What is a Student Handbook?

• A **student handbook** is a book that shares:
  • the **rules** of our school community
  • the **rights** of the students in our school community
  • the **responsibilities** of the students in our school community.

• These rules, rights, and responsibilities are necessary to ensure the **safety** and **success** of everyone at school.
What are **Rights** and **Responsibilities**?
What are my Responsibilities?

Responsibility - Something you are required to do.

What are some of your responsibilities at home? Use the pictures below for ideas.
What are my **Responsibilities** at school?

At school, I am responsible for:

- Coming to school every day
- Staying engaged in learning while at school
- Respecting the rights of others
- Following school rules around technology
- Dressing appropriately
- Expressing myself appropriately
- Only bringing things to school that I need for learning
What are my **Rights**?

Right – freedoms that are protected
What are my **Rights** at school?

At school, I have the right to:

- Privacy of your information (this includes your address, grades, etc.)
- Safety
- Express yourself respectfully
- Participate in after school clubs and sports
- Observe your religion
- Fair and equitable treatment
- Personal belongings
- Fair discipline decisions
Code of Conduct

Expectation of Student Rights and Responsibilities

Responsibilities

• Coming to school every day
• Staying engaged in learning while at school
• Respecting the rights of others
• Following school rules around technology
• Dressing appropriately
• Expressing myself appropriately
• Only bringing things to school that I need for learning

Rights

• Privacy of your information (this includes your address, grades, etc.)
• Safety
• Express yourself respectfully
• Participate in after school clubs and sports
• Observe your religion
• Fair and equitable treatment
• Personal belongings
• Fair discipline decisions
Responsibility of the School

How do schools help students learn the code of conduct?

• School staff learn how to respond effectively to student behaviors that stop a student, or other students from learning.

• School staff help students learn how to behave appropriately by helping students learn self-discipline and rules.
What are **Consequences**?

The result of an action

Turn and talk with a partner about the possible consequences for these actions:

1. Riding your bike too fast around a curve
2. Not turning in your classwork or homework
3. Being unkind to a friend
4. Not following your parents’ directions
5. Eating an entire birthday cake
What are the **Consequences** at school?

- At school, if you do not carry out your responsibilities there could be **consequences**.
- These consequences will be different depending on how serious the action was.
- Actions are separated into different categories or groups.
  - Category 1 = **Serious**
  - Category 2 = **More Serious**
  - Category 3 = **Most Serious**
What are Category 1 Actions and Consequences?

Disruptive actions that interfere with school activities

Some examples are:

- Bring matches or lighters to school
- Bringing over the counter medicine, or cigarettes or other tobacco products to school
- Fighting
- Leaving school without permission
- Refusing to follow rules or complete school work
- Using inappropriate language
- Cheating

Consequences: can be short term (1-3 days) or long term (4-10)suspension
What are Category 2 Actions and Consequences?

More serious actions that interfere with school activities

Some examples are:

- Bringing a knife or look alike weapon to school
- Bringing prescription drugs or illegal drugs to school
- Giving over the counter medicines, prescription or illegal drugs to another student
- Taking over the counter medicines, prescription or illegal drugs from another student
- Pulling the fire alarm
- Destruction of school or another person’s property
- Stealing
- Bullying or harassment
- Attacking or threatening another student

Consequences: can be short term, long term, or extended suspension
What are Category 3 Actions and Consequences?

The most actions that interfere with school activities

Some examples are:

• Setting property on fire
• Bomb threats
• Bringing alcohol or illegal drugs to school
• Giving alcohol or illegal drugs to other students at school
• Bringing guns to school (this includes all types, including nail guns, paintball guns, BB guns, etc.)
• Bringing any kind of weapon to school
• Bringing look alike weapons to school
• Hitting or attacking an adult
• Robbery

Consequences: can be extended suspension or an assignment to an alternative program
How Can I Protect My **Rights** and Maintain My **Responsibilities**?

• Know your rights- **Read through the entire handbook with your parents** and ask questions if you have any. You and your parents can talk to your principal or assistant principal if there is something that they don’t understand.

• Participate in **restorative practices** at your school such as community circles, justice circles, and peer mediation. These will help you develop and maintain a positive relationship with your peers, teachers and school community.

• **If you need help, ask for it!** There are a lot of people at school who want to see you succeed. Talk to these people about problems you are having and ask for advice. They are here to help you.
If you feel your rights are being taken away or you are having trouble meeting your responsibilities there are a lot of people at school who can help. Here are some people you can go to:

<table>
<thead>
<tr>
<th>Person at my School</th>
<th>How they can Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>If you are having trouble with your school work, homework, classmates or other adults.</td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td>If you are having trouble with friends at school, in the community or at home or if you feel unsafe.</td>
</tr>
<tr>
<td>Principal and Assistant Principal</td>
<td>If you are having trouble with people at school and it isn’t going away even after you asked your teacher or another adult for help.</td>
</tr>
<tr>
<td>School Nurse</td>
<td>If you don’t feel physically well or if you feel unsafe.</td>
</tr>
</tbody>
</table>
My Handbook Responsibilities

• Read through the entire handbook with your parent or guardian.
• Talk about your rights and responsibilities.
• Contact the school with any questions or concerns.
• You and your parent or guardian sign the “Student Handbook Acknowledgement Page”