

# **Edna Beaman Elementary School**



# **Student Handbook 2023-2024**

Dear Mustang Families,

Welcome to Bridgeport Elementary School! My name is Sarah Robledo and I am delighted to introduce myself as your new principal. As we embark on this new academic year, I want to take a moment to express my excitement and gratitude for the opportunity to serve as your principal.

First and foremost, I want to assure you that my primary focus is the well-being and success of your children. I am dedicated to creating a safe, inclusive, and nurturing environment where every student can thrive academically, emotionally, and socially. Together, with our committed team of educators and staff, we will work tirelessly to provide the best possible educational experience for your children.

I firmly believe that education is a collaborative effort between the school, parents, and the community. Your involvement and participation are crucial for the growth and development of our students. I encourage you to actively engage with us, attend parent-teacher meetings, and participate in school events. We value your input, ideas, and feedback as we strive to create a learning environment that caters to the unique needs and aspirations of each child.

I am genuinely excited about the upcoming school year. It presents us with endless possibilities and opportunities for our students to learn, grow, and excel. I am confident that with your support we can create a vibrant, dynamic, and inspiring educational journey for our children.

Should you have any questions, concerns, or suggestions, please do not hesitate to reach out to me or school staff. We are here to listen, support, and collaborate with you.

Once again, I am honored to be a part of this wonderful school community, and I am looking forward to getting to know each and every one of you. Together, Let's make this school year an unforgettable and successful one for our children!

Warm regards,

Sarah Robledo  
Principal  
Edna Beaman Elementary School

**This student/parent handbook is filled with detailed information about school operations, bus transportation, school organizations and programs, county support resources, student activities and opportunities, student recognition and award systems and the district-wide discipline policy. Please review this handbook with your child and keep it as a source of reference throughout the school year. If you have questions, or if we can be of assistance to you, please contact us at (760)933-2397.**

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## **MISSION STATEMENT**

Our mission at Eastern Sierra Unified is to ensure that each student receives an educational experience that will prepare them for their future. Students will reach their potential through rigorous and supportive academics, safe learning environments, individualized technology, and extra-curricular opportunities. We are dedicated to a shared partnership with our students, staff, families, and local communities.

## **SCHOOL PERSONNEL**

Sarah Robledo - Principal  
Carolyn Yount – Secretary/Cook  
TBD – Kindergarten, First & Second Grade Teacher  
Rob Valentine–Third, Fourth, & Fifth Grade Teacher  
Neely Winder – Special Day Class/Resource Program Specialist  
Terri Valentine – Aide  
TBD- Bus Driver/Maintenance/Custodian

## **SCHOOL OPERATIONS**

### **SCHOOL HOURS**

Class begins for grades TK-8 at 8:30 A.M. and ends at 3:00 P.M.

Minimum Day dismissal time for grades TK-5 is 12:45 P.M.

Students are expected to stay on the school grounds until dismissal time. If a child must leave during the day, he/she must be signed out at the office by the parent or guardian.

If a child is going home with another student, parent or baby-sitter, which is not the normal routine for the student, the parent or guardian **MUST** notify the school.

There is no playground supervision after school. Students may, however, return to use the school playground with their parent’s permission and the understanding that they do so at their own risk.

### **INDEPENDENT STUDY PLANS**

The Independent Study program can be used for K-12 students needing to be out of school for more than five school days but cannot exceed more than ten school days per school year. Please work with the school principal if Independent Study is necessary.

## **ABSENCES**

**Valid/Excused Absences** - Excused absences are those that the California Education Code considers legal. These include illness, serious illness or death in the immediate family, medical or dental appointments and verified religious observances.

**Invalid/Truant Absences** – Absences for any reason not listed above are unexcused absences. Three unexcused absences will automatically generate a letter from the principal, which may lead to a referral to Mono County’s Student Attendance Review Board (SARB).

**All absences are to be cleared through the office with verification (written or oral) by the parent/guardian, explaining the reasons for the absences.**

## **TARDIES**

Three (3) unexcused tardies result in a referral as per District Disciplinary Code.

