

*"We at Ekstrand School will be Responsible, Respectful, Safe, Prepared and will Persevere."*

Bonita Unified School District  
*Fred Ekstrand Elementary School*  
**Schoolwide Discipline Plan**

## **MISSION STATEMENT**

Ekstrand Elementary's mission is to provide a learning community that is rich in encouragement, support and high expectations for academic success. We work to strengthen our intellectual, social, emotional and physical skills, while becoming lifelong learners.

## **SCHOOL DISCIPLINE PHILOSOPHY**

All members of the Ekstrand community are valued and essential for our success. We, at Ekstrand School, will be responsible, respectful, safe, prepared and will persevere. We believe that by acting this way we become capable, caring and contributing members of our community. Parents, students and staff will participate in a cooperative relationship in order to build a caring community.

Students have the right to learn.

Students have the right to a safe and secure environment.

Students have the right to expect a Schoolwide Discipline Plan that includes:

- Clear expectations
- Clear and consistent consequences
- Both positive and negative consequences
- A program that helps develop character and instills within the child the importance of making good choices.

**Students will do nothing to prevent the teacher from teaching, or others, including themselves, from learning.**

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## **GOALS AND RESPONSIBILITIES**

Each Ekstrand Student will...

### *Be Responsible*

Develop responsibility and self-discipline.

Will be honest in accepting responsibility and consequences for her/his own actions and words.

### *Be Respectful*

Respect teachers, staff and adults.

Treat each other in a respectful and caring way.

Appreciate the uniqueness of each individual.

Respect and maintain all school property.

### *Be Safe*

Help make a safe and secure learning environment.

Act in a safe manner while on school grounds.

Comply with the district dress code.

### *Be Prepared*

Come to school prepared for the day with the necessary supplies and completed assignments.

### *Persevere*

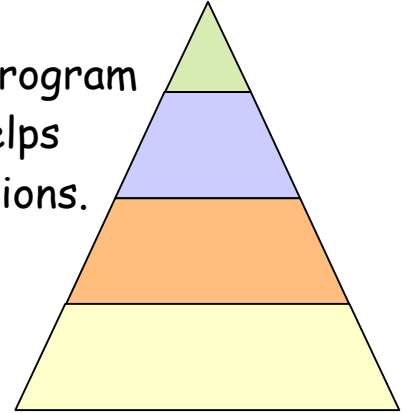
Learn to persevere and develop self-confidence

Do his or her best at all times, without giving up or quitting.

*Fred Ekstrand Elementary School*

## **ACCOUNTABILTY PYRAMID**

The classrooms use a progressive discipline program the students know as the "Pyramid," which helps students to become responsible for their actions. The areas of focus include: Trust, Attitude, Work Ethic, Selflessness, Self-Control and Responsibility.



The six areas of accountability form the foundation of the Accountability Pyramid. Each day, we are taking time to celebrate the good citizenship of students in the classroom who have their pyramid pieces intact. This celebration is called "5 Minutes of Fun," and takes place as many times during the day as teachers see fit.

Students who have had to take down one or more pieces of their pyramid may not take part in the fun activities until their pieces are once again restored. Pieces can be earned back by creating and writing a plan to their teacher (or parents) explaining what they intend to do to earn back their pieces. This plan serves as a contract between the child and the adult; if the terms of this social contract are met, the students are rewarded their pieces and allowed to participate in the good citizenship activities.

## **Fred Ekstrand Elementary School Schoolwide Discipline Plan**

### ***POSITIVE RECOGNITION***

Ekstrand students may receive...

- Verbal praise
- Awards for citizenship, academics, improvement, etc
- Good notes home from teachers
- Good phone calls home by principal and teachers
- Birthday books from the principal and PTA
- Special principal awards and incentives
- Individual classroom incentives
- Accelerated Reader Incentive Program

### ***CONSEQUENCES***

If Ekstrand students do not follow the discipline plan, the following may happen...

- Conference with teacher
- Time out (in the classroom, cafeteria, office or on the playground)
- Loss of privileges and/or classroom consequences
- Behavior Citation (white ticket)
- Parents contacted
- Conference with principal
- Student placed on individual behavioral contract
- In-school suspension
- Suspended/expelled from school

### ***BEHAVIOR CITATIONS***

May be issued by the office staff, support staff and campus aides for repeated offenses and serious infractions that occur outside the classroom. Citations are to be signed by parent and must be returned to student's teacher by the next school day.

