

# YERMO SCHOOL

## STUDENT/PARENT HANDBOOK



38280 Gleason Street  
P.O. Box 847  
Yermo, CA 92398  
Phone: (760) 254-2931  
Fax: (760) 254-2932

Principal – Kate Henson

**School Office Hours:**  
Monday, Tuesday, Thursday, Friday: 7:45 a.m - 3:30 p.m.  
Wednesday: 7:45 a.m. - 1:30 p.m.

# Log-In Information



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Hello students and families!

On behalf of the entire staff at Yermo School, it is my pleasure to welcome you to the 2022-2023 school year! We are excited to begin another year of learning as we work together for the success of each student.

Yermo School takes pride in maintaining a positive learning environment and focuses on student safety. Yermo School shares the district's mission to prepare students to be confident, collaborative, and creative learners for success in a rapidly changing society.

This Student Handbook is filled with information, policies, and expectations. As students and parents/guardians follow the information found in this handbook, they will be prepared to assist in making Yermo School a safe and effective learning environment for all. Students in first through eighth grades are expected to have their Student Handbook with them in their AVID binders every school day. Students in TK and kindergarten will have a copy printed to be kept at home and will be expected to have their AVID folder with them daily.

For handbook clarification purposes, students in Transitional Kindergarten through 5<sup>th</sup> grade are elementary students, and students in 6<sup>th</sup> through 8<sup>th</sup> grade are middle school students. The administration reserves the right to make additions and deletions to this handbook as it deems necessary for the safety and/or welfare of all students and staff.

Yermo School has dedicated teachers and staff members that will ensure student learning and promote effective collaboration. We wish to have a successful partnership with you, the parents and guardians, as we work together to prepare all students for their futures. We ask that you get involved with your students' academic career here at Yermo. Become a cleared volunteer, join the PTO, and stay connected to your child's teacher on a regular basis. Attend conferences, parent nights, and other events so that you can be a part of your child's education and support our systems.

Be sure to keep your contact information up to date through your Infinite Campus Parent Portal. We will use email addresses and phone numbers from here to send out school-wide messages and important information frequently. Each teacher will also share with you their Bloomz classroom code. This communication app is another way we will communicate important information to you. It also makes direct communication with your child's teacher quick and simple!

I look forward to working with each of you as we strive to provide the best learning environment and experiences as possible for our students!

Sincerely,

Kate Henson  
Principal

## **BELL SCHEDULE**

Students are NOT to arrive on campus, including the parking lot and gate area, earlier than 8:05 A.M. unless requested by a teacher. Once on campus students are not allowed to leave before the end of school unless checked out by a parent/guardian or an emergency contact over the age of 18. Students are expected to be picked up promptly after dismissal. The school may notify law enforcement and release students to them if a parent/guardian is more than 20 minutes late picking their student(s) up. Students arriving after school begins must report to the office for a pass to prevent being marked absent. A parent or guardian should be with them to sign them in.

<b>MONDAY, TUESDAY, THURSDAY, &amp; FRIDAY</b>	
TK through 2nd Grade	Warning Bell .....8:25 a.m. School Begins.....8:30 a.m. Recess (TK-K).....9:10-9:25 a.m. Recess (1st, 2nd) .....9:25-9:40 a.m. Dismissal.....3:00 p.m.
3rd Grade-5th Grade	Warning Bell .....8:25 a.m. School Begins.....8:30 a.m. Recess (3rd) .....10:10-10:25 a.m. Recess (4th-5th)..... 9:40-9:55 a.m. Dismissal.....3:05 p.m.
6th through 8th Grade	Warning Bell ..... 8:25 a.m. School Begins.....8:30 a.m. Dismissal.....3:10 p.m.