## **LUNCH**

Lunch periods are as follows:

Grades TK-5	11:55-12:05 Lunch
	12:05-12:25 Recess

The school offers a daily, nutritious breakfast snack and lunch for all students at no cost.

We ask all families to fill out a Free and Reduced application, regardless of your income.

Students are expected to always use good manners and to clean up after themselves before being excused. Because of *safety hazards*, students **are not** to bring drinks or food in glass containers to school

## **BICYCLES/SKATEBOARDS**

Students should park their bikes in the bike rack in front of the cafeteria.

Students are not allowed to tamper with other students’ bikes.

Skateboards/Roller Blades are not to be used on school grounds during school hours.

Skateboards/Roller Blades can be stored in the classroom during school time.

## **COMPLAINTS CONCERNING SCHOOL PERSONNEL**

Complaints concerning school personnel, if possible, should be made initially by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved satisfactorily at this level, the complainant is requested to contact the school office and have a complaint form sent to him/her.

After putting the complaint in writing, the complainant should submit the complaint to the principal or employee’s supervisor. After review, if the complaint remains unresolved, the principal/supervisor shall refer the complaint with a report of the situation, to the superintendent. Every effort will be made to resolve the complaint at the earliest possible stage.

## **COMPUTER USE**

Computer technology is essential for students to learn and all students K-12 have access to computers. Before a student may use a computer, a Computer Use Contract must be signed yearly by the student and his/her parents. Please call the school secretary if you have not received the contract needed to be signed. Violation of the contract results in denial of computer use privileges for the student for an extended period. Costs of repairing and/or replacing equipment that has been deliberately damaged or tampered with shall be the responsibility of the student involved.

## **TELEPHONE USE**

Parents wishing to leave messages for their children may do so by contacting the secretary in the office. School staff will deliver necessary phone messages to students in the classrooms when school is in session. Any article to be delivered to children should be left in the office. The school office is the place where school business is carried out; students are requested not to use the office phone for personal reasons, unless it is an emergency and permission is received.

Student cell phone use is not allowed on campus during the school day (8:30 A.M. – 3:00 P.M.). Students must keep their cell phone turned off and in their backpacks during these hours. If a student is caught using a cell phone during these hours the phone will be confiscated; a parent must come by the office to claim it.

## **LOST AND FOUND**

Lost and found articles are collected in the “Lost and Found” barrel. These articles are displayed in the cafeteria periodically during the year for student review and claim. Parents and students are encouraged to inquire about lost items and sort through the collection. Unclaimed items will be donated to the local ministries at the middle and end of the school year.

## **PARENT-TEACHER CONFERENCES/REPORT CARDS**

Parent-teacher conferences are scheduled for all parents in the fall and spring to discuss student progress and areas of concern. Students are encouraged to participate in the conference. At any time during the school year, parents may request a conference by calling the school office or arranging one directly with the teacher.

The purpose of report cards is to show the student’s progress at the end of each quarter. Parents of students in grades K-5 will receive report cards the second and fourth quarters and portfolios will be shared with parents the first and third quarters at parent conferences.

## **SEXUAL HARASSMENT**

The ESUSD has in place a sexual harassment policy (BP4119 and BP5145). Sexual harassment is deliberate or repeated sexual attention that is unwelcomed, unwanted and not returned, examples of this include but are not limited to jokes, teasing, suggestive looks, gestures, touching, obscene or offensive materials, graffiti, remarks or letters.

Harassment is not limited to specific grade levels. Nor is it always between members of opposite sexes. As per California law, school officials are authorized to either suspend or expel students in grades 4-12 for sexual harassment of a classmate. Victims of sexual harassment should report it immediately to his/her teacher, principal or superintendent.

## **TOBACCO/ALCOHOL/DRUG FREE CAMPUS**

Every school in the Eastern Sierra Unified School District is a tobacco/alcohol/drug free campus. Use of such substances by students or adults is forbidden anywhere and anytime on the school campuses or in school vehicles.

