

**Bonita Unified School District  
Fred Ekstrand Elementary School  
Schoolwide Discipline Plan and Parent Information Handbook  
2018-2019**

**Welcome**

This handbook is provided to acquaint you and your child with Ekstrand's services, schedules, policies and procedures. Please take time to read it, highlight the information that is applicable to you, and then place it in a safe, accessible location where it can be referenced throughout the school year.

If you have any questions after reading this information, please call the school office at (909)-971-8203 or e-mail a specific staff member (the person's first name initial\_last name@bonita.k12.ca.us). I am available at wang@bonita.k12.ca.us

Sincerely,  
*Ji Wang*  
Principal

**Ekstrand Staff 2018-2019**

GRADE	TEACHER NAME	VOICEMAIL
TK	Butkus, Heidi	1549
TK	Pang, Jeff	1299
TK	Rico, Allison	1700
K	Codoner, Janine	1270
K	Fortugno, Kendall	1557
K	Wyrick, Chelsea	1539
1	Phipps, Carol	1173
1	Bermudez, Kelsey	1108
1	Hutter, Elizabeth	1656
2	Johnson, Diona	1222
2	Rojas, Catherine	1167
2	Ford, Marissa	1596
3	Reynolds, Tracy	1588
3	Vasile, Carey	1525
3	Negrette, Roberta	1508
4	DiIloi, Diana	1456
4	Solis, Kelly	1728
5	McCance, Wendi	1729
5	Nichols, Heather	1607
SAI	Bay, Doreen	1216

Intervention	Humphrey, Marla	1512
Speech	Schmidt, Sandi	4367
Counselor	Marshall, Maggie	1706
Psychologist	Willmore, Melissa	4329
Principal's Secretary	Rodgers, Marcia	4311
Clerk	Lupton, Darla	4312
Health Clerk	Do, Lisa	4320
Music/Choir Teacher	Heidi, Brightbill	1241
Band Teacher	Leyva, Kelly	1357
Principal	Ji Wang	4310

**Ekstrand Elementary 2018-2019  
REGULAR BELL SCHEDULE**

First Bell	7:55 a.m.
School Begins	8:00 a.m.
Morning Recess (TK)	9:40 - 10:00
Morning Recess (K)	10:00 - 10:20
Morning Recess (1-5)	10:15 - 10:35
Lunch (Kindergarten)	11:20 - 12:00
Lunch (1st Grade)	11:30 - 12:10
Lunch (2nd Grade)	11:40 - 12:20
Lunch (3rd Grade)	11:50 - 12:30
Lunch (4th Grade)	12:00 - 12:40
Lunch (5th Grade)	12:10 - 12:50
Dismiss (K-3)	2:00 p.m.
Dismiss (4-5)	2:45 p.m.

Note: Dismiss (K) 8/20 - 9/14	11:20 a.m.
Dismiss (K) 9/17 - 3/22	1:05 p.m.
Dismiss (K) 3/25 - 6/6	2:00 p.m.

**COMPACT DAY BELL SCHEDULE (TUESDAYS)**

First Bell	7:55 a.m.
School Begins	8:00 a.m.
Morning Recess (TK)	9:40 - 10:00
Morning Recess (K)	10:00 - 10:20
Morning Recess (1-5)	10:15 - 10:35
Lunch (K)	11:20 - 12:00
Lunch (1st Grade)	11:30 - 12:10
Lunch (2nd Grade)	11:40 - 12:20
Lunch (3rd Grade)	11:50 - 12:30
Lunch (4th Grade)	12:00 - 12:40
Lunch (5th Grade)	12:10 - 12:50
Dismissal (K-5)	12:55 p.m.