<b>WEDNESDAY</b>	
TK through 2nd Grade	Warning Bell .....8:25 a.m. School Begins.....8:30 a.m. Recess (K).....9:10-9:25 a.m. Recess (1st).....9:25-9:40 a.m. Dismissal.....1:05 p.m.
3rd Grade-5th Grade	Warning Bell .....8:25 a.m. Recess (3rd) .....10:10-10:25 a.m. Recess (4th-5th)..... 9:40-9:55 a.m. School Begins.....8:30 a.m. Dismissal.....1:10 p.m.
6th through 8th Grade	Warning Bell ..... 8:25 a.m. School Begins.....8:30 a.m. Dismissal.....1:15 p.m.

<b>DAILY LUNCHES</b>	
TK through Kinder	11:05 a.m.-11:40 a.m.
1st through 2nd Grade	11:25 a.m.-12:00 p.m.
5th through 6th Grade	11:40 a.m.-12:15 p.m.
3rd through 4th Grade	11:55 a.m. - 12:30 p.m.
7th through 8th Grade	12:30 p.m. - 1:05 p.m.

## **PERSONAL PROPERTY**

**School Supplies and Backpacks:** Every Yermo School student will be provided with an organizational folder (TK-K) or binder (1<sup>st</sup>-8<sup>th</sup>). This is where homework assignments, parent/teacher communication, and other important information can be found. All students will also be checked out an electronic device once a parent/guardian has signed the district's user agreement. Textbooks will be provided to students for use while in the classroom. A copy for home may be checked out through the library. Please note that there are digital copies available for most curriculum and can be accessed through Clever. Students are expected to properly maintain these items.

It is recommended that all students have the following supplies for school:

- Backpack
- Paper, pens, and/or pencils
- Items from the suggested school supply list located on the school website

*Students are responsible for their own backpacks and personal belongings.*

**Non-School Items:** Items not related to schoolwork are to be kept at home. Any item brought to the school is done so at the owner's own risk. Yermo School is not responsible for any lost or damaged non-school items. Inappropriate items may be required to be picked up by a parent or guardian. The administration reserves the right to determine whether or not an item is in violation of this policy.

**Examples of items not allowed to be brought to school:** Any item made out of glass, toys, balls, stuffed animals, hot wheels, blankets, trading cards, speakers/radios, tablets, slime, valuable jewelry, permanent markers, TK-5: no lip gloss, chapstick, make-up, etc

**Examples of food not allowed to be brought to school:** Energy drinks, coffee, gum, sunflower seeds, soda, chili powder candy, peppers, etc.

Students are not to engage in selling, trading or bargaining for items at school, including food items. Violating this policy may result in disciplinary action. No student is allowed to sell anything on campus unless it is part of a school-approved fundraiser and sales during the school day are approved by school staff.

Games (dice, cards, etc.) related to or associated with gambling are in violation of the discipline policy. Violating this policy may result in disciplinary action.

Students are not allowed to exchange gifts (balloons, stuffed animals, flowers, etc.) with each other at any time during the school day. This should be done off school grounds during non-school hours. Parents are not allowed to bring gifts (flowers, balloons, etc.) to the school for students as they are a distraction to the learning environment. If they are brought in, they will remain in the office until dismissal and given to the student at that time.

**Cell Phones and Electronic Devices:** Cell phones and other electronic items (including smart watches) other than 1:1 school distributed devices shall be turned off and kept in a backpack at all times while on school campus or while participating in a school sponsored activity (including but not limited to sports, dances, after school activities, etc.). Cell phones and other electronic devices including 1:1 school distributed devices can only be used with the permission of a school employee. If a technology violation occurs, disciplinary action may be taken. If the violation continues, the student may be required to lock the device in the school safe and

it may be required to be picked up by a parent or guardian. Neither the school nor the district shall be responsible for lost, stolen, or damaged electronic devices. (BP 5131).

**Use of School Phone:** We understand that a student may need to contact home during the school day, though this should not become a habit nor should it disrupt class time. Students will NOT be allowed to use personal cell phones to call home or text during the school day. If needed, contact can be made using the school phone for practical reasons. Such reasons do NOT include asking to go to a friend's house after school. Students must obtain permission to use the school phone during school hours from school personnel during an appropriate time. Any student who is not feeling well at any time during the school day needs to see the health clerk who will call home if needed.

