

STUDENT CODE OF CONDUCT

The Principled Academy

The Character Education School of the East Bay



Preschool through Eighth Grade
www.principledacademy.org

Name_____Grade_____



THE PRINCIPLED ACADEMY

Preschool–Eighth Grade

Dear TPA Student,

Welcome to the new school year at The Principled Academy!

The school and your teachers are committed to providing a safe and pleasant environment where you can work, learn, play and grow.

You will be reviewing this Code of Conduct in class and your parents will have read and agreed to all the rules. We will work with your parents to help you make the best choices at school. We all want to keep you safe and happy while you are at school and learning. We are all here to help you!

On behalf of all the teachers and staff of The Principled Academy, let's all work together to make this a great year!

Sincerely,

The TPA Staff

STUDENT CODE OF CONDUCT

GENERAL

RESPECT ONESELF

- Be on time and prepared for school.
- Speak up for what is right and ask for help when needed.
- Be responsible for yourself, your schoolwork, your homework, your words and your actions.

RESPECT ELDERS: Parents, Teachers, and Adults

- Be polite to all adults.
- Follow directions the first time they are given.
- Follow directions of all school personnel without arguing.

RESPECT OTHER STUDENTS

- Be helpful, kind ,and appreciate others
- Include others in games and conversations
- Put-downs, name-calling, teasing, emotional excluding, hurting, hitting, pushing or other physical harm toward other students is not acceptable

RESPECT SCHOOL AND PERSONAL PROPERTY

- Take care of materials
- Respect and take care of all school property including desks and furniture, inside and out
- Misuse, damage, or destruction of school and personal property is not acceptable*

*Students and their families are financially responsible for cost to replace or repair vandalized school property.

SCHOOL RULES

The Principled Academy is a closed campus; students may not leave school grounds at any time including during lunch or during early dismissal afternoons.

ON THE SCHOOL YARD (School day/Aftercare)

1. Get permission at all times from the yard teacher to enter the building even when going to the restroom or getting an ice pack.
2. Report accidents or hurt classmates promptly to the yard teacher or another teacher who is close by.
3. Do not stand on or swing on gates. Benches are for sitting. No standing on or jumping off the benches or tables.
4. Follow school rules for playing games and using equipment. When in doubt, ask the yard teacher for a ruling.
5. Keep rocks, sticks, acorns, berries and orange traffic cones, etc. on the ground. Do not throw objects other than playground balls. Do not throw objects over the fence into the street or the neighbors buildings or homes
6. Notify a yard teacher immediately if you find any glass, bricks, or other dangerous objects on the ground. Do not pick up!
7. Do not talk to strangers or yell at passing cars outside the school fences. Notify a yard teacher immediately if someone outside the fence that you don't know starts talking to you.
8. Do not climb on fences, in trees, or on the playhouses.
9. Grades 2 and under may use play structure and bikes in the Preschool yard when allowed by the yard teacher.

10. If a ball goes over the fence into the street, get teacher's permission before retrieving it. Two students should go together; one goes to get the ball, the other stands by the gate to close it.
11. When the whistle blows, drop and freeze and listen for teacher's instructions.
12. Backpacks need to be worn on your back only. They should not be worn on your front.
13. At dismissal time for 1-8th grade, students should be seated on designated line, waiting for pick-up or to be signed into aftercare.

IN AND AROUND THE BUILDING

1. Be quiet and orderly while walking in the halls. Use an "inside voice".
2. Do not eat while walking in the hallways. Wait until you get outside to eat snacks or lunch.
3. Walk in hallways and stairways. Running, jumping or skipping is not allowed indoors.
4. K – 4th use main door closest to the sanctuary to enter and leave the lobby. 5th – 8th use main door farthest from the sanctuary to enter and leave the lobby.
5. In the event of an emergency, when you are not with your class use the closest exit door. Check in with the first teacher you see.
6. Stop and wait if a younger class or an adult is using the doorway you wish to use.
7. Students should be in the restrooms only to use the toilets or sinks, and must respect the privacy of others.
8. Keep restrooms clean; pick up towels and keep water and soap off the floor. Do not turn off restroom lights while

someone is in there. Do not lock the restroom stall doors unless using the facilities.

