

## FRANK N. EASTWOOD ELEMENTARY PROGRAM

Eastwood Elementary School has developed an educational program that is consistent with research and effective practice. Our school emphasizes student-teacher interaction, blended learning experiences, student-centered decisions, and an attitude of optimism, enthusiasm and high expectations. Students are valued by teachers and experience programs that express caring for students, parent participation and community involvement.



Our elementary school has an average of a 28:1 student – teacher ratio in TK/kindergarten through third grades. Grades four through six have an average of 30:1 student – teacher ratio.

### CURRICULUM

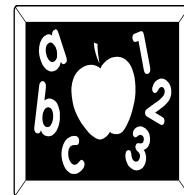
Common Core Standards are being fully implemented in all classrooms. Students see greater rigor and relevance in the instruction they are receiving and are more actively involved in the learning process. Student assessment will be blended and includes completing hands on and technological projects to demonstrate their learning in addition to the traditional paper pencil testing.

### Transitional Kindergarten

The transitional kindergarten program provides children with a stimulating environment which fosters physical, social-emotional and intellectual development. The curriculum is implemented with a focus on the developmental readiness of the students. Throughout the year, they will develop small motor skills for writing, large motor skills for balance and will increase their ability to sit, listen and follow directions. The program promotes vocabulary enrichment and memory and above all builds student's confidence. It is the first year of a two-year kindergarten program designed to prime young kindergartners for school success. The desired student to teacher ratio in TK is 24:1.

### Kindergarten

In kindergarten students learn the letters of the alphabet, their sounds, the correct way to form the letters, and use phonics skills to write simple sentences. Literature is incorporated in all their studies. In math they learn to count to 100, write numbers 1 through 30, number relationships, classification, patterns, beginning geometry, measurement, and beginning addition and subtraction. Students learn their place in the world by studying about themselves and their families. Some integrated units are seasons, living and non-living things, senses, our country and good citizenship.



### First Grade

There are many new expectations for first graders. They will work on reading foundational skills (phonics, word analysis skills, fluency, etc.), read both literature and informational text, and be able to retell stories, identify a main topic and key details and describe characters, settings and major events in stories. They will experience informative/explanatory, opinions-based and narrative writing opportunities throughout the year and will learn the conventions of Standard English Grammar. Social studies and science units include famous Americans, animal life and habitats and solids and liquids. The big playground and interaction with older students are new challenges to be met in addition to more rigorous grade level standards.

### Second Grade

Second graders will become more independent in their reading of literature and informational text and will be able to know and apply grade-level phonics and word analysis skills. Beginning multiplication and division are introduced with continued reinforcement in addition and subtraction. These concepts are enriched through lessons in graphing, measurement, and problem solving using a variety of activities and manipulatives. A well-rounded science curriculum is presented incorporating life, earth, and physical science units. Social studies broadens their

knowledge of the world through units including the United States presidents, geography, holidays and patriotic observances.

### Third Grade

Third grade students will explore the universal themes of *Exploration, Conflict and Change or Adaptation* through literature and informational texts. They will learn how to compare and contrast the themes, settings, and plots of stories written by the same author and will learn to distinguish their own point of view from that of the author of a text. They will work towards mastery of all basic math facts (especially multiplication and division), geometry, fractions, algebra, critical thinking and logic, including hands-on activities. Social studies and science units include life cycles, ideas and inventions, and electric circuits/magnetism, communities including Orange County, habitats, Native Americans and general geography.

### Fourth Grade



Fourth graders will learn to draw inferences from both literature and informational text and will be expected to explain, in depth, a character, setting, or event in a story or drama. They will compare and contrast the treatment of similar themes and topics and patterns of events in stories, myths, and traditional literature from different cultures. Through the writing process, students will be able to support a point of view with reasons and information, examine a topic and convey ideas and information clearly, and write narratives using effective technique, descriptive details, and clear event sequences. The fourth grade math continues with higher level multiplication, division and problem solving, in addition to geometry, measurement and time. California history and the westward movement to the California gold fields is the emphasis in social studies while science units of study explore plant and human body systems, and rocks/minerals.