Parents may call the school office to leave a message with their student at any time for practical reasons. These messages will be delivered to students at the end of the day. Please do NOT call or text your child's cell phone during the school day and/or school activities as this goes against our cell phone policy.

**The school is not responsible for lost, damaged, or stolen items.**

## **RECORDS AND ATTENDANCE**

**Attendance:** California school law requires that a student attends school regularly and punctually starting at the age of six (6) years old. California law states the following reasons as excused absences (Section 48200):

- Personal illness (the school may require a doctor's note and may require a doctor's verification after 10 days of absence)
- Quarantine directed by a county or city health officer
- Medical, dental, optometric, or chiropractic appointments (doctor's note requires)
- Funeral services of a member of the student's immediate family (limited to (1) day in state, and three (3) days out of state.
- Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
- Personal court appearance (requires verification)
- For the purpose of attending the student's naturalization ceremony to become a US citizen.

**Absences:** It is important that the student's absence be verified for record-keeping/legal purposes. The parent/guardian should excuse his/her child's absence by calling the office on the day of the absence between the hours of 7:45 A.M. and 3:30 P.M. A message can be left with the records and attendance clerk if it is outside these hours. The phone number is 760-254-2931, option 2. An absence can also be excused with a note from a parent or legal guardian. Doctor's or dentist's appointments can only be excused if a written note from the doctor's or dentist's office is provided. Students need to bring the note and report to the office before the 8:25 bell on the day of his or her return. All notes must include the student's name, date(s) of absence, reason for the absence, and a guardian's signature (or doctor/dentist's signature if it's a medical excuse). A parent/guardian only has three days to clear an absence.

Students may not attend field trips or after school activities (i.e. games, dances, etc.) if they have been absent, arrived late, or left early on the day preceding and/or the day of the activity (regardless of reason). Students may not attend school day activities (i.e. assemblies) if they are absent for the day.

**Tardy Policy:** Students are expected to be on time to all classes – this is their responsibility. Habitual tardiness will become a truancy matter. Tardy/late students may not be admitted into a class without a tardy/late slip from the school office.

**Truancies/School Attendance Review Board (SARB):** Any student who is absent from school without a valid excuse three (3) days or tardy in excess of 30 minutes on each of three (3) days is truant (E.C. 48260). A notice will be sent to parents after 3 truancies; the District Attorney’s Office may be contacted after six (6). Any further truancies after that will result in additional letters from the school. Parents may also be required to sign a contract with the school. If a student violates that contract and continues to be truant, they may be referred to the SVUSD School Attendance Review Board (SARB) for appropriate action. Parents or guardians of students who are found to be truant are subject to criminal complaint and may be prosecuted. Please be sure you have contacted your child’s school office when your child is absent so they are not marked truant. (E.C. 48292)

**Leaving Campus During School Hours:** In accordance with Board Policy, Yermo School is a **CLOSED CAMPUS**. Students must stay on the school grounds from the time of arrival until dismissal. Students are not to congregate before or after school on streets near the campus. Any student who leaves campus without permission and without clearing through the office will be considered truant from school. There may be a parent/student and principal conference and possible disciplinary action and/or truancy citation issued. If a student needs to leave campus early for any reason (i.e. doctor or dentist appointment) a parent, guardian, or emergency contact over the age of 18 must come into the office to sign the student out. The person escorting the student from school must be listed as an emergency contact and must have valid identification. Upon return, students must check in at the attendance office before going to class.

Please note, the parent/guardian/emergency contact signing the student out must physically come into the office before the student will be called up to leave. This maximizes the time spent in the learning environment.

