

R A N D A L L S C H O O L

Serving the Children and the Community Since 1922
Guidelines/Expectations

The Staff of Randall School believe that learning can best take place in an orderly environment. We believe that quality education occurs in a positive and safe school climate. Good behavior will be given a high priority and everyone will work cooperatively to maintain this climate.

If the school is to function effectively and students are to be free to pursue their education, all students must accept responsibilities and meet certain expectations. Student behavior that interferes with the educational process or violates the rights or safety of others will not be tolerated. Students will be expected to comply with school and classroom guidelines at all times. We expect to teach the guidelines (rules) to the students so that they understand what they are.

Mission: Developing Life-Long Learners

EXPECTATIONS FOR ALL RANDALL STUDENTS:



- ***Be safe – students are expected to make safe choices***
 - ***Be respectful and polite with fellow students and adults***
 - ***Follow the guidelines/rules and the directions of all adult leaders/staff at all times***
 - ***Be responsible for assignments and complete homework.***
- ***Show a positive attitude – be a good friend!***

SCHOOL POLICIES:

1. Students may only leave school or the school grounds with parent written permission or directly to the parent or other guardian.
2. Students should not come onto the school grounds prior to 8:15 each day as there will not be supervision before that time.

3. For safety reasons, all adult visitors including parents and guardians must come to the office to sign in and obtain a name badge. The name badge must be worn in a visible place while the person is in our school. When leaving, the visitor must return to the office to sign out.

4. The front doors will be unlocked from 7:00 a.m. until 5:15 p.m. Other doors will be locked while classes are in session. Sorry for any inconvenience, but everyone's safety is given a high priority.

5. As a safety precaution, parents/guardians must come to the office to check in or call in advance to visit a child on the playground or in front of school during the recess/lunch time.

6. Students should have a Quiet Walk Attitude while in the school.

7. Clothing and footwear should be appropriate for school.

a. Hats/Caps should be removed upon entering the school building by all individuals including boys, girls and adults.



b. Clothing/accessories which cause disruption or a concern for safety are not allowed.

c. Alcohol/tobacco advertisements are not allowed on any clothing worn in school (or on school supplies).

d. Shirts/tops must be appropriate as to length and material (bare skin between the shirt and the shorts top should not be seen).

e. Shorts must be of appropriate length.

f. Tops should have shoulder straps that are at least one inch in width.

g. Clothing should be appropriate for school and not cause a distraction in the learning environment.



h. "Heelies" are not appropriate for school.

i. Flip/flops and high heeled shoes are not appropriate for School.

8. If a student is being picked up by someone early, due to a doctor's appointment, etc., a note must be sent to school indicating who will be picking up the student. The student must be picked up from the school office. Students will not be allowed to wait outside for a driver. This is for the safety of all our students.

9. Students who are not in scheduled activities will be dismissed by all teachers no later than 3:50 P.M. each day. If a student is to stay later at the teacher's request, the teacher will notify the parent.

10. Students may enter school early only with a note from a teacher or in case of an emergency. On rainy or extremely cold days, students should check front doors for a yellow sign. Acceptable arrival time is 15 minutes before the first bell or 8:15 a.m. The parents of students who continue to come too early to school will be notified.

11. Students will use only the doors assigned to them by their teachers for entering and exiting the building.

12. Students should leave the building immediately after dismissal unless participating in a school sponsored activity such as scouts, basketball, or enrichment courses.

13. Students will not be allowed back into the classrooms after teachers or other staff is gone for the day. They must come to the office first and ask if particular teacher/staff member is still in the classroom or find a custodian.

14. STUDENTS CANNOT BE IN ANY AREA OF THE SCHOOL WITHOUT ADULT SUPERVISION (THIS INCLUDES CLASSROOMS).

15. When a room is used for some approved extracurricular activity, the students and supervisor using the area will be responsible for cleaning up after themselves and for leaving the room/area as they found it.

16. The elevator is not to be used by students unless special permission is given by a staff member.

17. Restrooms are to be used appropriately and for their intended purposes. They are not a place to loiter. All students should use restrooms with the teacher's permission or at designated times.

18. All bicycles/scooters/skateboards should be walked on the sidewalk in front of school and walked to the bike racks. Bicycle riding is not permitted in the parking lot or on the playground (A City Ordinance prohibits the riding of bicycles on any school playground or in any park at anytime).

19. Students are not to walk, ride a bike, scooter or skateboard through the staff parking lot unless supervised by an adult.

20. Reminder: radios, DVD players, headsets, CD players, I-Pods, mp-3's, **cell phones**, electronic games, roller blades, and chewing gum are not allowed at Randall School.