### Fifth Grade

Through literature and informational text, fifth grade students learn to quote from the text when drawing inferences, compare and contrast two or more characters, settings, or events in a story or drama, and determine the meaning of words and phrases as they are used in a text, including figurative language. Students will analyze multiple accounts of the same event or topic, and be able to explain how an author uses reasons and evidence to support particular points in a text, identifying which reasons and evidence support which points. Mathematically, students will learn multiplication, addition, subtraction and division of fractions, decimals and whole numbers as well as geometry, measurement and ratios. Social studies include United States history from exploration through colonization and the American Revolution through the Civil War. Science units include ecosystems and food chains, the periodic table and matter, and water, weather and solar systems.

### Sixth Grade

Continuing with the use of literature and informational text, sixth graders will learn to cite textual evidence to support analysis of what the text says, determine a theme or central idea of a text and how it is conveyed through particular details and describe how a particular story's or drama's plot unfolds in a series of episodes as well as how the characters respond or change as the plot moves toward a resolution. Units of study in social studies and science focus on Ancient Civilizations and Earth Sciences. Mastery of math skills and mathematical operations are stressed so that higher level problem solving can be explored. Finally, sixth graders are especially fortunate to have the opportunity to attend a week long Outdoor Science Camp.



### HOMEWORK

The goal of homework is to develop student self-discipline, responsibility, and the ability to study independently. Homework is designed to **reinforce classroom learning** and to expand a

student's school experiences. It provides for practice, review and completion of work. It also provides the enrichment that makes school learning more effective and establishes a habit of regular study.

Typically, students will spend an average of 30 to 60 minutes per night on homework. In addition to daily homework, teachers may assign book reports, projects, and research assignments.

The staff recommends a daily study time at home. **This should take place at the same time each evening and requires that the student study or read on a regular basis.** In this way, the student will learn that there is always a set time for studying and good home study habits can be developed.

Parents who find their children spending what they believe to be an unreasonable amount of time on homework should contact the child's teacher to discuss any concerns.



## MAKE-UP WORK

Students are given the opportunity to make up school work missed because of **excused** absences. Full credit will be given if the work is returned promptly to the teacher. A student is allowed one day to complete make-up work for each day of **excused** absence from school. A teacher may require a suspended student to complete assignments and tests missed during a suspension. **Absent work may be requested through the school office if the student will be or has been absent more than two days.**

## GATE

The essential philosophy of the Eastwood GATE program includes:

- An accelerated basic skills approach where students are given the opportunity to progress at their own rate.

- A horizontal enrichment approach where students are encouraged to work on projects with a more in-depth focus.
- A creative approach where students learn and implement the elements of creativity.
- A whole child focus where the classroom environment is conducive to a student's emotional as well as academic growth.

Teachers focus on extended and enriched classroom curriculum throughout the year. GATE students are given the opportunity to participate in a variety of activities related to their given course of studies. Our program consists of four aspects:

- Homogeneous clusters between grade levels
- Saturday GATE experiences when possible
- Extracurricular activities
- Heterogeneous groupings within the classroom

The teachers in grades Kindergarten through six provide time to the students to learn and study together through the use of depth and complexity icons. **All Eastwood teachers are GATE certified.** GATE teachers attend 3 day trainings to become GATE certified and are consistently recertified year to year.

## STATE ACHIEVEMENT TESTS

The Smarter Balanced Assessment Consortium (SBAC) is a multistate consortium working collaboratively to develop a student assessment system aligned with a common core of academic content standards for the English Language arts/literacy and mathematics. This assessment is computer based and contains a variety of question types. There are multiple choice questions (some requiring one or multiple responses), constructed responses (a paragraph consisting of a topic sentence, three supporting details and a closing sentence), drag and drop activities and essay responses (multi-paragraph). Parents receive data from this assessment at the end of the summer or beginning of the fall. This is just one measure of student success. Teachers and administration receive data from this assessment to assist in planning intervention and extension activities based on this and multiple

measures of performance. The SBAC was not administered statewide during the 2020/2021 school year however it was during the 2021/2022 year. In addition to the SBAC, WSD administered our district benchmark the STAR assessment last year. WSD plans on administering the SBAC moving forward each year.

## **BIRTHDAY CELEBRATIONS**

Simple classroom birthday celebrations must be arranged in cooperation with your child's teacher and must be at the end of the day. When considering birthday celebrations, please collaborate with your child's teacher to ensure that all updated health and safety guidance is followed.

## **PHYSICAL EDUCATION**

The Physical Education program at Eastwood provides students with knowledge of future good health and physical activity for their use now and in the years to come. Two hundred minutes of physical education curriculum is delivered to our students within a two week period including seeing a credentialed PE teacher once a month for an hour.

