

Capistrano Unified School District
Moulton Elementary School
Laguna Niguel, California

August 8, 2022

Dear Parents,

The "Hawk Spirit" has always been the Moulton way. The entire Moulton staff is dedicated to fostering a positive climate that is consistent throughout the school. Our staff focuses on Positive Behavior Interventions and Support (PBIS). Our plan makes use of effective instruction strategies, consistent correction procedures, logical consequences, and positive reinforcement to teach our students the skills and behaviors necessary to succeed now and in the future.

During the first week of school, our students will learn about Moulton's Schoolwide Expectations and will be instructed to teach and discuss with you what they know. Please spend some family time discussing the various aspects of the Moulton's Hawk Expectations. Also, parents, please review the "Moulton's Traffic Safety Rules and Guidelines" that will be sent in the first day packet.

With your continued support and involvement, there is no question that Moulton will continue to be a place that exhibits the "Hawk Spirit."

Respectfully,

Jose Luis Pedraza, Principal



HAWK EXPECTATIONS

“SOAR” to Success!

- ☐ Be **S**afe
- ☐ Take **O**wnership
- ☐ **A**ccept Others
- ☐ Be **R**espectful



THREE IMPORTANT QUESTIONS

While at school, students will be reminded to ask themselves:

1. Is it safe?
2. Is it the right thing to do?
3. Am I doing my best?



ALL Moulton Hawks can **SOAR** to
Success during the school year!



MOULTON ELEMENTARY SCHOOL
"SOAR to Success"

SOARING HAWK TICKET

- ☐ Be **S**afe
- ☐ Take **O**wnership
- ☐ **A**ccept Others
- ☐ Be **R**espectful

STUDENT: _____

DATE: _____

SIGNED: _____



PBIS Program

School-wide PBIS is:

A systems approach for establishing the **social culture** and **behavioral support** needed for a school to be an effective learning environment for **all students**.

Evidence-based features of PBIS

- Prevention
- Define and teach positive social expectations
- Acknowledge positive behavior
- Arrange consistent consequences for problem behavior
- Ongoing collection and use of data for decision-making
- Continuum of intensive, individual intervention supports
- Implementation of the systems that support effective practices



STUDENT BOUNDARIES

In order to keep students safe, students are not permitted to:

1. Loiter or play in the restrooms, near the drinking fountains or between and behind classroom buildings.
2. Climb on the slope by the field or classroom ramps.
3. Leave the playground to go to the office or classroom for any reason, except with an "Office Referral" from a staff member.



BEHAVIOR MATRIX

Please review the Behavior Matrix Link with your child. We will be going over the Behavior Matrix with all students during the first week of school. A copy of this Matrix can also be found on our [school website](#).

[Behavior Matrix](#)



RECESS RULES

All students are expected to comply with the following behavioral guidelines:

1. No food on the playground.
2. Play safely; without roughhousing or play fighting.
3. No toys brought from home for sharing in the classroom (approved by the teacher) are allowed on the playground.
4. Freeze (stop playing), kneel down and hold all equipment when the bell signals the end of recess. Student Supervisors will blow the whistle to excuse students to walk to their lines.

Hold all equipment.

Walk quickly to line up locations after the student supervisors' whistles are blown.



PLAYGROUND GAME RULES

1. Use only playground equipment provided by the school or teacher.
2. Kicking a ball is not permitted on the blacktop.
3. Use all equipment safely and for its intended purpose.
4. Do not bounce balls against the buildings.
5. School games, such as tetherball, handball and four square, will not be “closed” to other students at any time.
6. Students are not permitted to run through other students’ games.
7. Students must notify a staff member on duty if a ball goes over the fence.
8. Students are chosen one at a time for team sports (soccer, basketball, etc.) by a different team captain each recess.
9. When the recess bell rings, students freeze, sit down and wait until a student supervisor blows the whistle and releases students to walk quickly to line-up with their class.

Students will be removed from a game or activity by a staff member if it appears there is unsafe behavior.



GAME RULES

Soccer: The first 22 students on the soccer field may play (11 per team). A second soccer game may be set-up by a student supervisor if additional students want to play. Students may only use hands to protect themselves.

Basketball: The first 12 students at each court may play (up to 6 per team). Fouls committed during a shot will result in a free throw. Other fouls require the opposite team to take the ball out.

Handball: The ball has to bounce within the handball court lines. If the ball hits the line, it is out. The ball must hit the ground first before hitting the handball wall. If the ball double bounces, you are out. The second person waiting in line to play handball is the line judge – their ruling stays.