- 1<sup>st</sup> Citation: immediate time out - warning
- 2<sup>nd</sup> Citation: immediate time out, teacher will administer a consequence
- 3<sup>rd</sup> Citation: immediate time out, teacher will administer a consequence, parent will be phoned/conference
- 4<sup>th</sup> Citation: all of the above, plus a principal, teacher and parent conference

**Unsigned, unreturned citations will result in further consequences!**

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## ***SUSPENSIONS & EXPULSIONS***

According to Education Code 48900 a pupil may be suspended or expelled from school for the following reasons: cause or threaten physical injury; possess dangerous object; possess intoxicants of any kind; furnish intoxicants; cause or attempt to steal private or school property; possess or use tobacco; commit an obscene act or use profanity; disrupt school activities or willfully defy adult authority; commit sexual harassment; cause, attempt to cause, threaten to cause, or participate in an act of hate violence; engage in harassment, threats, or intimidation, directed against a pupil or group of pupils.

## ***ZERO TOLERANCE ON WEAPONS AND VIOLENT ACTS***

The Board of Education has established a Zero Tolerance Policy on Weapons and Violent Acts (Policy 5131.7). A student will be suspended and recommended for expulsion if he/she brings any weapon, imitation weapon or dangerous object to school or participate in any fighting that inflicts serious bodily injury. Graffiti or any form of defacing school property is punishable by law. Furthermore, if students enroll with a prior history of violence, teachers will be notified in advance of the student's attendance.

## ***ARRIVAL / BEFORE SCHOOL***

Ekstrand Students will...

- Arrive at school by 7:55
- Report to the multipurpose room to wait for the 7:55 bell
- WALK at the 7:55 a.m. bell to their classrooms to leave their belongings
- Not be in the quad, hallways, office, playgrounds or between buildings
- Not carry **any type of medication** to and from school, including liquids, tablets, or cough drops.
- Not carry any form of medication in backpacks, pockets or purses.

*\*If you wish to walk your child to his/her classroom, you may do so ONLY at the 7:55 a.m. warning bell. If you are staying to volunteer in your child's classroom on a given day, you must still report to the office to obtain a **Visitor's Badge**. If you plan to volunteer on a regular basis, you must complete a volunteer form and submit it to the school office.*

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## **DISMISSAL TIME**

Ekstrand students will...

- Wait to be dismissed by the teacher
- Follow exit route as determined by their teacher
- Walk from the classroom
- Leave the school grounds promptly
- Absolutely not loiter or play on school grounds
- Not disturb other classrooms
- Not wait for upper grade dismissal for older siblings or friends
- Not wait for younger siblings or friends on compact days

Ekstrand Parents...

- Will wait until the dismissal bell before coming on campus to pick up their child
- Will not wait/loiter outside of classroom doors or windows, and will not disrupt or distract class activities
- Will not allow their children to play in the quad area or on the playground between 2:00 and 2:45 p.m., as there is no supervision and some classes are still in session
- Will not jeopardize their child's safety by calling him/her from a car or sidewalk across the street.
- Will pick up students on time. Students who are not picked up on time (1) may be dropped from any after school activities, (2) lose morning or afternoon recesses, and/or (3) will be picked up by the San Dimas Sheriff Station.

## **Tardy / Attendance Policy**

Ekstrand Students will...

- Arrive at school by 7:55 a.m. and be in their seats by 8:00 a.m.
- If late, report to the Office to pick up Tardy Slip
- Receive a letter regarding repeated tardies
- Be referred to SART (School Attendance Review Team) if tardies are habitual

Ekstrand Parents will...

- Drop their students off at designated places by 7:55 a.m. at the time of the warning bell
- Make sure their children have arrived by 7:55 to be inside the class by 8:00 a.m.

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- Clear all absences within 3 days of their occurrence. ***Those absences not cleared within 3 days will be marked truant.***

#### PERFECT ATTENDANCE GUIDELINES:

- Zero absences
- No more than 3 tardies throughout the entire school year
- Zero tardies over 30 minutes
- 1 full day of attendance will allow for no more than 30 minutes away from school at any time throughout the day.

### ***Bus Line & Bus Behavior***

Ekstrand Students will...