Among our focuses during the year are motor skills, as well as individual and group games and activities stressing cardiovascular and muscular strength and endurance. Physical education helps a student's mental alertness, readiness to learn, relationship with others and self-esteem.

## **STUDENT COUNCIL**

Eastwood Student Council elections in the fall of each year. They meet monthly or as needed for planning events.

Fund-raisers and community service include organizing a collection or activity to help people in need, and sponsoring skating parties.

Elected officers and classroom representatives follow parliamentary procedure and must abide by the following standards:

1. Maintain a 3 average on Report Card
2. Complete and turn in assignments on time
3. Follow all school and classroom rules
4. Be a model citizen: showing respect for self and others and have exemplary attendance.

If standards are not followed, students may be removed from office.

## **HONORS AND AWARDS**

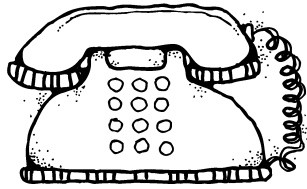
Academic achievement is an important goal of the school; therefore, outstanding work is recognized in all areas. Primary grades receive monthly Super Citizen and Academic Awards and upper grades receive trimester Super Citizen, Merit Roll, Principal's Award and Academic Excellence.

## **SCHOOL COUNSELING PROGRAM**

Students are referred for counseling for issues related to school attendance, behavior, health or academics. The school counselor is trained to work in the areas of anger management, social skills, coping skills, and change and loss issues. Parent permission is required for this service unless in the case of emergency. Most students are seen for eight to ten sessions, meeting individually or in groups, on a weekly basis. Activities may include playing games, art activities, books read aloud, and discussions. Confidentiality is an important component of this program. Families who desire outside counseling for home-related concerns can contact the school counselor for a list of resources in the area.

## **SCHOOL TELEPHONES**

School office telephone lines are reserved for official business. Students may ask their teachers to use the classroom phones. Telephone messages will be accepted in case of emergency only. Please bear in mind the difficulty of delivering messages to individual students, especially at the end of the school day. Parents should make all necessary arrangements before children leave for school so the interruption of class can be avoided.



## CELL PHONES

Although the possession of cell phones is strongly discouraged on campus, there are extenuating circumstances which necessitate students having them. In order for any student to have a cell phone at school the following rules must be observed:

1. Cell phones must be kept in backpacks at all times during the school day.
2. Cell phones must be completely turned off at all times throughout the school day.
3. Cell phones may not be used on campus at any time.

If any of these rules are not adhered to, the cell phone will be confiscated and held in the office in accordance with the following progression of consequences:

- First Offense: Student may pick up the cell phone after school.
- Second Offense: Parent must pick up the cell phone from school at his/her convenience.
- Third Offense: Cell phone will no longer be allowed to be brought to school.

**Please be aware that Eastwood School will not be liable for damage or loss to a child's cell phone.**

## ATTENDANCE

Regular attendance is vital to a student's success in school. A student who is frequently absent will miss instruction, which cannot be made up even though written work may be completed. The only excused absences are those resulting from illness, the need to quarantine, medical/dental appointments, or death in the immediate family.

WHEN A STUDENT IS ABSENT, PARENTS ARE REQUESTED TO CALL THE SCHOOL OFFICE

BY 9:00 A.M. ON THE DAY OF THE ABSENCE. THIS IS THE BEST TIME TO REQUEST HOMEWORK AFTER TWO CONSECUTIVE DAYS OF ABSENCE.

If the absence is not verified by telephone, the student is required to bring a note, signed by a parent or doctor, which includes the absence date(s), reason for the absence, name and grade. It is the parent's responsibility to clear a child's absence **within 3 days** or the absence will be considered unexcused. Please refer to the updated student symptom decision tree for more information on providing a doctor note for COVID related absences.

Students who need to leave school during the day must be signed out through the office by a parent or adult designated on the emergency card.

### **Release of Students during School Hours**

Students may not leave the school grounds unless they have written parental permission and are accompanied by an adult **designated on the child's emergency card.**

If it is necessary for a student to leave the school grounds for an appointment or other reason, a parent/guardian must sign the child out at the front office. We only call students from class when the parent has arrived in the office.

