GUARDIAN NAME

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TEACHER



# SANDPIPER ELEMENTARY SCHOOL

## “The Basic 3” School Rules

### ★ Be Responsible ★ Be Respectful ★ Be Safe

*Sandpiper Elementary School is a learning community where we work together to create a safe, respectful, responsible and caring environment.*

### ★ Be Responsible

Students will:

- *be prepared to learn by coming to school on time with all of the appropriate materials.*
  - *respect and take care of school and private property.*
  - *manage their time at school in a way that facilitates learning.*
  - *follow established guidelines and routines.*
- Having a clean campus is everyone’s right and helping to keep the school clean is everyone’s responsibility. Students who litter or make an unnecessary mess become responsible for cleaning it up.
  - Students will walk bicycles on school property and while crossing the street.
  - Students will hold all inline skates and skateboards while on campus. The use of wheeled items is prohibited on school property.
  - Students will wait for staff supervision when using the play structures before school. Students will not play on the playground, the field, the courtyard (quad) grass, or the outdoor stage during school office hours (8:00 a.m. to 4:30 p.m.).
  - Students who intentionally destroy or damage property, either of the school or of another student, will be held responsible for the repair and/or replacement of that property.
  - Students who have concerns or questions are encouraged to talk with an adult.

### ★ Be Respectful

Students will:

- *respect everyone’s right to learn.*
- *speak and act in a kind and courteous way to other children and adults.*
- *peacefully resolve conflicts by talking and listening to the other person(s) using the Conflict Resolution Model to solve problems with the following steps:*
  - *Stop and Cool Off*
  - *Talk and listen to each other. Use an “I” message.*
  - *Talk about what could have been done differently.*
  - *Brainstorm Solutions*
  - *Make a Plan*
- *follow the instructions of supervising adults.*

## ★ Be Respectful (*continued*)

- Students at Sandpiper Elementary School are expected to treat each other with respect. No student has the right to interfere with the rights of other students. This means that any intimidation, abuse, name-calling, teasing, put-downs, and the like will not be tolerated and will evoke an immediate response from the school staff.
- Students should not bring any item to school that interferes in any way with the educational purposes of the school. Such items may be confiscated.
- Electronic devices, including but not limited to ipods, cellular phones, games, toys, etc. are not allowed. If a phone rings/vibrates, it will be confiscated and returned to a parent only.
- Students who want to join an activity will be allowed to do so, joining an on-going game at reasonable intervals.

## ★ Be Safe

Students will:

- *play in a safe way and use good judgment.*
  - *consider the health or safety of oneself and others.*
  - *follow school rules on the playground, in the classroom, and in all parts of the school.*
  - *use equipment appropriately.*
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- Anything that adversely affects or threatens the safety of others is not permitted. Sandpiper Elementary School is a “hands-off” school. This means no student has the right to hit, punch, trip, push, shove, or otherwise aggressively contact another student.
  - Consistent with BRSSD Policy, student dress and appearance at Sandpiper Elementary School shall be clean and appropriate for school and shall not interfere with teaching and learning. Shirts, with no negative messages, that cover the waist and shoes must be worn at all times. In addition, the upper grades have implemented the following dress code for students:
    - No halter tops
    - No spaghetti straps
    - No “short” shorts or skirts
    - No bare midriffs
    - No sagging pants
    - No make-up
  - Wheeled items – such as bicycles, scooters, skateboards, and roller blades – are not to be used while on the school grounds, including the parking areas and sidewalks. Bicycles are to be parked and locked in the bike rack areas during the school day.
  - At all times remain within the school boundaries and in the presence of a supervising adult. Students may play on the playground and field with appropriate supervision.
  - Off-limits areas include unsupervised classrooms, behind or on top of buildings or sheds, outside the fenced area of the playground, courtyard during recess and lunch, and the parking lot.
  - Equipment safety includes using the equipment in the manner for which it was designed. For example, basketballs should not be kicked and jump ropes are for jumping only.

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<b>Type of Behavior</b>
Being insubordinate and defiant (purposefully challenging authority, not just repeated infraction of rules) <i>Ed Code 48900(k), BP5131</i>
Disregard of general school rules (gum chewing, dangerous behavior, etc.) <i>Ed Code 48900(K), BP 5131</i>
Disruptive classroom behavior, shouting, excess noise, throwing objects, etc. <i>Ed Code 48900(k), BP 5131</i>
Fighting without evidence of initiating the fight <i>Ed Code 48900(a)</i>
Fighting, Bullying, Intimidation <i>Ed Code 48900.4, BP5131</i>
Inappropriate Dress according to school policy <i>BP 5132</i>
Snack/Lunchtime misbehavior, shouting, throwing food <i>Ed Code 48900(r), BP 5131</i>
Name-calling leading to fight <i>Ed Code 48900(j), BP5131</i>
Obscenity, profanity or use of other improper language (racial slurs) <i>Ed Code 48900(i)</i>
Plagiarism <i>Ed Code 48900(k), BP 5131.9</i>
Skipping class <i>Ed code 48900(k), BP 5113</i>
Theft <i>Ed Code 48900(g), BP 5131</i>
Use of electronic devices (cell phones, pagers, Gameboys, etc.) on school property during school hours or at school sponsored events <i>Ed Code 48901.5, BP 5131</i>
Weapons to cause bodily harm <i>Ed Code 48900(b), BP 5131</i>
Computer Abuse <i>Ed Code 48900(t), BP 6163.4</i>
Vandalism <i>Ed Code 48900(f), BP 5131.5</i>
Physical attack on student or staff member <i>Ed Code 48900(a)</i>
Sexual harassment or offenses <i>Ed Code 48900.2, Ed Code 48900(n)</i>
Verbal abuse and/or threat <i>Ed Code 48900(o), BP 5131</i>