- Follow all school bus rules
- Wait patiently in line
- Use a soft voice when talking on the bus or in line
- Use proper safety procedures

Consequences: Bus drivers will issue behavior tickets for improper behavior. A child who continues to misbehave on the bus may lose his/her bus riding privileges

### ***SKATEBOARDS, SKATES & ROLLER BLADES***

Students may not use skateboards, roller skates, roller blades, or roller shoes to, from or at school. Skateboards are not allowed on any school property, as per district and city codes. Skateboards, roller skates and removable wheels brought on campus will be confiscated from student and parents will have to come to the office to retrieve them.

### ***BICYCLE POLICY***

Ekstrand Students will...

- Wear safety helmets per state law
- Walk their bikes on sidewalks and on campus
- Yield to pedestrians

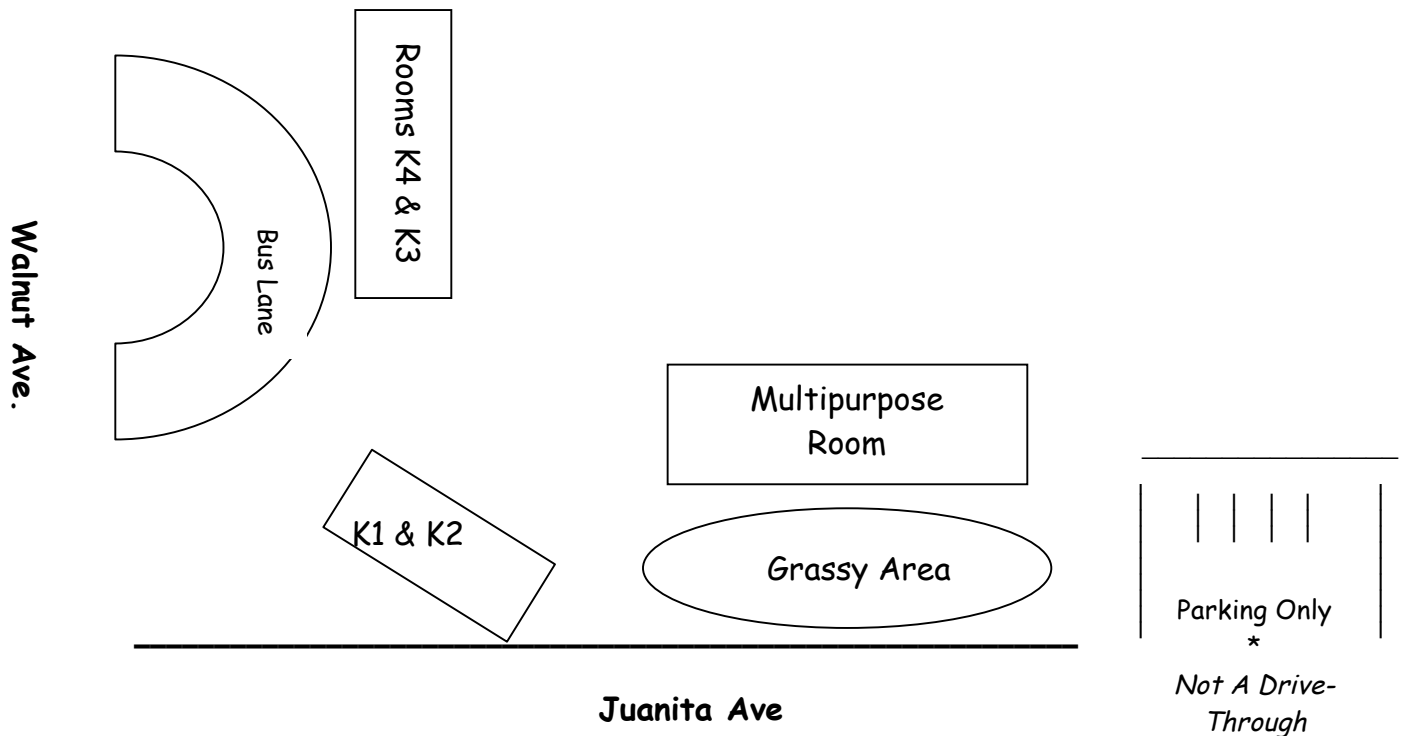
Unsafe and/or any infraction of bicycling regulations may result in the loss of bike riding privileges.

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## **STREET & PARKING LOT SAFETY**

Ekstrand Students and Parents will...