A medical or dental excuse from the doctor or dentist should be returned to school with the student. Without this medical/dental note, the student's absence cannot be considered a medically excused absence.

## TARDINESS

**Students are expected to be on time to school.**

Students who are continually late or leave school early miss valuable class instruction and create a disruption to the learning of others with a late entrance to class. Students must bring a note verifying illness or doctor's appointment to receive an excused tardy or absence from school in excess of thirty minutes. Oversleeping, waiting

for rides or friends, etc., are not considered valid reasons for excused tardies. If a student accumulates eight tardies in a quarter, the student and parent may be required to attend a parent conference. Habitual tardiness, 10 or more tardies per quarter, could result in a referral to the Student Study Team or Student Attendance and Review Team.

Tardies per Quarter:

- 4 Policy review letter sent home
- 8 Parent conference with Principal or counselor

Multiple unexcused absences violate state law and can be categorized as trancies. Truancy must be reported to the State Attendance Review Board.

## **TRUANCY**

According to the Education Code of the State of California, any pupil who is absent from school without a valid excuse, or in excess of 30 minutes on each of more than 3 days in one school year is truant. Excessive trancies will result in a referral to the School Attendance Review Board (SARB) and the District Attorney.

## **INJURIES AND ILLNESS**

If a student is injured or becomes ill while participating in any school activity, he/she must notify the teacher immediately. School districts do not provide health and/or accident insurance. For additional information please contact the community liaison or health aide in the office.

## **MEDICATION**

Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under supervision of school personnel. A MEDICATION FORM WHICH INCLUDES DOSAGE INSTRUCTIONS MUST BE COMPLETED BY THE PARENT AND THE PHYSICIAN BEFORE MEDICATION WILL BE ADMINISTERED. These forms are available from the school office. **Students are not allowed to**

## **carry prescriptive or any over the counter medication at school.**

## **EMERGENCY PLANS**

The school has a plan to ensure the safety of students during any kind of emergency. This plan is available in each classroom and from the school office. Safety drills are conducted monthly. Emergency equipment, supplies and communication equipment are kept on site. A letter goes home at the beginning of the year requesting emergency food and supplies from each parent.

Students are encouraged to learn about safety and emergency procedures and are required to cooperate during all emergency drills. Parents are encouraged to keep the emergency card information current for the health and safety of their children.

Students must remain quiet and follow directions by the teacher. In the case of an actual emergency, all students will be kept at school until they can be released to a parent or authorized adult when the school is cleared by authorities (police, fire).

## **SAFETY**

The safety and well-being of all students is a priority at Eastwood. The staff and administration strive to maintain a safe and secure school campus that focuses on the personal safety of each student. Threatening, intimidation of others and fighting are addressed by the school administration as very serious behaviors and are seen as ed. code offenses. We encourage parents to review safe and appropriate behaviors with their children.

## **BULLYING**

Bullying is defined as deliberately hurtful, repeated behavior against those who find it difficult to defend themselves. It involves a desire to hurt, a hurtful action, a power imbalance, repetition, an unjust use of power, evident

enjoyment by the aggressor, and a sense of being oppressed over time on the part of the victim.

Although bullying is frequently thought of as an activity consisting of such overt acts as physical intimidation or the more common verbal abuse or threats, a recently recognized form is relational aggression or cyber bullying. This is a form of bullying that often takes the form of organized shunning, whispering, spreading negative rumors, and mocking particular students.

Student disciplinary actions may include placing on a behavior contract, loss of privileges, or suspension.

## SEXUAL HARRASMENT

District Policy states that “sexual harassment of any student or employee by another person is prohibited.”

Sexual harassment includes, but is not limited to: (1) **Verbal:** Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes or epithets; (2) **Written:** suggestive or obscene letters, notes, or invitations; (3) **Physical:** Sexual assault, touching, impeding or blocking movement; (4) **Visual:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

Sexual harassment also includes: Continuing to express sexual interest after being informed that the interest is un-welcomed. Making reprisals, or threats of reprisal following a negative response to sexual advances, or following a sexual harassment complaint. The law prohibits any form of sexual harassment, which impairs the educational environment or a student's emotional well-being at school.

Students are directed to immediately report incidents of sexual harassment to an administrator or teacher. All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Student counseling and education, when appropriate.
2. Parent notification, when appropriate.
3. A report to the police or Child Protective Services as appropriate or required by law.

Student disciplinary actions may include suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.