9. After using the toilet, wash your hands with soap and water.
10. Throw used paper towels into the compost trash (not the floor) or use a hand dryer. Pick up towels if you see them on the floor.

IN THE CLASSROOM

1. Follow class rules at all times. Your classroom will have its own set of rules
2. Enter and leave classroom in a quiet, orderly manner.
3. Use restrooms and drinking fountains during recess periods.
4. Students are not permitted to enter or remain in class without the teacher.
5. Take behavior reports and notes home to parents and return the next day.

AT LUNCHTIME

1. Students go quietly with your class to lunch. Student monitors take out lunch bins.
2. Sit and do not stand while eating either snack or lunch. Bring a small healthy snack for the 10:15 a.m. recess. Do not eat your lunch at 10:15 am recess.
3. At lunch, students must remain seated until at least 12:10 pm when teacher dismisses them.
4. Fifth to eighth grade students or any other students, who choose to sit on the playground where other students wish to play, will be asked to move after 12:10 pm if they are in the way of a game.
5. Finish your lunch and do not eat while playing games. No eating in the preschool playhouse or on the play structures.

Pick up trash and throw in the compost, recycling, or landfill bins.

6. After eating, pick up and throw away all your trash. Store your lunch box in class bin before playing. Do not come in the building to put your lunch boxes away. You may bring them in when your class comes in.
7. When the whistle blows to line up, take all personal belongings inside with you. Do not leave lunchboxes or sweaters outside.

SCHOOL ROUTINES

1. Drop and Freeze: 1st-8th grade will **Drop and Freeze** when an adult blows a long whistle, then walk to line up after short whistle.
2. Give Me Five: All students will stop talking, eyes on teacher, ears listening for directions when the teacher raises hand and says, "Give me five."
3. Class Dismissal: Only the designated teacher can dismiss a class. Dismissal is not based on time on the clock. Wait for the teacher to dismiss the class to line up.
4. Students will respect the authority of adults in supervisory roles at all times. All directions and rules must be followed, even if not written in the code of conduct.

REWARDS AND CONSEQUENCES

Students who follow the rules receive recognition for a job well done. They are eligible to receive an extra 15-minute “Principal’s Recess” each week. They will also earn other rewards from classroom teachers such as designated free dress days and homework passes.

Red Ticket Policy:

A red ticket may be given to a student when a rule is not followed. Students who receive red tickets miss the Principal’s Recess and may serve a detention, write a reflection, and/or confer with the Principal. Parents will be notified when and why a ticket is given to a student.

There are three levels of misconduct:

Misconduct Level 1 - This level can be handled by the classroom teacher or teacher who may be involved.

Examples:

- Uniform dress code violation
- Failure to line up and make transitions appropriately
- Classroom disturbances
- Lightly hitting or pushing
- Lying, disobeying, arguing with, and/or talking back to teachers

Consequences: The student will be reminded of the rule and may get a warning or red ticket. If s/he chooses not to follow it, s/he may receive a red ticket and will lose a Principal’s recess.

Misconduct Level II: This level includes actions which pose a direct threat to the safety of others. Behavior on this level involves immediate removal from the situation and direct referral to the Principal, and/or all of the above.

Examples:

- Cheating, Stealing
- Deliberate abuse of school property: vandalizing walls, desks, bulletin boards, books.*
- Name-calling/teasing/bullying, rude or disrespectful comments. Use of abusive, vulgar language, or profanity
- Physically assaulting another person by punching, hitting, kicking, choking, spitting, etc.
- Repeat offenses of Misconduct Level I

Consequences for Misconduct Level II: These may include a red ticket, detention, referral to Principal, parent meeting, possible suspension for a period of time determined by Principal, or expulsion.

Misconduct Level III: Any action considered to be a misdemeanor or felony in the eyes of the law.

Examples:

- Setting a fire
- Stealing school or any personal property
- Threatening to bring/bringing a weapon to school
- Verbally or physically assaulting a teacher or an adult

Consequences: These will include immediate referral to the Principal, parent contact and meeting, school suspension for a period of time determined by the Principal, and possible referral to an outside agency, such as the San Leandro Police, and possible expulsion and/or all of the above.

A pupil may be placed on probation for a serious offense or for continued misconduct. A pupil may be suspended or even dismissed for serious misconduct.