- Act safely at all times
- Not walk across or through the parking lots or bus lane
- Not use parking lot on Juanita as a loading or unloading zone
- Stay on the sidewalks at all times
- Cross at crosswalks at all times
- Enter and exit cars at the curb
- Juanita Avenue at kindergarten gate: grades TK
- Juanita Avenue: grades 3, 4 and 5 wait on the grassy area to be picked up
- Walnut Avenue: grades K, 1 and 2 wait behind the brick wall near rooms K4
- Obey Ekstrand traffic signs



\*\*\*NOTE: Neither the bus lane on Walnut, nor the parking lot on Juanita Avenue are to be used as loading and unloading zones for students. Please bring your cars to a complete stop AT THE CURB when picking up and dropping off your student(s).



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## **VISITORS**

For the safety of all students and staff, all parents and visitors are required to check into the office immediately upon entering school campus to sign in and receive a Visitor Badge. Permanent volunteers must complete district requirements\* before beginning their assignment.

\*District requirements include a completed Parent Volunteer Form (available in the front office).

## **GENERAL RULES AND BEHAVIOR**

**\*\*Safety First\*\***

### **ON THE PLAYGROUND**

Ekstrand Students will...

- Respect one another at all times
- Not deface school property with trash or graffiti
- Not fight, "play fight," wrestle, or use karate
- Not touch, push, kick, etc.
- Not play tag or chase
- Not bring cell phones, tablets, or electronics to the playground
- Play fairly and obey the "caller's" decision
- Promptly follow the directions of all adults the first time they are given
- Follow the rules of the games
- Not throw sand, rocks or objects
- Use appropriate language (no name calling, swearing, teasing, or insults)
- Not bring toys, games or electronic equipment from home
- Follow "freeze bell" procedure and line up promptly after the whistle has been blown
- Climb down from the equipment when "freeze bell" rings
- Not leave playground to retrieve balls
- Eat snacks in the snack area only
- Clean snack area after eating
- Walk on the blacktop
- Run only on the grassy playground areas
- Not run in the quad area
- Kick balls on the grassy areas only
- Not climb on the backstops
- Not chew gum anywhere or anytime on campus or spit
- Not play handball in non-designated areas (not against building walls)

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- Not bring footballs, soccer balls or any other equipment from home

### Boundaries

Ekstrand Students will...

- Not speak to family, friends, or **STRANGERS** through the fences
- Not play near or climb on any fences anywhere on campus
- Not disturb pets, plants or neighbors in homes adjacent to campus
- Play in designated and supervised areas only
- Not play near the perimeter of the fence
- Will play within areas designated for grade level
- Not play between buildings, portables or storage bins

### Handball

Ekstrand Students will...

- Play in designated supervised areas only
- Not play ball against any building
- Play by school rules

### Basketball

Ekstrand Students will...

- Play by school rules
- Not hang on the rim of the basketball hoops
- Not climb the pole
- Not trip, push or use rough play

### Soccer

Ekstrand Students will...

- Play by school rules
- Not slide tackle, trip, push or use rough play
- Not do headers

### Playground Equipment

Ekstrand Students will...

- Have hands on bars and rings at all times (no jumping off or flipping)
- Use rings, ladders and pull-up bars one student at a time
- Not have more than two at a time on the low parallel bars
- Use the horizontal ladders from the left to the right
- Not run or kick in the sand area

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- Not dig or play underneath equipment

### Playground Slides

Ekstrand Students will...

- Use the slide one at a time
- Use steps to go up the slide, not climb the slide
- Go down the slide feet first
- Remain sitting while going down the slide
- Move away from the bottom of the slide when turn is over
- Not climb on railings
- Not play around the slide

### ***IN THE CLASSROOM***

Ekstrand Students will...

- Not be in the classrooms without a staff member present
- Follow the individual classroom discipline plan
- Do nothing to prevent the teacher from teaching and themselves or anyone else from learning
- Follow the directions of all adults immediately and completely

### ***AT ASSEMBLIES***

Ekstrand Students will...

- Be polite and respectful
- Stay in his/her own space
- Use active listening skills as taught by teachers
- Have eyes and ears attentive to speakers and performers
- Use applause to show appreciation...no boos, yells, hoots, jeers or put-downs of any kind
- Remain seated until dismissed by teacher

### ***ON THE WALKWAYS***

Ekstrand Students will...