## STANDARDS OF DRESS AND GROOMING

Parents are encouraged to ensure that their children are dressed appropriately for all on-campus and off-campus school activities.

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

All students are required to meet the following dress code standards.

- Shoes must be worn at all times. A substantial sole is required and enclosed toe and heel on footwear are highly encouraged. “Flip Flops,” bedroom slippers, soft-soled moccasins, and “cros” are not acceptable for safety reasons. Backless shoes are prohibited at all times.
- Overalls with straps hanging down are not allowed. Straps must be appropriately fastened.
- Brief garments such as jogging shorts, exercise tights, halter tops, spaghetti straps, plunging necklines (front or back), cut-up clothing, bathing suits, gym shorts (except physical education uniforms), and see-through, strapless, or backless garments are not acceptable.
- Garments, displaying suggestive words or words with double meanings of lewdness, obscenity, violence, or vulgarity, are not to be worn.

- Garments with slogans or pictures promoting the use of drugs, alcohol, or other illegal substances or activities such as graffiti will not be allowed. Garments deemed scary by classroom teacher or school administration are not allowed.
- Hoop style earrings, jewelry, or other articles, which may present a safety hazard, are not acceptable for school wear.
- Sunglasses are not permitted inside buildings or outside unless prescribed by a doctor.
- Hats are **not** permitted inside buildings; they may be worn outside during recess and lunch. **Baseball caps must be worn with brim in front (may not be worn backwards). Any logo or writing must adhere to the dress standards previously described. Unnatural hair color, bandannas and hairnets are not allowed.**
- Clothing, jewelry, make-up, or hairstyles that disrupt the instructional program are not allowed.
- The Westminster School District Dress Code prohibits wearing oversized clothing, including baggy pants and shirts for girls and boys. Pants must fit appropriately at the waist and crotch. Any dress considered “gang related” by the school administration will not be allowed.

Parents will be notified if their student violates the dress code. **Students will be required to change their clothing.**

## PERSONAL PROPERTY

The following items may not be brought to school at any time without the written permission of school administration.



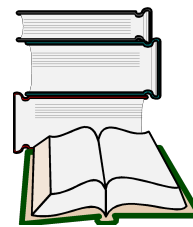
- Toys, fidget materials, games, cameras, electronic toys, computers, etc. Items brought to school without permission will be confiscated and returned to the parent.
- Jewelry, insignia, colors, paraphernalia (gloves, rags, bandannas), materials, clothing or attire which creates animosity or promotes violence between persons or groups.
- Matches, lighters, toy guns, wrist rockets, slingshots, “poppers”, or any other items that do not serve an educational purpose or may present a danger to others or a disruption of activities are not allowed.
- Illegal items and /or any items not appropriate to the school environment will be confiscated and **may not be returned.**
- All valuables and articles of clothing must be kept safely on the student’s person. Students are advised not to leave valuables unattended on campus. Any property found or left unattended will be turned over to the “Lost and Found.”

## LOST AND FOUND

Students are to assume responsibility for loss or damage to personal property. School personnel attempt to provide for the protection of property, but **the school is not responsible for the replacement of personal items.** Each student is encouraged to write his/her name on all personal belongings. Large sums of cash should never be brought to school. Students are encouraged to return items that are found to the “Lost and Found” or the office. The “Lost and Found” container is kept in the Multi-Purpose Room.

## TEXTBOOKS/TECHNOLOGY AND SCHOOL PROPERTY

All Eastwood students have access to various forms of technology. In grades TK-6, each student has a “Chromebook” checked out to them at the outset of the school year. This technology is to stay at





Eastwood at all times unless students are participating in a virtual instruction model. Students are responsible for damage or loss of school textbooks, library books, technology, and school property. Parents are liable for willful damage to school property. Insurance is available for purchase at the outset of the school year for Chrome Books.

## **LIBRARY**

The school library is a place to study, read and conduct research. It has a good selection of fiction and non-fiction books and periodicals. Students may check out books from the library. They are responsible for returning the books when they are due, and to pay for lost or damaged books if deemed necessary by the Library Media Assistant.

## **LUNCHES**

School lunches free for all students during the 2022/2023 school year. All students buying lunch or receiving free or reduced lunch are required to have a lunch ID number.