**Annual Updates:** Every student must have a completed, accurate annual update on file through our Student Information System, Infinite Campus. Parents/guardians must do this through their online parent portal (<https://silvervalleyca.infinitecampus.org/campus/portal/silvervalley.jsp>). Accounts can be created by calling the Yermo School office. Once you create an account for a student there is no need to create additional accounts for additional children as they are all housed under the same login.

Please notify the office immediately (in writing with a signature) of any change in home address, work address, email address, or telephone number(s). Updates can also be made online through Parent Portal. Please note that students will be released only to adults (over the age of 18) listed as an emergency contact. We cannot accept changes to information over the phone.

**Short Term Independent Study:** Parents/guardians of students who must be out of school for three or more consecutive days due to vacation or other business must request short-term independent study to allow the student to complete assignments and receive credit so as not to interrupt their academic program. Requests should be made through the front office at least 48 hours in advance. Requests made with less than a 48 hour notice will be granted at the teacher’s discretion. All assignments must be completed and returned within the designated time period for students to receive credit. Independent Study Contracts will be offered at the discretion of the principal. Incomplete short term independent study contracts may result in the student not being granted one in the future.



**Withdrawal or Transfer to Another School:** The office must be informed if a student will be changing schools. Please do so as far in advance as possible. An exit slip will be taken to each of the student's teachers, media tech, records and attendance clerk. When complete this indicates that all school property has been returned, any debts owed have been paid, and the student is clear to withdraw/transfer.

## **HEALTH SERVICES INFORMATION & POLICIES**

**Injury or Illness:** All injuries or illnesses should be reported to the teacher/staff or the office. Students coming to the office/health office during the school day must have a pass from a teacher/staff member.

If a student is required to be on crutches or is in a cast, brace, etc a doctor's note must be brought into the health clerk listing any necessary restrictions. The school may request a doctor's note to clear the student for activity if there is a health concern. Students will be required to provide a doctor's note listing no restrictions before being allowed to fully participate in activities including recess. If a student has a note restricting them from PE, this will also include restriction from recess and other physical activities (unless specified).

**Medications:** California State Education Code states: "Any pupil who is required to take medication prescribed for him/her by a physician during the school day, may be assisted by the school nurse or designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil in the matters set forth in the physician's statement." Any over-the-counter medications, such as aspirin or cough medicine, may not be administered by any school staff unless the two conditions above are met; however, parents may come to the school to administer such medication to their child.

All staff is **prohibited by law** from giving any medication unless the student's physician has given written instructions and the school has the proper forms on file. This includes aspirin, acetaminophen, allergy medicine, ibuprofen, cough drops, etc. **Students are not to carry any medications unless authorized through the health office with the proper forms on file.** Medications and written instructions are to be left in the health office.

**Chronic / Long-Term Illness:** Parents of students who are to be absent 10 or more consecutive days during the school year are to contact the school. The student's physician must make a request in writing for home teaching; this request is to be made as soon as the physician identifies the need for absences. If a student is absent due to illness for more than 10% of the school year, additional absences must be excused by a physician or the student may be referred to SARB. A short term independent study is recommended for students that are going to be absent for more than 3 consecutive days.

## **TRANSPORTATION**

**Routes:** Bus transportation is a privilege offered to students that live a predetermined distance away from school. Bus stops, along with pick up and drop off times, can be found on the district website. Unless informed otherwise by a parent/guardian, students that typically ride the bus to and from school will be placed on the bus at dismissal. When calling to change student pickup or busing arrangements, please call before

12:00 noon in order to allow enough time to get messages to students. Requests made after 12:00 noon may not be accommodated.

Students may only ride the bus to and from their residence of record. Students are not allowed to ride the bus to home athletic games at the high school unless they are an approved participant. Students are not allowed to ride the bus to friends houses unless approved by administration or the bus company as seats are limited.

**TK & Kinder Students:** Parents are required to be at the bus stop to pick up TK and kinder students unless other arrangements are made with the bus driver. Appropriate bus forms must be completed and on file.