## Ekstrand Calendar of Events 2018-2019

<p style="text-align: center; color: blue;"><b>August</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<ul style="list-style-type: none"> <li>16 TK/Kinder Back to School 6:00 PM @ MPR</li> <li>20 First Day of School</li> <li>21 Compact Day 12:55 PM</li> <li>23 PTA Meeting 5:30 PM @ MPR</li> <li>23 Back to School for 1<sup>st</sup>-5<sup>th</sup> @ 6-7:30 PM</li> <li>24 Minimum Day 12:20 PM</li> <li>27 College Kick-off Week</li> </ul>								
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## Ekstrand Schoolwide Behavior Plan

### Mission Statement

Ekstrand Elementary's mission is to provide a learning community that encourages, supports, and has high expectations for academic success. Our students work to not only strengthen their intellectual, social, emotional, and physical skills, but also to become lifelong learners.






### Schoolwide Behavior Expectations

#### **PBIS (Positive Behavior Interventions & Supports)**

The Ekstrand staff works as a unified team to enhance academic and social behavior outcomes for all students. Our schoolwide positive behavior expectations follow the school motto, "**I have Bobcat PRIDE.**"

I	Persevere
I am	Responsible
I have	Integrity
I have	Discipline
I have	Excellence

### Ekstrand's Schoolwide Behavioral Expectations

P.R.I.D.E.	Bathrooms	Playground	Eating Areas	Makerspace	Walkways	Assembly Area	Drop off/ Pick up
<b>Noise Level</b>	Quiet Zone	Outside Voice	Inside Voice	Inside Voice	Quiet Zone	Quiet Zone	Inside Voice
<b>Perseverance</b> 	-Use during breaks	- Take turns - Walk on blacktop and in the sandbox	-Clean up -Eat only your food - Use "please" and "thank you"	-Keep trying -Use problem solving strategies	-Walk directly to your next destination	-Be a listener -Be engaged	-Stay in designated areas -Be aware of surroundings -Follow street laws and use crosswalks
<b>Responsibility</b> 	-Wash your hands with soap -Clean up after yourself	- Pick up after yourself -Use equipment safely and return when finished -Be accountable for your actions	-Pick up after yourself - Raise your hand for permission to leave your seat	-Be respectful of materials - Use equipment safely and return when finished	-Always walk	-Keep hands and feet to yourself - Remain seated	- Wait patiently for your ride. - Walk immediately to your pick up area after school - Wait quietly
<b>Integrity</b> 	-Stay off the floors - Keep walls, stalls, and floors clean - Flush (toilet paper only)	-Show sportsmanship -Be honest and kind -Use appropriate language	-Use napkins and utensils appropriately	-Use kind words -Work cooperatively	- Face forward -Stay to the right - Be considerate of others	-Participate appropriately -Pay attention to the speaker	-Be polite
<b>Discipline</b> 	-Wait your turn -Respect privacy	-Keep hands and feet to yourself -Line up quickly and quietly -Stay in designated areas	-Stay seated until dismissed -Eat in designated areas only	-Listen to adults	-Be aware of other classes in session - Be respectful of other class lines - Keep hands and feet to yourself	-Raise your hand if you need assistance	-Keep hands and feet to yourself - Walk straight to daycare - At 7:55 am walk straight to class
<b>Excellence</b> 	-Return promptly to class	-Stop, drop, and freeze at the bell and wait for the whistle - Follow game rules	- Be courteous and kind	-Encourage the ideas of others	-Use pathways -Walk when moving through the halls -Keep hands to yourself	-Be respectful -Quietly enter and exit	-Have all materials and belongings when you arrive and leave

Our school's goal is to help children make appropriate decisions relating to their behaviors. After reviewing the listed schoolwide behavior expectations, students will practice them on a daily basis. The emphasis is on learning how to take charge of one's own decision-making process and using problem-solving skills to work through difficult interpersonal situations and conflicts. We want the children to be empowered as they take responsibility for their own behaviors, whether it be working and playing together in positive ways, taking active roles in their own learning (staying on task, completing assignments, etc.), or solving interpersonal conflicts without negative verbal or physical actions.

### **Positive Recognition**

Ekstrand students may receive...

