



August 3, 2020

Dear Parents:

Student success is everyone's responsibility. Students, parents, teachers and staff must work together to create an environment that is pleasant and orderly, where all children feel safe and secure, and where students take responsibility for their own behavior.

The Discipline Policy at East Heritage comes from the belief that every student at East Heritage should

- Be Respectful
- Be Responsible
- Be Safe

It is our goal to provide an environment which supports and encourages each child's academic, social and emotional success. Only in a safe and orderly school can children be successful learners and responsible citizens. This happens through the cooperation of students, parents, teachers and staff. On the following pages, you will find the school and district policies and rules for student safety during the day, including:

- Courtesy, respect, and citizenship
- Playground rules
- Cafeteria Policies
- Classroom Expectations

You will also find the responsibilities of each member of the East Heritage community in creating and maintaining a safe, positive and nurturing atmosphere. It is important for you to review the following pages with your child. After you have done so, both you and your child should sign the bottom portion of this letter and return it to your child's teacher. Keep the attached Discipline Policy for your records.

Please contact us if you have any questions or concerns. We look forward to working with you in establishing and maintaining a safe environment for your child. Only through fairness, trust, communication, and caring can we be sure that every student will learn.

Sincerely,

Kristen Ashton
Principal

Return this bottom portion to your child's teacher.

I have read and discussed the East Heritage Discipline Policy with my parents. I agree to keep my school safe and orderly.

I have read and discussed the Discipline Policy with my child. I will support this policy to keep East Heritage School safe and orderly.

Student Name (please print)

Parent Signature

Student Signature

Teacher Name and Room #



East Heritage Elementary School Rules and Discipline Policy 2020-2021

Learning takes place best in an environment that is safe, orderly and respectful of others. At East Heritage, we promote an atmosphere of friendship and cooperation between all members of the community including students, parents, and staff.

Staff is responsible for:

- Explaining and consistently enforcing classroom, playground, and district rules/expectations.
- Approaching students positively with a rationale for the consequences and/or citation.
- Investigating student concerns.

Parents are responsible for:

- Knowing, understanding, and supporting the school rules that students are expected to follow.
- Ensuring that your child attends school on time, every day, and all day.
- Supporting staff decisions and consequences.
- Reading and explaining to children the policies of the district and school regarding discipline, as well as sexual harassment, internet access/usage at school, etc.
- Ensuring compliance with the district dress code of appropriate and safe attire.
- Ensuring that students bring or are provided a nutritious lunch.

Students are responsible for:

- Arriving in class on time, prepared to learn.
- Completing all assigned tasks.
- Bringing to school only appropriate and approved belongings.
- Remaining within designated boundaries at all times.
- Bringing only nutritious snacks for break, and eating in the assigned area.
- Following all classroom, playground and lunch area rules/expectations.
- Protecting our environment and keeping it clean.
- Wearing appropriate and safe attire (See district dress code guidelines.)
- Respecting the rights, safety, and property of self and others.
- Treating others respectfully and with dignity. Students who are harassed or bullied by others in a sexual or threatening way shall report these incidents immediately to an adult on campus.
- If another student uses physical aggression against you, you must tell the nearest adult on campus. Retaliation is not acceptable.

Those students who adhere to behavior expectations have the opportunity to receive citizenship awards. These awards are given at the end of each month. Students earning the “**Citizenship Award**” will have received no citations or office referrals, and will have earned an “O” in their classroom citizenship for the month. In addition, one or two student(s) from each class will be chosen each month to receive the “**Explorer of the Month**” award for displaying the characteristics of a successful East Heritage Explorer. They will have given their best effort in both academics and citizenship. This award is based on the concept that East Heritage Explorers show they **CARE** when they.....

- Come to school prepared.
- Act responsibly.
- Respect others.
- Engage themselves in learning.

This Discipline Policy was developed with these guidelines in mind:

1. Student actions should not interfere with the legitimate activities of others.
2. Student actions should never endanger another person or his/her property.
3. Student safety, welfare, and education are of the uppermost importance and priority.

During the first few weeks of school, the following rules and expectations will be taught. Please review these with your child at home and make sure that she/he completely understands them. Your cooperation is greatly appreciated!

Safety Rules:

1. **School grounds open at 7:45 a.m.**
For their own safety, students may only be on campus when adult supervision is provided. For this reason, students may not be on campus before 7:45 A.M. All students who arrive on campus before 8:00 are encouraged to participate in our Morning Milers program. The "Morning Milers" program will take place from 7:45 until 8:10 Monday through Friday. Those students who escort kindergarten siblings to school may drop off their kindergarten sibling at the kindergarten gate between 7:55 a.m. and 8:05 a.m., then proceed to the shade structure, line up on the playground, or participate in our Morning Milers program.
2. **Only students in grades 3, 4, and 5 may ride their bicycles to school. Students may not use roller skates, roller blades, skateboards or scooters on campus or to go to and from school.**
Students must provide their own lock for locking their bike in the bike area. (The school and the Etiwanda School District will not assume any responsibility for any theft or damage.) Students may approach the bike lot from the ramp-like sidewalk on the south side of the school. Students may also approach the bike lot from the sidewalk leading to the north paseo. Bicycles must be walked at all times on all parts of the campus including the parking lot. Students should adhere to all Bicycle Safety Rules and Vehicle Code rules or they may lose the privilege of riding a bike to school. We remind you that it is the law that the students wear helmets when riding bikes.
3. **Behavior which may cause harm or injury to others is never tolerated and will be dealt with in a serious manner, which may include suspension from school.**
Such behavior includes fighting, throwing rocks, wood chips or other items, pushing, kicking, and other similar harmful behaviors. Laser light pointers are not allowed. Misuse of these can result in permanent eye damage. "Shock" pens, poppers, smoke bombs (items sold by ice cream vendors) are not allowed. They are considered explosives and/or dangerous objects and may result in suspension.
4. **Playground games which could cause the risk of injury are not allowed.**
Playground games, such as football, "play fighting" or wrestling moves, tag, etc. are not safe and are prohibited. Playground equipment must be cared for and used properly. Students are expected to follow school rules for all games. Teachers will review the use of playground equipment and all playground rules at the beginning of the year.
5. **Students must remain in assigned areas where proper supervision is provided.**
During recess and lunch, students may not leave the playground area. They may enter the quad area only if they have permission from the adult on duty. When students arrive on campus in the morning, they are to go directly to the shade structure/Morning Milers program until they are released to their classroom lines.
6. **Running or playing in the quad area, in the restrooms, or in any non-playground area is unsafe and is not allowed.**

7. **When the playground bell rings, students will:**
 1. **Freeze**, get off equipment, hold playground balls, freeze, and put a hand up.
 2. **Wait** for campus support staff on duty to blow the whistle.
 3. **Walk** to put equipment away and to their assigned line.
 4. **Stand** quietly and wait to be dismissed to class.

Courtesy, Respect, and Responsible Citizenship Rules:

1. **Every person at East Heritage is to be treated with respect.** This includes students, teachers, other staff members, parents, and visitors. Rude behavior or defiance of authority of any East Heritage employee will not be tolerated. Name calling, teasing, or rude comments to fellow students are disrespectful and will be addressed with discipline.
2. **Students will address all adults by their proper title . . . Miss, Mrs. or Mr.**
3. **Students will clean up after themselves and will not litter the East Heritage grounds.** Students are expected to take pride in their school by being responsible for cleaning up after themselves and putting all trash in proper containers. This includes in the classrooms, the restrooms, the cafeteria, and the playground areas.
4. **Profanity and obscene gestures are never allowed.** These actions may result in suspension from school or other disciplinary action.
5. **School rules regarding snacks must be followed.**
 - Students are encouraged to eat healthy snacks at recess and need to remain in the designated snack area.
 - Students are not to share snacks with others for health and food allergy reasons.
 - Glass containers, soda, and candy are not allowed at school.
6. **Articles of value that students find should be turned in to the "Lost and Found" in the office.**
7. **Restrooms are to be used for their intended purpose.** Students who misuse restrooms may be required to assist our custodian by cleaning up after themselves.
8. **Students may not bring electronic devices/games and all other toys (including fidget spinners and balls) from home.** These items of value only distract from the purpose of education. Students may not bring playground equipment from home. The school supplies playground equipment for all classes.
9. **Students may not use cell phones or any other personal smart device (watches, tablets) on campus.** These devices should be turned off and put away while the student is on campus. Cell phone / Smart device violations will result in disciplinary action as outlined in board policy.
10. **Students are to respect school property and the property of others.** Misuse or vandalism may result in the natural consequence of repairing or replacing the damaged property.
11. **Students are expected to follow all classroom rules set forth by their teacher.**

Cafeteria Rules:

During lunch and in the cafeteria, students should remember the following:

1. Be courteous and quiet in the lunch lines. This includes no pushing or cutting in line.

2. Sit at assigned tables, and remain seated throughout the lunch period, unless excused by adult in charge.
3. Use "dining room" manners, meaning that you should use an inside voice, use proper table manners, and eat appropriately.
4. Clean up your own trash from on top of and under the table at which you are seated.
5. Raise your hand and wait to be excused by the lunch proctor.
6. Throw away your own trash in barrels after being excused.
7. Leave glass bottles or glass containers at home. No glass is allowed on campus.
8. Bring drinks that are not carbonated. Juice and water are good choices.
9. Select healthy snacks and meals for your own lunch. Because of allergies and health rules, food should not be shared with other students. Do not accept food from other students.
10. Gum and candy should not be brought to school during lunch or at any other time.
11. WALK from the cafeteria to the playground area.