USE OF ELECTRONICS AND CELL PHONES

The Principled Academy cannot be responsible for electronic devices brought to school or on field trips. Please leave electronic devices at home. Cell phones cannot be used at school. Students may request to use the phone in the office during school hours with permission from the classroom teacher. Cell phones may not be used in class or during recess for any purpose including text messaging, music, clock, games, etc. Electronics, including cell phones will be confiscated if used inside the school building. Cell phones must be turned off and checked into the office and may be checked out at the end of the day. This policy applies during the regular school and aftercare hours up until 6:15 pm. Cell phones may be brought on field trips to take pictures only with teacher approval. No head phones may be used.

All other electronic devices: (for example: iPads, iPods, etc.) should be left at home or they will be subject to confiscation. It will be the responsibility of the parent/guardian to pick up the cell phone or electronic device from the school office. Confiscated items will not be released to the student. The Principled Academy will not be held liable for replacement if broken, lost, or stolen, for any items brought from home.

Wheels: Skateboards, penny boards, roller blades, scooters, longboards and any other wheeled devices are not permitted on campus before, during, or afterschool or at school events. They will be confiscated if brought to school.

UNIFORM DRESS CODE

(Kindergarten through 8th grade)

1. Boys may wear navy or khaki pants or knee-length shorts and a white, yellow, dark green, navy blue, maroon, or light blue short or long-sleeved polo shirt, or Principled Academy t-shirts. If a long or short sleeved shirt is worn under the uniform shirt, it must be school colors.
2. Girls may wear a navy blue or khaki skirt, skorts, pants, or walking shorts with a white, yellow, dark green, navy blue, maroon, or light blue short or long-sleeved blouse or polo shirt, or Principled Academy t-shirt. Girls may wear only red, white, or blue leggings or tights under their skirts or shorts only.
3. Both boys and girls may wear a blue cardigan sweater, a navy blue sweatshirt pullover, or navy fleece jacket with or without the school name on it. Other than the school name, no writing, decorations, pictures, or company logos, e.g. Old Navy or GAP, may adorn the sweaters, sweatshirts or fleece jackets.
4. Only uniform shirts may be worn under sweaters or sweatshirts.
5. Hair is to be kept clean and neatly combed. Eyebrows must be visible on all students.
6. On cold days a student may wear a jacket over the school sweater or sweatshirt outside of the school building only. A jacket may not be worn in place of the school sweater. Hoods and hats may not be worn in the school building.
7. If a student forgets a school sweater and is cold, a school sweater may be checked out from the office for the day.
8. On free-dress days, uniform is not required. Casual clothes are acceptable, but no short shorts or tank tops. Clothing should be neat, clean and without holes or torn.

9. Optional P.E. uniform: navy blue shorts, solid navy basketball shorts, (no stripes or logos) or sweat pants; this can be with or without the school logo. The P.E. uniform may be worn to school on P.E. days only.
10. All clothing should be **labeled** with your child's name so that if lost, it can be returned to your child. Each year we have many unclaimed clothes in lost and found.
11. Failure to adhere to the uniform dress code may result in parent notification.
12. If children come to school inappropriately dressed, parents will be contacted.

THE PRINCIPLED ACADEMY STUDENT PLEDGE

As a Principled Academy student, I pledge to be responsible and respectful, a person of integrity and a caring and honest person.

Responsible and Respectful

- I will respect my parents, teachers, and other adults.
- I will respect other students.
- I will respect myself.
- I will respect the rights and property of others.
- I will respect school property.
- I will use appropriate language and tone of voice at all times.
- I will listen carefully and follow directions.
- I will be responsible to complete my assignments.

A Person of Integrity

- I will be fair, dependable, and someone others can trust.
- I will do my best work at all times.
- I will do the right thing, especially when no one is watching.

A Caring Person

- I will show interest and concern for others.
- I will be helpful, kind and considerate.

An Honest Person

- I will admit when I make a mistake or do something wrong.
- I will be truthful to others and myself.

In each of these ways I will build a positive learning environment and reputation for The Principled Academy.

Signature _____ Date _____

I have reviewed the student code of conduct. As a member of the Principled Academy community, I understand the consequences for violation of school rules.



THE PRINCIPLED ACADEMY

Character Education School of the East Bay

Character: It's how you live life when nobody is looking.

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