- Bobcats Award
- Verbal praises
- Awards for citizenship, academic achievement (K-2), honor roll (3-5), or most improved
- Positive notes home from teachers
- Positive phone calls home by the principal and teachers
- Individual classroom incentives
- Accelerated Reader recognition

### **Awards Assemblies**

Students will be recognized at the awards assemblies. Parents are encouraged to attend these assemblies and to help make this a special day for the students being honored. Parents will be notified in advance when their children are going to be recognized. The following awards may be given:

#### **Academic Excellence(K-2)**

Teachers select students who have exhibited outstanding academic accomplishment in any area of the curriculum.

#### **Honor Roll (3-5)**

Grades 3rd-5th students will be recognized three times a year. Students must achieve all A's and B's in all the academic subject areas. Students must also not have any N's or U's in work or social habits.

#### **Citizenship**

Teachers select students who have demonstrated "Bobcat P.R.I.D.E." and displayed the qualities of good citizens by following rules, accepting responsibility, responding to peers with sensitivity, and showing kindness toward others.

#### **Most Improved**

Teachers select students who have shown growth in a behavioral or academic area.

### **Consequences**

You will be notified by the office staff, teacher(s), support staff, or campus aides about repeated offenses and serious infractions that have occurred on campus.

- Conference with teacher
- Time out (in the classroom, cafeteria, office, or playground)

- Loss of privileges and/or classroom consequences
- Contact parents
- Conference with principal
- Place students on individual behavioral contract
- In-school suspension
- Suspension/expulsion from school

### **Suspension & Expulsion**

The administration of Ekstrand Elementary School and the staff will enforce the California Education Code. All discipline is handled progressively, but children may be assigned differentiated consequences based on the severity of the incident. All of the sections of California Education code sections 48900 are enforced. Our goal is to ensure the safety of our students and staff at all times. 48900(a)(1) Children are not permitted to cause, try to cause, or threaten to cause harm to another person. This includes all students, staff, and all people. 48900 (b) Children may not bring knives or other dangerous objects to school. 48900 (c) (d), & (h) Children may not have, provide, or be under the influence of controlled substances, look-alikes, or nicotine. 48900 (f) Children may not cause or try to cause damage to school or private property. This includes vandalism and graffiti. 48900 (g) Children may not steal or try to steal school or private property. 48900 (i) Children may not use profanity or vulgarity in any form toward anyone, including all students and staff. 48900 (k) Children may not be defiant towards school staff, disrupt school activities, or disturb instruction.

## **Ekstrand Attendance**

### **Tardy/Attendance Policy**

State law requires students to attend school unless they are ill. Please, do not send your child to school with a persistent cough or fever. On the day of the illness, please call the school at (909) 971-8203 to report the absence. We are available to assist our students and their families and we encourage you to contact the office if you are in need of any support to ensure your child maintains a positive attendance record. However, California compulsory education laws require to monitor and report excessive absenteeism. When children approach ten or more absences and/or tardies within a school year (or 10% within the first 100 days of school), they will be monitored through the Student Attendance Review Team (SART) process. If attendance does not improve, students will be referred to the Student Attendance Review Board (SARB). SARB conducts legal hearings and has the authority to refer students and their parents to outside agencies. We encourage you to contact the school office to review your child's attendance record in order to avoid these monitoring processes. It has been proven that there is a direct correlation between attendance and academic achievement. It is our goal to have our healthy students present each day. If your child participates in an outside activity such as "Bring Your Child to Work Day," please be aware that this is considered an unexcused absence.

All students who have three or less marks on their attendance record (including absences, tardies, and early departures) are acknowledged with an Outstanding Attendance award at the end of the school year.

### **Visitor/Volunteer Sign In**

**All visitors and volunteers are required to check in at the school office upon entering the school campus/classroom.**

If you are volunteering on campus or in your child's classroom, a volunteer form and TB test must be completed/verified prior to your first visit. You will be required to show/scan your driver's license into our RAPTOR System and wear a visitor's badge that is visible to the staff. Please return your badge to the office upon check out. This allows us to know who is on campus, especially in case of an emergency.