- Walk safely, not run, on walkways at all times
- Walk quietly past classrooms
- Be alert to doors opening
- Will not climb or play on railings, ramps or fences

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### ***IN THE RESTROOM***

Ekstrand Students will...

- Use restrooms and drinking fountains at recess times
- Absolutely not play or make messes in the restroom
- Always put paper towels in the trash cans only
- Not throw paper towels or wads of paper

### ***IN THE CAFETERIA***

Ekstrand Students will...

- Walk at ALL times while in the cafeteria
- Not share food with fellow students
- Stand in line patiently and keep hands and feet to self
- Talk quietly to neighbors only
- Not throw food, paper or other objects
- Pick up trash and leave table and eating area clean
- Sit quietly until dismissed by noon aide
- Promptly and respectfully follow directions given by all noon aides

### ***IN THE COMPUTER LAB***

Ekstrand Students will...

- Have clean hands when touching the equipment
- Use quiet voices and always listen carefully
- Treat the equipment with respect
- Pay attention to their own screens
- Touch only their own keyboards
- Return the Acceptable Use Policy Form by the end of the first week of school

### ***IN THE LIBRARY***

Ekstrand Students will...

- Use quiet voices at all times
- Handle books with respect
- Follow procedures for the selection and return of books
- Return books on time
- Return the Library Card Permit by the end of the first week of school

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## **CUSTODY ALERTS & COURT ORDERS**

Custody disputes must be handled by the courts; as a school, we do NOT get involved with, mediate over, or participate in custody arguments between parents/families. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child(ren) UNLESS a parent has a signed court order that indicates otherwise.

If a parent has a signed, current court order limiting or restraining visitation and/or rights to the child(ren) against the other parent or any other person, the school MUST HAVE A COPY of the court order on file in order to carry out the guardian's wishes for restrictions or limitations. If a copy is not on file and any staff member is uncertain about the safety of a particular student-release situation, the matter will be resolved as best as possible by the site administrator or designee. Should any situation become physically violent or disruptive to the school, the Sheriff's station will be immediately notified to intervene.

Students will be released ONLY to adults who are listed on the emergency and enrollment documents. Students will NOT be released to any other adult unless the Office has received prior written approval and the adult is able to provide a photo ID. *Please make sure that all information on file with the school is updated and current at all times - your student's safety depends on it!*

\*\*In addition, school staff members are mandated reporters, and are required to notify authorities of suspicious signs of abuse or neglect. Reports are filed privately and matters must be resolved between the families and agencies.

## DRESS CODE

Ekstrand follows the district's official dress policy. Clothing must conceal undergarments and shoulders at all times. See-through or fishnet fabrics, halter tops, tube tops, muscle shirts, tank tops, spaghetti straps, camisole tops, off-the-shoulder or low cut tops and bare midriffs are prohibited. Pants cannot be baggy or sagging and need to be worn with a belt if they are slightly larger. Underwear should never be visible. Ladies and gentlemen should avoid shorts that are too short, and boys need to avoid unusually long shorts for boys.

Clothing and jewelry shall be free of writing, pictures, and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate racial, ethnic or religious prejudice or any form of discrimination, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity. Symbols of death are also prohibited.

Clothing or articles of clothing or jewelry, which may provoke others to acts of violence or be used as weapons, including but not limited professional baseball, basketball, football and hockey team attire, gloves, hairnets, shoestrings, wristbands, belts, belt buckles, chains and any other gang-affiliated items are prohibited.

Hats, bandanas, inappropriate and unnatural hair color, body markings, or makeup are prohibited except on special dress days. Hats can be worn outside if a parent has sent in a signed request. Hats should have no logos. Students must wear hats with the bill forward in order to protect the face from the sun. Nothing in this policy is to exclude provisions for reasonable and necessary dress and grooming regulations for special classroom or extra-curricular activities.

Finally, students must wear shoes at all times. At the elementary level, because of safety concerns, students cannot wear sandals. Shoes cannot have more than one-inch heel or lift or be open-toed, and must have a heel strap.

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## **CELL PHONES & ELECTRONIC GADGETS**

The use of cell phones or electronic gadgets during school hours is strictly prohibited. The use of iPods, iPads, tablets, and e-books maybe used provided parents and student have signed and returned the "Policy on the use of E-Readers" form. If an item is confiscated, the student may pick it up at the end of the day. After a second confiscation, a parent must pick up the item. After a third violation, the item(s) will be secured in the office until June.