Playground Rules:

1. **Care properly for all equipment.** Colored balls and basketballs are to be used on the hard court only. Soccer balls and kick balls are to be used on the grass only. Do not kick playground balls. Students may not use multiple playground balls for one active game of kickball, dodgeball, etc.
2. **Softball, Baseball, and football** are not allowed at any time.
3. **Balls are not to be bounced against buildings, thrown on the roof of the shade structure, or thrown on the roof of the building.**
4. **Students should take care to keep all playground balls on the school grounds.** Students may not leave campus to retrieve a ball. Students are to report the lost ball to the proctor or teacher on duty. Balls will be retrieved by a supervising adult.
5. **Follow school established rules** for our Playground Exploration Station and for tetherball, hopscotch, four-square, four-corners, soccer, handball, etc. Teachers will teach and review these rules in class.
6. **When using bars, keep both hands on the bars at all times.**
 - ◆ Use chin up bars for chin ups or pull ups only. Do not sit on top of the bars, use them as a twirling bar, or as a "swing and jump" bar.
7. **Jump ropes are for jumping only.** Avoid playing games such as "helicopter", "waterfall", "tug-of-war", or tying on the rope onto others. Jump ropes may be used only on the hardcourt only.
8. **Use Hula Hoops properly.** Trapping people or tugging activities with the hula hoop are dangerous and not allowed. Hula Hoops should only be used on the hardcourt or the grass, not in the sand or woodchips.
9. **Climbing on or hanging from gates, fences, backstops, soccer goals, and volleyball nets and poles is not allowed.**
10. **Students should walk on the hardcourt unless they are part of an organized game.**
11. **Tag games are not allowed.**
12. **During primary recess and lunch, the first two tetherballs on the north end (toward mountains) are reserved for 1st graders in order to give them the opportunity to learn to play.**
13. **Remember that games are always open to everyone.** There will be no "locked-out" games.

Adults on duty will determine when a game is over crowded. Students are to consult a proctor whenever disputes arise.

14. **Spitting is never acceptable nor allowed on school grounds.**
- 15.. **Hanging upside down from the top of the dome, jumping off the dome and sitting at the top of the dome are not allowed.**

Discipline Consequences

The main objective of our Rules and Discipline policy is to teach students to manage their own behavior and learn to interact in a way that promotes a positive school climate. When a problem arises we begin a process of reviewing expectations, administering a consequence, and alerting parents if the problem continues or when administration deems it necessary to do so. We are committed to an intervention-based approach, attempting other means of correction prior to suspension from school.

If a student engages in negative behaviors that violate our three main expectations, they will be dealt with in a variety of ways depending on the severity of the misbehavior, its impact on others, and the number of times the misbehavior has occurred.

Disciplinary consequences will include, but are not limited to:

- Citation or behavior report, given by teacher, sometimes resulting in office referral.
- Teacher-determined consequences.
- Office referral.
- Phone call to parent.
- Detention during morning recess or lunch recess.
- After-school detention.
- In-house suspension (removal to another classroom).
- Suspension/expulsion.

Serious Offenses Which May Result in Suspension or Expulsion

According to California Education Code serious offenses committed at school or at a school activity which may result in suspension or expulsion include, but are not limited to, the following:

1. Causing, attempting to cause, or threatening to cause physical injury to another. (This includes, but is not limited to, hitting, kicking, punching, pinching, pushing down and twisting arms or legs.)
2. Causing, or attempting to cause damage to, stealing, or attempting to steal school or personal property
3. Possession or use of tobacco or alcohol
4. Possession of an imitation firearm
5. Committing an obscene act or engaging in habitual use of profanity or vulgarity
6. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
7. Knowingly receiving stolen school or private property
(See Ed. Code Section 48900, Grounds for Suspension/Expulsion)
8. Committing sexual harassment
(See Ed. Code Section 48900.2, Suspension/Expulsion- Sexual Harassment)
9. Cause or threaten to cause an act of hate violence
(See Ed. Code Section 48900.3, Suspension/Expulsion – Hate Violence)
10. Intentionally engaging in harassment, threats, or intimidation of others
(See Ed. Code Section 48900.4, Suspension/Expulsion – Prohibited Actions)
11. Making terroristic threats or statements, written or oral, which will result in death or great bodily injury to another with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carry it out

(See Ed. Code Section 48900.7, Suspension/Expulsion – Terroristic Threats)

The Principal or Superintendent shall recommend the expulsion of a pupil for any of the following acts committed at a school or at a school activity.

1. Causing serious physical injury to another
2. Unlawful possession of any controlled substance
3. Possession of any knife, explosive, firearm, or other dangerous object
4. Robbery or extortion

(See Ed. Code Section 48915, Suspension/Expulsion: Particular Circumstances)

- A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period.
 - (4) During, or while going to or coming from a school sponsored activity.

We believe that your support is a key component in ensuring that East Heritage Elementary School is a safe place where students are able to grow academically, socially, and emotionally. Supporting the school during a discipline matter is one of the most important elements in teaching your child to manage his/her own behavior. We greatly appreciate your support at home and want to work with you to assure your student's success.