### **Classroom Visitation**

Parents are welcome to visit the school. It is necessary to have visitation guidelines in order that visits do not interfere with the educational program. Please call the school or your child's teacher before your visit so you will know the scheduled activities for that day. All visitors must sign in at the school office upon arrival. Your visit should be limited to 20-30 minutes. If you need to talk to the teacher, please make an appointment to discuss any concerns.

### **Birthdays**

Birthday celebrations can be difficult in a classroom environment. Often they detract from the learning environment. Sugary treats do not follow the guidelines issued in our district's Wellness Policy. Students feel subtle peer pressure when other students' parents bring a treat. Deliveries or use of balloons, flowers, cupcakes etc. is prohibited. Recognition of a birthday is best done by having your child hand out a special decorated pencil or eraser. Fancy pencil sets are available in the school office (\$. 25 a piece). Please contact your child's teacher for grade level/classroom specific guidelines regarding any celebration. Additionally, please contact the teacher in regards to passing out any birthday party invitation. This can be a sensitive issue.

### **Homework**

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

(cf. [6011](#) - Academic Standards)

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits. At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians.

Although it is the student's responsibility to complete assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete his/her homework, the teacher shall notify



the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

(cf. [5020](#) - Parent Rights and Responsibilities)

(cf. [6020](#) - Parent Involvement)

### **Makeup Work**

Students who miss school work shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

### **Independent Study**

We have Independent Study contracts available and ask that you please request them in advance for unavoidable absences of five days or longer.

### **Lunch**

School Cafeteria Our school cafeteria can provide your child with breakfast, as well as lunch. Breakfast is served daily at 7:25 AM. All students are welcome. (Students not eating breakfast should arrive at school no sooner than 7:55 AM)

Monthly menus are sent home and are on the website. For your convenience, lunch tickets may be purchased through the school or cafeteria office. Breakfast \$2.25 Lunch \$3.00 Parents can pre-pay for as many lunches as they choose based on the prices above. There is no limit to the number prepurchased for the year. Also, parents may write one check for breakfast and lunch or may pay online for a transaction fee of \$1.75 at [www.myschoolbucks.com](http://www.myschoolbucks.com). The website can be accessed from the District website: <http://do.bonita.k12.ca.us>

### **Daycare**

Ekstrand School Age Care services our students in kindergarten thru 5th grade. We provide a supervised environment which is safe, healthy, positive and nurturing and compliments the educational program of the school. Children are encouraged to pursue their own interests, develop friendships and grow in confidence, be independent, respect themselves and others. We offer a quiet homework environment, Reading time and AR testing, arts/crafts, sports, music, computer center, Science and much, much more. School Age Care is open 6:30 AM to 6:00 PM. You are welcome to come in and see our program and for any information you can speak to Site Supervisor Jannette Kalar or call (909) 971-8363 Email: [J.Kalar@bonita.k12.ca.us](mailto:J.Kalar@bonita.k12.ca.us) Information on registration and fees please call Amy Jensen at (909) 971-8200 ext. 5362

### **PTA**

The Ekstrand PTA is a group of parents and staff dedicated to the enhancement of education and to the advancement of our school. We encourage every parent, staff member and the community to show their support and join PTA during our membership drive. Joining does not mean that you're committed to be a volunteer or that you must attend the meetings, it simply shows your support for PTA and everything we do for the school. Although we encourage your participation and attendance at our meetings, you choose your level of involvement.

### Arrival/Before School

Ekstrand students will...

- Report to the multipurpose room to wait for the 7:55 AM bell
- Arrive at school by 7:55 AM and walk to their classrooms

Students and parents should not be in the quad, the hallways, between buildings, or on the playgrounds before school.

### Dismissal Time

Ekstrand students will...

- Wait to be dismissed by their teachers
- Follow the exit route as determined by their teachers
- Walk from the classroom to the dismissal area
- Leave the school grounds promptly
- Absolutely not loiter or play on school grounds after dismissal
- Not disturb other classrooms
- Not wait for the upper grade dismissal of older siblings or friends
- Not wait for siblings or friends on compact days
- Not enter the bus lane except to enter/exit as a bus rider

Ekstrand parents will...