## **TRANSPORTATION CONSENT**

Parents are required to sign a bus transportation consent form for all students who ride the bus to and from school and/or who participate in school sponsored trips.

Field trips and extra-curricular excursions are arranged during the school year to enrich the educational program. Parents will be notified whenever an excursion is planned. If at any time a parent does not wish his/her child to participate, he/she should notify the school so an alternate plan for the student can be arranged. The adult chaperone is responsible for the supervision of students and students' display of appropriate behaviors.

Students are to ride the bus to a school-sponsored activity and are expected to return to school on the bus, unless the teacher has received in writing notes from parents indicating they will be transporting their child home from the event. It is the responsibility of the parent to sign the child out with the teacher prior to leaving the activity.

## **VISITORS/PARENTS**

All visitors, including parents, **MUST** first sign in at the school office. Students are not allowed to bring visitors to school without prior approval of the teacher and principal. In general, visiting students will not be allowed to spend the day at school.

## **BACK-TO-SCHOOL NIGHT**

Back-to School Night is held each year in September. Classroom teachers will present the curriculum for the year, classroom goals and procedures, discipline expectations and grading policy. This is a night for parents to meet with their child's teacher and ask questions concerning the curriculum, homework, etc. Children, who accompany their parents, will be asked to either stay with their parents during the presentation or, if provided, participate in a supervised activity.

## **OPEN HOUSE**

Open House is held each spring. Parents, students and community members are invited to visit the school and view the students' work and classrooms. This is a time to recognize student/class progress, projects and achievements. The monthly newsletter will announce the date and time of this evening event.

## **BUS TRANSPORTATION**

The Governing Board of this school district provides bus transportation privileges for students meeting required criteria. They also have delegated the authority to deny transportation privileges to the school Principal or designee. Transportation will be denied for acts of misconduct at the bus stops, loading and unloading area, or while riding any school bus.

### **RULES OF SAFE CONDUCT: BUS COURTESY**

Riding the bus is a privilege that can be lost. Bus riders, must obey the following rules:

1. Behave properly at the bus stop (rock throwing, playing in the streets, destruction of private property, not lining up, etc. are absolutely prohibited).
2. Enter the bus and take your seats in an orderly manner.
3. Keep legs, feet, and objects from blocking aisles and face towards the front of the bus.
4. Remain in seats until time to leave the bus.
5. Refrain from tampering with the bus doors, windows, or emergency exits.
6. Leave the bus through authorized exits only.
7. Keep all parts of the body (arms, head and hands) inside the bus.
8. Refrain from drinking or eating on the bus.
9. Keep the bus and bus stop area clean.
10. Refrain from tampering with the radio or bus controls.
11. Only use your regularly designated bus stop. A change in a bus stop required pass from, the school attendance office.
12. Cross the street in front of the bus only when the red lights are flashing and escorted by the, bus driver.
13. Refrain from abusive body contact (slapping, hitting, poking, shoving, pulling hair etc.) while on the bus or when loading or unloading.
14. Refrain from using profane language or obscene gestures.
15. Remain quiet at all times.
16. Respect private and public property. Parents are subject to restitution payments for damage to private or public property.
17. Refrain from wearing athletic shoes quipped with Celts or spikes on the bus.
18. Give proper identification when requested by the driver.
19. Obey the driver at all times.
20. Refrain from riding any bus while on bus riding suspension.

### **The following items are not permitted on the school bus:**

1. No glass objects – bottles, jars, etc.
2. No balloons of any type.
3. No bats or balls of any type (balls may be transported if kept inside backpack).
4. No sharp instruments.
5. No skateboards or in-line skates (in-line skates may be transported in kept in backpack).
6. Musical reproducing devices without the use of headphones.
7. The use or possession of alcohol, tobacco, drugs, or weapons of any type is prohibited at all times.
8. Any other item that could pose a safety hazard while being transported on the school bus.