21. As staff should respect students, so the students should be respectful of all staff members.

GENERAL SAFETY RULES:

1. To ensure the safety of all students, no pushing, shoving, sliding, tackling, carrying, swinging other students, or participating in any dangerous action including throwing of objects (wood chips, stones, snowballs, etc.) will be allowed.
2. Harassment/bullying of others will not be allowed. This includes teasing, name calling, threatening and interfering with others' activities.
3. When organized games are being played on the playground, all students are allowed to play in the game (no games by certain groups or grade levels only will be allowed).
4. Students should stay in assigned areas.
5. Students should not go into parking lot, a neighbor's yard, or into the street for any reason (if a ball goes off the playground, the student should obtain the permission of the supervisor to pick up the ball or the staff member will get the ball).
6. Students can walk on playground snow banks. However, students should not tunnel in the snow banks, push others, or play games on them.
7. Games such as softball, kickball, and basketball should be played in designated or assigned areas only.
8. Balls should be kicked only in open areas. Balls should not be thrown or kicked against the building. Balls should be returned to students in an appropriate manner – tossing them or handing the ball back – not kicking the ball to return it.
9. The climbing equipment is for climbing only. Tag or running games should not be played on any climbing apparatus or any other equipment on playground.
10. High bars should be for going "hand-over-hand" only. No sitting on top of high bars nor hanging upside down or flipping off of any bar equipment - no playing of games/tag on any equipment.
11. Baseball bats will be given out by staff member when it is considered safe to do so. Baseball bats and hardballs must not be brought to school.
12. Students should not gather at doorways (doorways must stay clear at all times in case of fire and general safety).
13. When the bell rings, activities will end IMMEDIATELY.

14. Students will "walk into the building quietly at designated doorways.

15. As staff members shall respect students, so students should respect staff members.

LUNCHROOM BEHAVIOR RULES;

1. Students should follow the staff's directions at all times.
 2. Students should use quiet voices while in the lunchroom. No unnecessary noises such as chanting, whistling, popping of bags, etc. will be allowed.
 3. Food will not be thrown.
 4. Food is to be eaten off the hot lunch tray or for cold lunches, off a napkin, a paper towel, or in the lunchbox itself.
 5. Students are asked to raise their hands when they are ready to be dismissed from the lunch table. Garbage will be disposed of at this time only.
 6. Students are responsible for clearing their area of all paper and left over food items before dismissal from the lunchroom.
 7. Wrapped food items not eaten at lunchtime should be taken home by the student or given to the staff.
 8. Foods should not be eaten in hallways or outside (unless it is an outside day for lunch).
 8. If bringing a lunch from home, students should be given the amount of food that they can finish. We will ask students to at least finish their sandwich.
 9. Frozen treats can only be purchased after eating the main part of the lunch and with an adult supervisor's permission. Students are only allowed to purchase one frozen treat on any given day and cannot buy treats for another student. Frozen treats at this time are only available on Tuesdays and Thursdays.
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DISCIPLINARY ACTION:

Disciplinary action should promote student growth and foster future acceptance of responsibility. Its goal is to eliminate behaviors and situations which interfere with the educational process. It should take place whenever possible at the most appropriate level, i.e. when or where the problem arises or occurs.

The following actions at school or school-related functions are subject to disciplinary action:

Defiance of authority

Destruction of school property

Disorderly or disruptive conduct (Student will be asked to leave the classroom or other school instruction area including the playground)

Fighting

Gambling

Bullying, threatening, or intimidating others
Littering
Loitering
Possession and/or use of weapons or dangerous articles
Record and identification falsification
Selling items for a profit to other students (unless pre-approved and sponsored by P.T.A. or other approved clubs).
Setting false fire alarms
Setting fire
Sexual harassment or assault
Smoking of or possessing cigarettes or using any other tobacco/drug within school limits or at any school/P.T.A. sponsored event.
Tardiness
Use, possession, sale, distribution or being under the influence of alcohol, drugs, or illegal substances
Willful disobedience
Disrespect to other students and/or adult supervisors.

The exact nature of disciplinary action depends on the circumstances of each individual case. Consequences of actions which interfere with the educational process, violate the rights and safety of others, violate school or classroom rules, or state or federal laws may be included, but are not limited to, any of the following:

- Staff conference with student (teacher or any staff member)
- Teacher/parent contact by phone/detention report/incident report
- Classroom/Playground inappropriate behavior may result in parent called to come and pick up the child as soon as possible.
- Indoor recess either primary recess in the a.m., lunch recess, or afternoon recess periods.
- Detention (30 minutes after school for any student in grades K-6)
- Referral to Principal
- In-school suspension for half day or full day (after 3 detentions within the quarter)
- Out-of-school one to five day suspension (after in-school suspension or deemed appropriate by principal) If behavior is extremely disruptive and/or aggressive to other students and/or adults/staff members, a student could receive a 1-5 day suspension out of school without any detentions first.**
- After “out of school suspensions” and depending on the severity of the offense, a student may be considered for expulsion by the School Board.