- Wait until the dismissal bell before coming on campus to pick up their child/children
- Leave the bus lane for buses only (NO CARS)
- Not wait/loiter outside of classroom doors or windows and will not disrupt or distract class activities
- Not allow their children to play in the quad area or on the playgrounds between 2:00 PM and 2:45 PM, while some classes are still in session and there is no supervision
- Not jeopardize their child's safety by calling to him/her from a car or sidewalk across the street from the school
- Pick up their child/children on time. Students who are not picked up on time (1) may be dropped from any after school activities, (2) may lose morning or afternoon recesses, and/or (3) will be picked up by San Dimas Sheriff.
- Drop their students off at designated places by 7:55 AM the time of the first bell
- Make sure their child/children have arrived by 7:55 AM to be inside the class by 8:00 AM
- Clear each absence within 3 days of the occurrence. **Any absence not cleared within 3 days will be marked as truant.**

### Street & Parking Lot Safety

Ekstrand students and parents will...

- Not park in the staff parking lot on Juanita Avenue
- Not use the staff parking lot on Juanita Avenue as a loading/unloading zone
- Leave the parking lots and bus lane clear
- Stay on the sidewalks at all times
- Cross at crosswalks at all times
- Enter and exit cars at the curb

Students will be dismissed in the following areas

- Juanita Avenue at kindergarten gate: grades TK
- Juanita Avenue: grades 3, 4 and 5 wait on the grassy area to be picked up
- Walnut Avenue: grades K, 1 and 2 wait behind the brick wall near rooms K4 to be picked up
- Please follow the city and Ekstrand traffic signs

\*NOTE: Neither the bus lane on Walnut Avenue nor the staff parking lot on Juanita Avenue are to be used as loading/unloading zones for students. When dropping off/picking up your student(s), continue to pull forward to allow for more cars. Please bring your car to a complete stop AT THE CURB in the loading/unloading zone.

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

Ekstrand students will...

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

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

### **Bikes, Scooters, and Skateboard Policy**

Students may use bikes, scooters, skateboards, hoverboards, roller skates, roller blades, or roller shoes as transportation to/from school. Once on campus, these items are not allowed on any school property, as per district and city codes. **Shoes with** removable wheels brought on campus will be confiscated from students and parents will have to come to the office to retrieve them. Students **MUST** wear safety helmets per state law when riding bikes. Students must walk their bikes on sidewalks and on campus.

### **Cell Phones/ Smart Watches/Electronic Gadgets**

Students carrying cell phones must keep them in their backpacks or with a teacher and turned OFF while at school. Cell phones may be used once students are off campus. Cell phones and smart watches may be brought to school at a parent's direction for safety reasons, but must be kept zipped up in the student's backpack at all times. Adults should not see such devices at any time, unless during an emergency where such use has been authorized. Smart Watches are not to be utilized during the school day for text messaging, phone calls, or internet use. If an item is confiscated, the student may pick it up at the end of the day. After a second confiscation, a parent must pick up the item. After a third violation, the item(s) will be secured in the office until June. Ekstrand Elementary will not be responsible or liable for any lost, stolen, or damaged electronic device brought on campus.

### **Dress Code**

Students need to be prepared for school which includes being dressed appropriately. Most of our students do an excellent job and look like professional students. Teachers have been asked to check students in the morning for appropriate school attire. Students who do not meet dress code standards will be asked to make changes. In some cases, students may need to have clothing brought from home or supplied by the school to finish the day. In order to look like a professional student, your children must come to school adhering to the following guidelines:

- Shorts must be no shorter than the mid-point of the thigh.
- Shorts must be worn under short skirts.