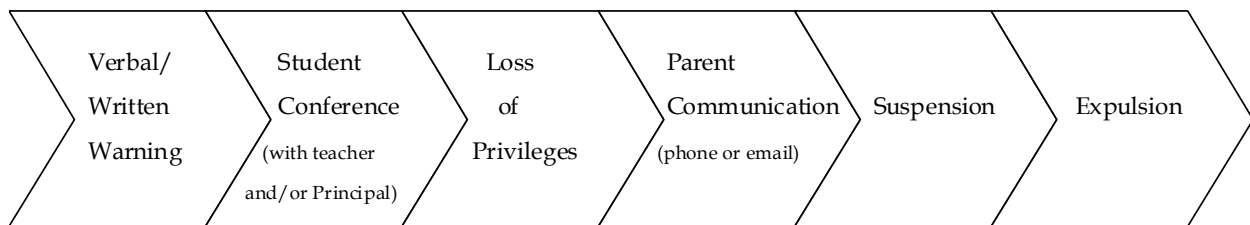
**Ed Code – California Education Code**  
**BP – Belmont-Redwood Shores School Board Policy**

# SANDPIPER ELEMENTARY SCHOOL

## DISCIPLINARY ACTION CHART

Students may face disciplinary actions as a consequence of any behavior that disrupts classes, causes disorder, invades the rights of others, or is unsafe or violates a school rule or disciplinary code. Discipline will be fair and appropriate and not designed to embarrass students.

The diagram below shows the general progression of consequences from minimum to maximum.



The entry point on the chart (e.g., begin with verbal warning or begin with parent conference) depends on the circumstances of the incident.

Disciplinary actions will begin with a discussion with the student. The discussion will include:

- Oral or written notice of the infraction
- An explanation of the situation
- A chance for the student to tell their side of the story
- An explanation of the consequence



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- *follow school rules on the playground, in the classroom, and in all parts of the school.*
- *use equipment appropriately.*

# Take Notice

<b>Sandpiper's Basic 3 School Rules</b>		
<b>★ Be Responsible</b>	<b>★ Be Respectful</b>	<b>★ Be Safe</b>
Student's Name: _____ Date: _____ Classroom Teacher: _____		
Supervising Adult: _____ Time of day: _____		
<input type="checkbox"/> 1. Swearing, name-calling	<input type="checkbox"/> 6. Misuse of equipment	
<input type="checkbox"/> 2. Rough play	<input type="checkbox"/> 7. Running, skating or bike riding in walk areas	
<input type="checkbox"/> 3. Out of boundaries	<input type="checkbox"/> 8. Littering	
<input type="checkbox"/> 4. Not following directions of adult	<input type="checkbox"/> 9. Inappropriate indoor behavior: _____	
<input type="checkbox"/> 5. Not following recess or school rules: _____	<input type="checkbox"/> 10. Other: _____	
<p><b>Parents:</b> Your support in helping students to learn and to practice appropriate school behavior is appreciated. Thank you for returning this notice to your child's teacher.</p>		
Parent(s) Signature: _____		Student Signature: _____
Comments: _____		

Distribution: White Copy: Teacher    Yellow Copy: Return Signed Copy to Teacher    Pink Copy: Keep at Home

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# Serious Notice

<b>Sandpiper's Basic 3 School Rules</b>		
<b>★ Be Responsible</b>	<b>★ Be Respectful</b>	<b>★ Be Safe</b>
Student's Name: _____ Date: _____ Classroom Teacher: _____		
Supervising Adult: _____ Time of day: _____		
<p>Students issued <u>Serious Notices</u> are to be sent directly to the office to await the principal. Offenses such as those listed below are considered very serious and may result in suspension or expulsion.</p>		
<input type="checkbox"/> 1. Fighting		
<input type="checkbox"/> 2. Ethnic/racial/ gender or cruel harassment		
<input type="checkbox"/> 3. Malicious bodily harm		
<input type="checkbox"/> 4. Intimidation or threatening to cause bodily harm		
<input type="checkbox"/> 5. Other:		
<p><b>Parents:</b> Your support in helping students to learn and to practice appropriate school behavior is appreciated. Thank you for returning this notice to your child's teacher.</p>		
Parent(s) Signature: _____		Student Signature: _____
Comments: _____		

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