## **BICYCLES, SKATEBOARDS, AND ROLLER SKATES/ ROLLER BLADES**

Riding a bicycle to school is a privilege. Students must be in the **third grade or above** to ride bicycles to school without parent accompaniment or supervision. Students are required to follow all traffic laws and safety regulations traveling to and from school. An area is provided for parking of student bicycles. The school is not legally responsible for damage to or theft of any bicycle brought to school or left on campus overnight. Students who wish to ride bicycles to and from school **must wear a helmet**.

It is required that students who ride bicycles use a lock and chain. Riding new, expensive bicycles with many attachments should be carefully considered. **Skateboards, scooters, roller skates and roller blades are prohibited unless given administrator permission.** Parents may be required to pick up these items if brought to school.

## **CAMPUS CLEANLINESS**

The school is our shared environment. Our school's reputation in the neighborhood and with visitors is largely determined by our campus appearance. All students are expected to help keep the campus clean.

## **EASTWOOD'S CODE OF CONDUCT**

Education and safety are at the heart of everything that takes place at Eastwood. We endeavor to provide students with a framework or approach that places emphasis on rigorous academic skills and subject matter as well as promoting a personal sense of responsibility, respect and safety. This framework is provided through PBIS (Positive Behavior Intervention and Supports) which guides us in making school wide decisions based on the best evidence-based practices for improving academic and behavior outcomes for all students.

To provide a focus and to support the social and behavioral climate of our school, all staff members have agreed that

**Eastwood School is a community of scholars who are respectful, responsible, and safe. We are here to become lifelong learners and good citizens.**

To ensure students achieve at the expected level, our school wide behavioral expectations are clearly defined and deliberately taught to all students; these are reviewed on an as needed basis and are reinforced daily with expectations posted in all areas (computer lab, library, lunch area, etc.). Students demonstrating expected behaviors earn "Dolphin Dollars" that may be redeemed for a desired incentive.

## **BEHAVIOR AND EXPECTATIONS**

### **General Code of Conduct**

- Students shall follow the directions of adult supervisors in any situation.
- Students shall use appropriate language and behavior at all times.

- Students shall demonstrate respect for the rights and property of others.
- Students shall bring only necessary materials to school and class.

### Classroom Code of Conduct

Classroom rules are posted in each classroom, explained to and understood by all students, and communicated to all parents. In addition:

- Students are expected to arrive to class on time.
- Students are expected to come to class prepared for that day's assignments.
- Students may not leave the classroom without permission.
- Students are not allowed to remain in an unsupervised classroom.

### Lunch Area Code of Conduct

- Students shall dispose of lunch trash and garbage in an appropriate manner.
- Students may not engage in inappropriate behaviors such as throwing things, making loud noises, etc.
- Students shall stand in line in an orderly fashion.
- Students shall sit at assigned classroom tables. Students/classes will be rewarded when they demonstrate appropriate behavior.
- Students shall not leave the lunch area without being dismissed by a supervisor.
- Students shall talk quietly with their friends during lunch.
- All food should be eaten only in the lunch area.
- Students are not allowed to share food due to allergies and consideration for parents' nutritional preferences.

### Hallway Code of Conduct

- Students shall walk in the corridors and sidewalks around the buildings. Running is never permitted, as it may lead to injuries.
- Shouting and loud noises are not permitted since they disturb classes.
- Ball bouncing and playing in the corridors is not permitted.

### Playground Code of Conduct

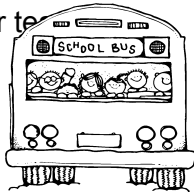
- Students may use the playground at designated times and shall not leave the playground without permission from a teacher or supervisor.
- Safety is of primary importance. Rough playing, chasing/pushing or fighting is not permitted.
- Water play is not allowed.
- All equipment must be returned to the proper place.
- Any problems that arise shall be directed to the duty teachers.
- Primary will use a freeze bell to stop play.
- When the bell rings, play is stopped and students line up in class lines. Students sit and wait for the teacher.
- On rainy days, recess will be held in the classroom and monitored by the classroom teacher or noon supervisor.

### Assembly Code of Conduct

- Students shall come to assemblies with their classes, escorted by their teacher.
- During all assemblies, students shall listen to the program quietly, respectfully and attentively. Talking or making noise is disrespectful and unacceptable. Our four simple rules are; seated on our bottoms, hands in our laps, eyes forward and mouths closed.

- When dismissed, students shall leave the assembly when directed by their teacher.