- Shoes must be flat and allow students to participate in sports activities. If sandals are worn, they must have heel straps. Students need tennis shoes for recess, lunch, and PE.
- Pants must stay on the waist and have a length that does not pose a safety hazard.
- Pants that are so low in the back when sitting that the top does not cover all exposed skin are NOT permitted
- Ripped or torn clothing is not allowed. (Distressed jeans, where skin is exposed, do not follow the school dress code).
- Only jewelry or accessories that do not pose a safety hazard may be worn.
- Faces and arms must be clean/free of make-up and writing
- Fingernails must be clean and trimmed so as not to pose a safety hazard.
- Hairstyles must be conducive to a productive, professional learning environment and do not pose a distraction.
- Hats may ONLY be worn on the playground. Students must wear hats with the bill facing forward in order to protect the face from the sun. Hats shall NOT be worn in the classroom.
- Clothing, hats, and jewelry shall be free from writing, pictures, and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate racial, ethnic or religious prejudice or any form of discrimination, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity. Symbols of death are also prohibited.
- See-through or fishnet fabrics, halter tops, tube tops, muscle shirts, tank tops, spaghetti straps, camisole tops, off-the-shoulder or low cut tops, and bare midriffs are prohibited.
- Clothing must have appropriate messages and art work for a school environment.
- Spaghetti straps or shoulder straps less than two inches wide, tops with only one shoulder, tops that do not completely cover the student's torso, or tops that do not cover all undergarments are prohibited.
- No tattoos are permitted.

### **Custody Alerts & Court Orders**

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

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

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

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

### **Important Policies Regarding Interruptions to Classrooms**

In order for your child to benefit from the classroom instructional time each day, we must adhere to the following rules. Please read them carefully, and note that they will be strictly enforced to help avoid interruptions to valuable class time.

- Please have your child at school on time every day. Children arriving late interrupt the start of class, causing lost instructional time
- Be sure your child has everything necessary for the day before leaving home such as backpacks, homework, lunches, band instruments, permission slips, snacks, jackets, etc. Students WILL NOT be allowed to call home for these items.
- To protect valuable teaching time, NO CALLS will be made to the classrooms regarding dropped-off items.
- Please instruct and remind your child to check in with the office during recess and lunch breaks to see if the missing items like backpacks, homework, lunches, and instruments have been dropped off. If your child does not check in with the office, he/she may not receive the item(s) in a timely manner.
- An e-mail will be sent to your child's teacher when an item has been dropped off (smaller items, like homework packets, will be delivered directly to teachers' mailboxes). Items dropped off after lunch may not reach your student until the following morning.
- Please do not go directly to the classrooms during school hours to drop off items. All visitors are required to check in at the office - NO EXCEPTIONS.
- If "Pick Up" arrangements change unexpectedly for your child, please call the office at least 15 minutes before the dismissal bell. Otherwise, the office may not have enough time to notify the teacher and your student of the changes. With such late notice, no messages are guaranteed delivery. Please try to make your arrangements and discuss them with your student before school so we do not have to interrupt the classrooms.
- If you need to speak to your child's teacher, you may leave a message with the office or e-mail the teacher, and the teacher will get back to you. Calls will NOT be put through to the classroom during instructional time. THANK YOU FOR YOUR COOPERATION AS WE WORK TO ENSURE THAT OUR STUDENTS RECEIVE A FULL AND ENRICHING DAY OF LEARNING!

Interpretation of the Student Handbook rules and guidelines are at the discretion of the principal.

**Fred Ekstrand Elementary School  
Discipline Plan Agreement  
2018-2019**

My parents and I have reviewed the Ekstrand Schoolwide Discipline Plan online at [ek.bonita.k12.ca.us](http://ek.bonita.k12.ca.us) We understand the schoolwide behavior expectations at school and agree to abide by the school's rules. We understand that adherence to these guidelines will help ensure a successful school year for all. We know that a copy of the plan is available upon request in the school's main office.

Student name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Parent's Signature*

On \_\_\_\_\_, Bonita Unified School District and Ekstrand School rules were reviewed with my student(s). Time for questions and discussion was provided to ensure that each student present had a clear understanding of behavior standards and consequences for misbehavior.

\_\_\_\_\_  
*Teacher's Signature*