DETENTION: A student may be detained for behavior inappropriate to the classroom setting. Consideration will be given whenever possible to those who ride a bus to/from school so that arrangements for transportation can be made. A detention would be served the day after the incident so parents would be informed that the student would be remaining after school.

THE DETENTION MUST BE SERVED THE FOLLOWING DAY OR ELSE DETENTION DAYS/TIMES WOULD BE DOUBLED. DETENTIONS TAKE PRECEDENCE OVER ALL SCHOOL AND OUT OF SCHOOL EXTRA CURRICULAR ACTIVITIES.

A detention form will be completed by a staff member or other adult working at the school. A copy of this form is sent to the homeroom teacher, the principal, and the parent. Parents are asked to sign the form and return it to school the very next day. FAILURE TO DO SO WILL MEAN A PHONE CALL FROM THE PRINCIPAL TO THE PARENT AND/OR DOUBLE DETENTION TIME.

While students are serving a detention, a teacher/staff member will be present. Students will be given a form to complete helping them to see what they did wrong and how they can positively change their behavior. This form must be completed during the detention period or else it is sent home for completion.

If a detention is given by a classroom teacher for a violation of a classroom rule. IT IS THE TEACHER'S CHOICE IF THIS DETENTION IS TO BE SERVED IN THE CLASSROOM OR VIC. THE STUDENT BEHAVIOR REPORT TO PARENTS WILL INDICATE IF THE STUDENT IS RECEIVING A DETENTION OR INCIDENT REPORT. IN THE CASE OF MORE SERIOUS BEHAVIORS, AN INCIDENT REPORT WOULD BE COMPLETED.

PROGRESSIVE DISCIPLINE WILL BE FOLLOWED. THE PROCEDURE IS OUTLINED HERE:

-FIRST – THIRD VIOLATION: DETENTION (POSSIBLE FIRST INCIDENT REPORT). AFTER THREE DETENTIONS WITHIN THE SAME QUARTER, A IN-SCHOOL SUSPENSION WILL RESULT (for half day or full day at the discretion of the teacher and the principal).

-FOURTH VIOLATION: FIRST OR SECOND INCIDENT REPORT MEANS "IN-SCHOOL SUSPENSION" IN OFFICE CONFERENCE ROOM UNDER THE DIRECTION OF THE PRINCIPAL OR OTHER DESIGNATED STAFF MEMBERS (HALF DAY OR FULL DAY).

-FIFTH VIOLATION: THIRD INCIDENT REPORT MEANS 1 TO FIVE DAYS "OUT-OF-SCHOOL SUSPENSION".

***Note:** During the school year, other guidelines might be added or existing guidelines may need to be revised.



Contract for the Randall Guidelines Between School, Parents, and Students

The Randall Staff, the P.T.A. and the parents need to work together to help the children learn these guidelines so that they have the best educational opportunities possible each and every day. As always, parent cooperation is essential for us to achieve the goal of providing an orderly learning environment for the students of our school. We have had this fine cooperation expect this to continue. Communication is vital and we will make every effort to communicate with our students and parents. We will make every effort to treat every child as an individual.

The Randall Staff and Mrs. Bonnie Schlais, Principal
Revised: Spring, 2009 by the committee as named below:

Committee Members: Mrs. Berg, Mrs. Grimyser, Mrs. Byrne, Mrs. Olson, Mr. McCarthy, Mrs. Clavette, Mrs. Doughty, Mrs. McDonell, Mrs. Troedel, and Mrs. Schlais

(cut here and return this lower portion to your child's teacher)

Dear Parent(Guardian),

Please sign the following, cut and return this bottom portion to your child's teacher indicating that you have read these guidelines.

I have reviewed the revised Randall School Guidelines with my child(ren) as appropriate for the age of the child(ren). I understand that my child(ren) may serve a detention after school if appropriate behavior choices are not made. If my child(ren) disrupts the classroom so that instruction cannot take place, I know I will be called to discuss possible disciplinary action.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Homeroom Teacher's Name _____



A positive and safe learning environment and school culture is important to your child's ability to learn. Your cooperation and support to help make this a reality is greatly appreciated.