### School Bus Code of Conduct



- Students must stay seated at all times.
- Students must not engage in any activity that may distract the driver.
- Students must be respectful to bus drivers and follow their instructions. Discipline problems on the bus are taken seriously, as they are a matter of safety.

### **DANGEROUS OBJECTS**

Any student who has a firearm such as a pistol, gun, or rifle, or any look-alike firearm, and/or knife at school will be recommended for expulsion from the Westminster School District and arrested by the Westminster Police Department.

If there is reason to believe that a student possesses a dangerous object, that student will be searched.

### **SUSPENSION/EXPLUSION**

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of a school in which the pupil is enrolled determines that the pupil has:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2, of Div. 10 of the HSC, an alcoholic beverage, or an intoxicant of any kind.

- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the HSC, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession of student's own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the HSC.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Engaged in sexual harassment sufficiently severe or pervasive to have a negative impact upon the individual's academic performance, or to create an intimidating, hostile, or offensive educational environment. (This applies to students in fourth grade and above.)

The acts must relate to school activities or attendance, BUT MAY TAKE PLACE AT ANY TIME (SECTION 48900) INCLUDING BUT NOT LIMITED TO:

- While on school grounds
- While **going to or coming from** school

3. During the lunch period, whether on or off the campus
4. During or while going to or coming from a **school-sponsored activity**

### **ADMINISTRATIVE TRANSFERS**

Students who have accrued 10 days of suspension may be administratively transferred to another school in the Westminster School District. Following 5 additional days of suspension, the student will again be transferred. If a student accrues 20 days of suspension, he/she will be recommended for expulsion from the District.

### **DISCIPLINE PROGRAM**

#### **Discipline Is ...**

- Teaching students to make appropriate choices.
- Clearly defined school and classroom rules with consistent incentives and consequences.
- A focus on the development of positive relationships.
- Reinforcement of desired behaviors.
- Student self-management in a variety of environments.
- A team effort (student, parents, teachers, and principal)

#### **Our Philosophy . . .**

- All children have dignity and worth.
- Children can behave appropriately.
- Children can and should be respectful at all times.

#### **Our Program Includes . . .**

- Recognition of appropriate behaviors.
- Detailed classroom management rules for all children.
- Behavior agreements for students who repeatedly demonstrate inappropriate behavior.

#### **Prohibited Behaviors . . .**


- DEFIANCE OF AUTHORITY
- DELIBERATE DISRUPTIVE BEHAVIOR
- PROFANITY – verbal, written, or gestured.

- PHYSICAL CONTACT – hitting, fighting, play fighting, or “tackle” games.
- THREATENING, INTIMIDATING, OR HARRASMENT – verbal or physical threat or action against another person.
- VANDALISM – deliberate destruction, damage, or other misuse of property belonging to the school or another person.
- THEFT – stealing property which belongs to another person or the school.
- GAMBLING – wagering or betting valuable items or money on the outcome of any activity.
- DRUGS, ALCOHOL, OR TOBACCO – possession, use, or sale of any related item.
- WEAPONS – possession of any dangerous object, including knives, guns, and gun facsimiles.
- UNSAFE ACTIONS – actions which may injure oneself or another.
- WRONG AREA – being in or walking through an unassigned or off-limits area.

#### **Consequences Are . . .**

- Detention – recess, lunch recess, after school OR
- Loss of privilege OR
- Discipline referral sent home OR
- Behavior Contract OR
- Action by principal which may include parent conference, detention, intervention, and/or suspension AND ARE
- Determined by the severity of the act.