**(Note: The transportation of insects, or live animals, on the bus is expressly forbidden).**



## NOTICE OF UNSATISFACTORY CONDUCT

When infractions occur, the driver will submit a *Notice of Unsatisfactory Conduct*, including:

- Students Name
- Date of Occurrence
- Nature of misconduct
- Bus Route Number
- Drivers Signature

## STUDENT/PARENT NOTIFICATION

School bus drivers will issue a "*Notice of Unsatisfactory Conduct*" or a bus ticket to students who misbehave. The principal or designee will review the incident and issue disciplinary action as follows:

1. **First Letter:** is a warning to the student and parent.
2. **Second Letter-** Grades TK – 3<sup>rd</sup>: Three (3) day bus suspension.  
Grades 4 – 5 Two week bus suspension.
3. **Third Letter** – Grades TK – 3<sup>rd</sup>: Two week bus suspension.  
Grades 4 – 5: Two week bus suspension
4. **Fourth Letter**– Grades TK – 3<sup>rd</sup>: two week suspension. If incidents keep occurring it can lead to bus suspension for the rest of the remainder of the year.

All bus letters will be sent to the parents. The parents may contact the school office during regular school hours for information regarding the suspension. The Principal, the Director of Transportation or the parent may request a conference to include the Principal, driver and parent.

The following actions by students are considered sufficiently serious in nature as to endanger the lives of passengers aboard the bus. The Principal and the Director of Transportation will review the offense and may assign such additional penalty as is necessary in his or her judgment.

1. Lighting matches, cigarettes, smoking on the bus
2. Fighting on the bus or at the bus stop
3. Disrespect to the bus driver (verbal abuse, harassment) and/or deliberate refusal to obey the bus driver's instructions.
4. Endangering life or limb of other people
5. Any violations of California Education Code section 48900 (see annual student notification packet).

During bus suspension, students may **NOT** ride on any District bus, ***including any field or sports trips***. Transportation then becomes the responsibility of the parents.

## PLAYGROUND, CAFETERIA & RESTROOM RULES

### PLAYGROUND RULES

1. Yard supervisors are in full authority on the playground. They are out there for your safety. If you have a problem, you are to go to them. They will give your directions on how to solve your problem. **Do not come to the office or teacher unless given permission by the yard supervisor.**
2. Playground disagreements are to be handled by yard supervisor unless further attention is needed.
3. Students are not allowed in classrooms during recess without permission from the yard supervisor. An adult must be present for students to access a classroom during recess.
4. The yard supervisor is to be notified if an accident occurs on the playground. Do not attempt to move an injured fellow student.
5. Rules of good sportsmanship are to be practiced. Share equipment. Students are not to interfere with the activities of other students.
6. Students will not kick or throw anything at anyone. Leave snowballs, rocks, bark, sticks, and other dangerous objects alone.
7. Spitting of any substance, including water, is not allowed.
8. Students are to stay off icy areas.
9. Do not splash in puddles or mud.
10. Walk on sidewalks at all times. No running on sidewalks.
11. Students are to only SIT on the swings. Students are not allowed to jump out of the swings. Students must swing straight and not hold onto another swing while swinging.
12. Students are to sit forward going down the slide. Only one person is to go down the slide at a time.
13. For your safety, do not shake any of the playground structures.
14. One person at a time on the highest and middle tri-level bars. Two people may use the lower bar at once.
15. Only one student is permitted on the monkey (crossing bars) at a time. Students will stand clear of the step rails so the student crossing can get off of the rails safely. Chicking fighting is not permitted.
16. Sitting and climbing on top of the horizontal and monkey bars is not allowed.
17. The footballs, soccerballs and kickballs are the only ones to be kicked.
18. Foul language is not permitted.
19. Electronic devices (tablets, cell phones, games and all other devices not specified) are not permitted on the playground at any time.
20. Toys from home or classroom are not permitted on the playground.
21. Students must play in plain view of the yard supervisor at all times. Students are not allowed in the trees or behind buildings.
22. Rough body contact sports (ie tackle football, dog piling, crack the whip, wrestling and other sports not specified) are not permitted.
23. Pushing, shoving, tripping, hitting, tackling, kicking or any other aggressive contact toward others is not permitted.
24. Only two finger touch tag will be permitted.
25. Fighting is not appropriate school behavior. Students are expected to settle their differences peacefully.
26. Bullying of any kind is not permitted.
27. Students are not permitted to carry any dangerous objects to school (knives, shanks, hardballs and other dangerous objects not specified)
28. Do not climb on fences, backstops, basketball poles or nets, handwall or picnic tables.