Four Square: Liners are out. Students must wait behind the white line. Catching, throwing, or hitting the ball twice in a square is not permitted.

Big Toy: Students must go down the slide, one at a time, in a sitting position. Running and/or playing tag on or near the Big Toy is prohibited.



LUNCH RULES

1. Speak quietly in the lunch line and talk quietly at the lunch tables.
2. Classes have assigned lunch tables.
3. Students are not permitted to sit with another class.
4. Follow the instructions of student supervisors.
5. Practice good table manners.
6. Sit properly with legs and feet under the table.
7. Never throw food or other objects.
8. Pick up all trash at your seat and around your assigned table. Wait for the student supervisor to give your table permission to throw away your trash in the trash cans.
9. Five minutes before recess, a bell will sound. This lets you know that you have 5 more minutes to eat your lunch until dismissal to the playground.
10. When the student supervisor rings the final bell, it is time for recess, at this time, students will raise their hand when they have their trash picked up and are ready to go. Classes will be dismissed when all hands in the class are raised and ready to go.



ASSEMBLY BEHAVIOR

All students are expected to comply with the following guidelines:

1. Enter the multipurpose room in a quiet and orderly manner.
2. Listen for information and instructions given by teachers, presenters and staff members.
3. Demonstrate courtesy and respect toward presenters and members of the audience.
4. Show approval and appreciation by appropriate applause.
5. Leave the assembly area in a quiet and orderly manner.



STUDENT RECOGNITION

SOARING HAWK TICKET

Any staff member may issue a Soaring Hawk Ticket to students that demonstrate positive behaviors. Students will turn in their Soaring Hawk Ticket to their classroom teacher for class or grade level incentives.

BOOK OF ACHIEVEMENT

Moulton students are often recognized by their teacher for outstanding achievement. Often students are sent to the principal's office for exhibiting outstanding behavior or aptitude in areas such as:

Academics

Sportsmanship

Character

During Friday Assembly these students are recognized and celebrated by our school community.

RECOGNITION BY TEACHERS

Classroom teachers may also make phone calls home and give certificates/awards to students who exhibit appropriate behavior while at school.



EXPECTATIONS

Students who are unable to follow Moulton's behavioral guidelines, will receive one or more of the following consequences:

Discipline Forms

A discipline form will be given to students who use poor judgment for offenses related to respect, responsibility or relationships in all areas of the school campus, coming and leaving school, and/or field trips. Students may be given a "Minor" or "Major" form depending on the infraction. Minor & Major forms can be completed by any staff member on campus and be provided to school administration. Minor & Major forms will be sent home for a parent signature and must be returned to school the following day.

A few examples of minor and major infractions are listed below, but are not limited to just these examples.

Minor	Major
Inappropriate Language	Obscenity/Profanity/Vulgarity
Disruption	Overt Disruption/Defiance
Physical Contact	Fighting/Physical Injury
Property Misuse	Property Damage

Students will receive opportunities for corrective behavior and verbal warnings before a *minor* is issued.

If a student receives 3 minors for various offenses in any semester, it will result in 1 major referral and a conference between the parent and administration will be held. The loss of school privileges will be determined on an individual basis.

In-House or Out-of-School Student Suspensions

Students who receive a major referral *may* receive In-house or out-of school suspensions should the behavior be deemed severe or violate district behavior policies. Please refer to the linked [Board Policy 5141\(a\)](#). Board policies can be found on the district webpage under the Board tab.



“NO BULLY” POLICY

Bullying consists of incidents that can be verbal (name-calling, teasing, spreading rumors, etc.) or physical (pushing, tripping, etc.).

A bully can also be someone who tries to convince peers to exclude a child (this can be an “ex-friend”) from participating in school activities (games at recess, etc.) and/or to reject or “cut him/her off” from friends/peers and social connections.

Parents will be contacted if their child has been accused of bullying and appropriate measures will be taken, such as administering consequences (see list) and/or recording incidents in their cumulative file.

Bullying is not tolerated at Moulton.



BE KIND

Use the Buddy Benches if you would like someone to join you at recess.

Demonstrate kindness.
Include students in activities at recess.

If Someone is Hurting You....

1. Tell them to 'STOP' in 5 words or less.
2. If they do not 'STOP' the first time, repeat.
3. If they do not 'STOP' after three times, go to an adult.



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