# Eastwood Dolphins School Wide Matrix

	Arrival and Dismissal 	Playground 	Restrooms 	Hallways 	Lunch Area 	Library 	Technology 	Assemblies 
<b>Respect</b> 	<ul style="list-style-type: none"> <li>-Follow adult instructions</li> <li>-Take care of school and property</li> <li>-Have all of your belongings with you</li> <li>-Be kind &amp; courteous</li> <li>-Know who is picking you up</li> </ul>	<ul style="list-style-type: none"> <li>-Show good sportsmanship</li> <li>-Include everyone in games</li> <li>-Use kind words</li> <li>-Self to self</li> <li>-Teach others who don't know how to play</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain privacy</li> <li>-Use quiet voices</li> <li>-Keep area clean</li> <li>-Flush the toilet</li> <li>-Put the trash in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>-Keep self to self</li> <li>-Face forward</li> <li>-Use the sidewalk</li> <li>-Respect the growing grass</li> <li>-Be polite</li> <li>-Let people pass you</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult instructions</li> <li>-Use appropriate manners</li> <li>-Raise your hand to be excused</li> <li>-Use quiet voices inside and outside</li> </ul>	<ul style="list-style-type: none"> <li>-Be kind to books</li> <li>-Quit line when waiting to check out</li> <li>-Say "Please and Thank You"</li> <li>-Quiet listener during story time</li> </ul>	<ul style="list-style-type: none"> <li>-Treat equipment gently</li> <li>-Follow all adult instructions</li> <li>-Print only with permission</li> <li>-Print only edited items ready for publishing</li> <li>-Use technology with permission only</li> </ul>	<ul style="list-style-type: none"> <li>-Be positive</li> <li>-Raise your hand quietly</li> <li>-Keep questions &amp; responses on topic</li> <li>-Applaud at appropriate times</li> <li>-Be an example to all attendees</li> </ul>
<b>Responsibility</b> 	<ul style="list-style-type: none"> <li>-Arrive on time and be ready for dismissal</li> <li>-Be prepared with your belongings</li> <li>-Enter or exit your vehicle on the sidewalk</li> <li>-Walk directly to designated area</li> <li>-In the morning, walk in a circle until bell rings</li> </ul>	<ul style="list-style-type: none"> <li>-Follow school/equipment rules</li> <li>-Follow adult instructions</li> <li>-Use restroom and get drinks before warning bell</li> <li>-Line up quietly</li> <li>-Return equipment to its room line</li> </ul>	<ul style="list-style-type: none"> <li>-Use before, recess time, or after school</li> <li>-Leave area clean</li> <li>-Use the restroom as quickly as possible</li> <li>-Get back to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>-Use a pass when needed</li> <li>-Carry all items correctly</li> <li>-Walk directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>-Sit and stay at your assigned table</li> <li>-Clean your area before you leave</li> <li>-Take only what you will eat</li> <li>-Give people next to you space to eat</li> </ul>	<ul style="list-style-type: none"> <li>-Leave area as you found it</li> <li>-Follow adult instructions</li> <li>-Use shelf markers correctly</li> <li>-Book spine facing out</li> <li>-Read quietly while waiting</li> <li>-Bring checked out books back</li> </ul>	<ul style="list-style-type: none"> <li>-Stay on appropriate and approved websites</li> <li>-Maintain school settings on all devices</li> <li>-Keep all food items away from technology</li> <li>-Focus on your own group work</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time</li> <li>-Follow adult instructions</li> <li>-Listen carefully and be attentive</li> <li>-Use restroom before assembly</li> <li>-Sit next to classmate that will set you up for success</li> </ul>
<b>Safety</b> 	<ul style="list-style-type: none"> <li>-Know who is picking you up</li> <li>-Walk and remain in your designated area</li> <li>-Wait for your vehicle to stop</li> <li>-Stay in the crosswalks and out of street</li> </ul>	<ul style="list-style-type: none"> <li>-Self to self</li> <li>-Stay within designated play areas</li> <li>-Hallways are off limits</li> <li>-Wait in line for your turn</li> </ul>	<ul style="list-style-type: none"> <li>-Keep feet on the ground</li> <li>-Wash hands with soap and water</li> <li>-Leave area dry and clean</li> <li>-Self to self</li> <li>-One person at a time</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your items against the wall</li> <li>-Use hooks on the walls for backpacks</li> <li>-Face forward when you walk</li> <li>-Stay away from "red zones"</li> <li>-Single file lines</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated until dismissal</li> <li>-Get your own food</li> <li>-Keep self to self when lining up</li> <li>-Alert adult if you see someone in need</li> </ul>	<ul style="list-style-type: none"> <li>-Use whisper voice</li> <li>-Enter and exit quietly</li> <li>-Walk between book stacks</li> </ul>	<ul style="list-style-type: none"> <li>-Stay on assigned topic/sites</li> <li>-Search appropriate websites</li> <li>-Walk when carrying technology with two hands</li> </ul>	<ul style="list-style-type: none"> <li>-Keep self to self</li> <li>-Enter and exit quietly</li> <li>-Sit criss cross</li> <li>-Leave space between you and the person next to you</li> </ul>