29. Please eat at designated eating area only (picnic tables). Show Mustang Pride by throwing away any litter in the trash can.
30. Chewing gum is not permitted.
31. Water bottles are only permitted at the discretion of the yard supervisor and must be kept in the designated eating area. Water bottles are not permitted on the playground.
32. Students are permitted to use the water fountain located in the classroom building with permission from the yard supervisor to enter the building.
33. Students are to keep shoes on feet at all times. Shoes must be secured so they can not be kicked off or ran out of when on the playground.
34. Only two students will be permitted in the restroom at a time.
35. Bell ringers will be selected by the yard supervisor for each recess. A new student will be selected each recess until every student has had an opportunity to ring the bell and then selections will start over.
36. Students are to line up by their classroom door AFTER the bell rings.

\*Any infraction of the playground rules will result in time out on the wall, recess or lunch detention or suspension from school.

### **CAFETERIA RULES**

1. Students are to line up for lunch pickup without blocking the entry door with adequate space between each other.
2. Students are to keep their hands to themselves when standing in line for meal pick up. Hitting, pushing, shoving, kicking etc is not permitted.
3. Students will wait for the student in front of them to pick up their meal and leave the service counter before moving forward.
4. After getting a meal, students will go to their designated areas and remain seated until excused by a staff member.
5. Low conversation with immediate neighbors is acceptable. Loud noises will not be tolerated.
6. Pounding on tables and/or chanting is not permitted.
7. Throwing and playing with food is not permitted.
8. Students will treat all staff and other students with courtesy and respect.
9. Students are not permitted to share or trade food.
10. Students must raise their hand quietly to be excused by a staff member to leave their seat to empty their tray, line up, use the bathroom, go to the classroom etc.
11. Hats and sunglasses are not permitted in the lunch room without medical excuse or permission from staff.

\*Any infraction of the lunch room rules will result in time out on the wall, recess or lunch detention or suspension from school.

## **RESTROOM RULES**

1. Restrooms are to be used only for the purpose which they are intended, therefore:
  - a. Children are not to play, loiter, make loud noises or run in the restrooms.
  - b. PE equipment is not to be taken into the restrooms.
  - c. Children are responsible for keeping the restrooms clean and tidy.
    1. Toilet paper is to be flushed. Please check the stall before leaving to be sure the floor is clean of loose toilet paper.
    2. Always flush the toilet and make sure there is nothing in the bowl before leaving the stall.
    3. Paper towels are to be thrown in the trash can. If you drop a paper towel on the floor please pick it up and throw it away.
    4. Mirrors are not to be touched or kissed. Do not draw on or leave kiss marks on bathroom mirrors.
2. Practice good personal hygiene before leaving the stall and bathroom.
3. Leaving a stall locked and crawling out under the partition is not permitted.
4. Students are to wash their hands with soap and water and dry them with paper towels before leaving the bathroom.
5. Students are to report any problems or unsanitary conditions to a staff member immediately.

\*Any infraction of the bathroom rules will result in time out on the wall, recess or lunch detention or suspension from school.

## **SCHOOL ORGANIZATIONS & PROGRAMS**

### **SCHOOL SITE COUNCIL/SAFETY COMMITTEE**

The School Site Council is responsible for the effectiveness of the total school program, development of a yearly plan for improvement and oversight of the expenditure of state funds for school improvement and school safety. The council consists of an equal number of school staff and parents. The parent representatives are elected by the school's parent community and serve a two-year term. The council meets once a month during the school year. These are public meetings, and you are invited to attend.

### **PARENT TEACHER ORGANIZATION**

The PTO exists to support additional school activities and raise money for school projects and equipment. Each year the PTO sponsors many different fund-raising events in the community. You are invited to join the PTO and assist with its efforts. Meetings are held once a month. Notification reminders will be announced in the monthly newsletters. Officers are elected annually.

### **STUDENT STUDY TEAMS**

We are dedicated to helping your child be successful in school. If there are concerns about a child's progress academically or behaviorally, a Student Study Team (SST) conference will be scheduled, involving members of the staff, the parents, the student, and frequently other County resource personnel. The Student Study Team will develop strategies to assist the student in becoming more successful in school. Student Study Team conferences may be initiated by the classroom teacher or by the parent and are arranged at a convenient time for all participants.

## **RESOURCE PROGRAM**

The Resource Program enables a student to receive more individualized instruction/assistance either in the regular classroom or in a pullout setting in the resource room. Students may be referred to the resource program as an outcome of student study team meetings. Following parent permission, the student is given a battery of tests by the County psychologist to determine his/her strengths and weaknesses academically and/or behaviorally. The results of the tests are discussed at an Individual Education Plan (IEP) meeting with the classroom teacher(s), parents, resource teacher, principal, and the County psychologist. An education plan with goals and objectives is designed for the student by the entire team. After placement in the resource program, annual conference reviewing the student's progress will be held.

## **MONO COUNTY SUPPORT SERVICES**

The **Mono County Department of Mental Health** provides group counseling services at the school site, as funding allows. The counselor has a background in drug and alcohol prevention and works with groups of students on self-esteem issues, socialization issues, problem solving skills, and other specialized areas of concern.

## **DRESS CODE**

Students shall dress in a manner that is clean and does not detract from the educational environment. The faculty and principal will make decisions regarding appropriate dress. No visible under garments or exposed midriffs will be allowed. Information on clothing or jewelry shall not make any reference to alcohol, drugs, tobacco, sexual themes, or violence. Students wearing inappropriate clothing or jewelry to school or while attending extra-curricular school sponsored events will be asked to turn their shirts inside out, change or remove the item depending on the nature of the clothing or jewelry. Failure to comply with any of these requests or repeat offenses will result in further disciplinary action.

## **STUDENT ACTIVITIES & OPPORTUNITIES**

### **BEHAVIOR—ALL EXTRACURRICULAR ACTIVITIES**

2<sup>nd</sup> "A" Offense = 1 game suspension

1<sup>st</sup> suspension from school = a one week of ineligibility for each day of the suspension

2<sup>nd</sup> suspension from school = ineligibility from the rest of that season of sport or activity.

Required to be in school the day before, day of, and day after games in order to be eligible for following games.

## **STUDENT COUNCIL**

The Student Council organizes a variety of student activities throughout the school year.

Student Council members are elected annually in the fall. The five officers – President, Vice President, Secretary, Treasurer and Historian – must be enrolled in grades 4<sup>th</sup> or 5<sup>th</sup> during the election year. They are elected by secret ballot by the students from grades 2-5. Class representatives from each class, grades 2-5, will be elected by their classmates in the fall of each school year.

Student Council candidates and members must be good role models and representatives of EBES. In order to run for the council, a student must have all passing grades (no 1's or F's) and must have no worse than 1 "A" referral in a semester. Any "B" referrals or suspensions in the year will disqualify a candidate. Student Council members must remain in good standing throughout their tenure. Failing grades or more than 1 "A" referral in a trimester will cause that council member to lose their seat, with the runner-up candidate taking his/her place.

## **EXTENDED PE PROGRAMS**

During the winter/spring, our students are offered the opportunity to go Skiing/Snowboarding in Mammoth. The students receive instruction in basic ski/snowboard safety and are allowed free skiing/snowboarding time as well.

During the program, students are expected to adhere to school regulations on the bus, and the rules of Mammoth Mountain. Failure to do so will result in the loss of the privilege of participating in future ski/snowboarding trips.

All students must maintain satisfactory or better markings on each progress report. Students must have all assignments in (no zeros) and have no "1's" or "F's" in any subject or social skills area.

Students can have no more than 1 "A" referral. If any student has a second "A" referral it will result in no participation on one swim trip. A third "A" referral or a "B" referral will result in no participation in the swim program. A suspension will result in loss of swim privilege for the remainder of the season.

## **STUDENT RECOGNITION & AWARDS**

### **PRINCIPAL'S HONOR ROLL**

This award recognizes those students in grades K-4, who have met and exceeded the grade level benchmarks for the standards, by receiving 3's and 4's on their report cards in the various academic areas. Students in Grades 5-8 who receive 3.5-4.0 GPA are also recognized. These awards are given quarterly at the semester award's assembly.

### **HONOR ROLL**

This award recognizes those students in grades K-4, who have met the grade level benchmarks for the standards, by receiving all 3's on their report cards in the various academic areas. Students in grades 5-8 who receive 3.0 - 3.49 GPA will also be recognized. These awards are given quarterly at the semester award's assembly.

### **MUSTANG AWARD**

The Mustang award will be given to all K-5 students on a quarterly basis, who set and achieve their individual or class goal(s). Individual students and/or whole class will be asked to determine goals and means of assessment with teacher assist.

## **MONO COUNTY OFFICE OF EDUCATION GOLD CARD**

Every student receiving a Principal's Honor Roll award shall receive the gold card award from the Mono County Office of Education, which is valid for the following year. This card entitles the student and his/her family to discounts at designated businesses.

## **PERFECT ATTENDANCE AWARD**

On a quarterly basis, perfect attendance awards will be given to those students who are in actual attendance at school every day. Students on Independent Study during a quarter will not be eligible for this award. Students must be in the classroom a minimum of 180 minutes a day.

## **AMERICAN CITIZENSHIP AWARD**

At the end of each school year, one student from every grade will be selected by the respective teacher to receive the outstanding citizenship award. This award will be given to the student, who consistently demonstrated positive, cooperative and a respectful attitude in class and on the playground, daily preparedness of assignments and consistent, regular attendance.

## **PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE**

The criteria for the selection of the eighth grade Presidential Award(s) for Educational Excellence will be the following:

- (a.) a 3.5 grade point average
- (b.) achievement in the 85<sup>th</sup> percentile or higher in total math and total reading on the State's standardized achievement test.

## **DISCIPLINE POLICY**

### **Philosophy of Student Behavior**

Every student has the right to the best possible education. To ensure this goal Eastern Sierra Unified School District strives to maintain a positive educational atmosphere in its schools and school communities. We believe the most important events on the campus occur in the classrooms. In order to learn, students must be guaranteed classrooms where mutual respect is the underlying principle, and the rules for behavior are publicized, explained, and enforced. The school's rules are derived from the goals of respect for self, for others, and for property. In enforcing the rules of the school, the district and the state, the staff believes that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed for acceptable citizenship.

To ensure the success of students in a school environment, teachers, administrators, and parents, must work cooperatively. Teachers and administrators will be responsible for modeling and teaching students the behavioral standards desired in the classroom, and in the school. Parent support is essential to the school staffs' efforts to assure that students respect and follow the rules and regulations of the school. Students must be responsible for regular school attendance, since those with good attendance are most likely to be successful.

### **Student's Rights**

Students have rights, as do all citizens, under the Constitution, as well as State Law and District policy. Their rights include:

- 1) The right to an education in a safe, clean environment.
- 2) The right to full use of the classroom for receiving instruction and for learning.
- 3) The right to fair, consistent, and respectful treatment by staff members and other students.

Eastern Sierra Unified School District  
**STUDENT DISCIPLINE CODE**

**DISRUPTIVE BEHAVIOR A**

- Cheating Plagiarism and Copyright infringements
- Disrespect to other students
- Disruption of class
- Repeated failure to follow direction
- Verbal harassment/Bullying
- Cutting class (includes more than 10 minutes \*late)
- Excessive Tardiness - (3 unexcused)
- Disruptive behavior (lunch, assembly, etc.)
- Failure to follow classroom/school rules
- Unsafe acts

**SEQUENCE OF ACTIONS**

- ONE REFERRAL** Parent/teacher/student conference/contact.
- TWO REFERRALS** Parent/principal/ student conference.
- THREE REFERRALS** 1-day suspension or 2 days in-school suspension
- FOUR REFERRALS** 1 to 3-day suspension with parent/principal/conference.
- FIVE or MORE REFERRALS** 3 to 5-day suspension with parent/principal conference

\* Cheating is defined as any attempt by a student to present work of others as his or her own when it is not. A student who knowingly collaborates by providing work, or providing an opportunity for copying work, to another student so that student can present the work as their own is also considered cheating. It is the responsibility of all students and teachers of the school to try to prevent cheating. Students should take appropriate measures to try and keep their work from being copied, limit the temptation for cheating, when not specifically authorized by the teacher as part of the assignment. There is no defense for cheating, and there will thus be no initial leniency for cheaters, nor will “degrees” of cheating be recognized. Cheating is cheating regardless of the importance or weight of the assignment. Consequences will include loss of credit on the assignment or exam, referral to the principal, and parent notification and/or conference. Persistent infractions may result in suspension from school. Cheating will also result in suspension of extra-curricular activity privileges.

\* Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were original to the user. Additionally, students will respect the rights of copyright owners.

\* Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the users are unsure whether or not they can use a work, they should request permission from the copyright owner.

**DISRUPTIVE BEHAVIOR B**

- Behavior dangerous to students and staff
- Fighting
- Offensive acts or language
- Smoking or possession of tobacco
- Sexual Harassment
- Defiance of authority
- Habitual profanity
- Cutting Make-up Detention
- Disrespect to staff members

**SEQUENCE OF ACTIONS**

- ONE REFERRAL** Principal/teacher/pupil and parent conference; 1 to 3-day suspension.
- TWO REFERRALS** Principal/parent conference, 1 to 5-day suspension.
- THREE REFERRALS** 5-day suspension and referral to appropriate agency when applicable and principal/teacher/pupil/parent conference.
- FOUR REFERRALS** 5-day suspension and referral to appropriate agency when applicable. Recommendation for expulsion if other means of correction are exhausted or if there is danger to physical safety.



## **DISRUPTIVE BEHAVIOR C**

- Theft
- Sexual Assault (threat and/or action)
- Threats to staff members
- Attack, or threat of attack, on another student; professional medical services not required
- Possessed, offered arranged or negotiated to sell any drug, paraphernalia
- Vandalism (parent subject to paying cost of repair or replacement)

### **SEQUENCE OF ACTIONS**

- ONE REFERRAL** Principal/teacher/pupil/parent conference; and 3-5 day suspension, with referral to Law Enforcement or appropriate agency when applicable.
- TWO REFERRALS** 5-day suspension with referral to Law Enforcement or appropriate agency when applicable.
- THREE REFERRALS** 5-day suspension with referral to Law Enforcement agency or referral to appropriate agency when applicable. Recommendation for expulsion if other means of correction are exhausted or there is continuing danger to physical safety.

## **DISRUPTIVE BEHAVIOR D**

- Possession, selling, taking, administering or under the influence of any controlled substance, alcohol, or other dangerous objects or substances
- Possession, selling, using or furnishing weapons, firearms, explosives or dangerous objects.
- Robbery or extortion
- Arson
- Rape or Gross Sexual Misconduct
- Serious physical injury to another person requiring professional medical treatment.
- Attack or threat of attack on staff members

### **SEQUENCE OF ACTIONS**

- ONE REFERRAL** Principal/pupil/parent conference; and 5-day suspension; and Referral to Law Enforcement or referral to appropriate agency when applicable; recommendation for expulsion, unless principal reports why expulsion is not recommended.