**Bus Conduct:** Students are expected to conduct themselves in such a manner as to conform to the classroom and school expectations of behavior while on a school bus or other approved district vehicle. Instructions from the driver must be followed at all times. Misbehavior on the bus may result in a white slip. Continued misbehavior may result in loss of bus privileges as determined by the transportation provider. Students on a bus while on a field trip or traveling to an athletics activity are expected to follow all school rules and behavior expectations.

Questions and concerns regarding bus transportation can be directed to First Student Transportation at (760) 254-2916, option 2.

## **CHILD NUTRITION SERVICES**

**Breakfast/Lunch Program:** Breakfast is served in the cafeteria before school from 8:05 until 8:25 A.M. Lunch is served during designated times. Meal accommodations are available but must be requested using the proper form(s). Please inquire with school staff if a meal accommodation is required for your child. Students may bring breakfast and/or lunch from home to eat during their designated meal times.

**Community Eligibility Provision (CEP):** All families at Yermo School are eligible for free breakfast and lunch under the CEP program. **Each family must complete a Household Income Survey** as the information is used to assist the school in receiving funds for after school programs, technology, hardware, Internet, and intervention programs.

Questions and concerns regarding meal accommodations, menus, and fees can be directed to Child Nutrition Services at (760) 254-2916 ext. 1138.

## **ACADEMIC PROGRAMS AND INFORMATION**

**Curriculum:** All students receive California Common Core State Standards-based instruction using the District adopted curriculum in English/Language Arts, Math, Science, and Social Studies. In addition, students receive physical education and music every week. Middle school students are also assigned to additional classes based on academic needs.

**State Testing:** All students in grades three through eight will take the California Assessment of Student Performance and Progress (CAASPP). Fifth and eighth grade students will also take the California Assessment of Science Standards (CAST).

**Textbooks/Library Books:** All students will be provided with the required textbooks. These will be kept in the classroom. Sixth through eighth grade students may check out a textbook to take home and leave at home for

the entire school year. Each student is responsible for ALL books (including library books) issued to him/her throughout the year. Lost, stolen or damaged books should be reported to the media tech and a replacement will be issued. Students will be billed for damaged and/or lost books. Students who do not return checked out library books/school district materials or have unpaid balances may not be allowed to participate in end of school year activities or other extra curricular activities throughout the year. All balances must be paid in full prior to exiting/promoting from Yermo School.

**Williams Uniform Complaint Procedures and Notice to Parents/Guardians of Complaint Rights:**  
**Education Code 35186 requires that the following notice be posted in your child's classroom:**

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website at <http://www.cde.ca.gov/>

**Special Education:** In striving to meet the needs of all students, Yermo School has personnel available to help students in their areas of need through Special Education programs. For further information, please contact the school.

**Physical Education:** The physical education program allows each student the opportunity to participate in a variety of activities at a level of skill that produces a feeling of satisfaction and achievement.

**P.E. Excusals:** If, for any reason, a student cannot take part in full physical education activities, a note MUST be brought from a parent or guardian (which is honored for up to three consecutive days), or from a doctor (if more than three days) stating the reason that the student cannot participate. This note should be brought to the office in the morning before school. Excused students will attend the P.E. class and sit out. Alternative physical education assignments will be given for credit in lieu of physical participation. Please note that if a student is required to be excused from P.E. they will also be restricted from participating in recess and athletics. A doctor note clearing the student to participate in physical activity may be required to resume PE, recess, and athletic activities.

**Report Cards/Grading:** Parent-teacher conferences are scheduled on multiple occasions throughout the school year. Parents may call the school at 760-254-2931, use the voicemail system, email, use Bloomz, or send a note to the teachers to arrange for an appointment at any time. Parents are encouraged to schedule times to meet with teachers on a regular basis to discuss their student's progress. Parents can check their student's grades on assignments through their Parent Portal at any time.

**TK-5<sup>th</sup> Grades:** At the end of each trimester, students receive California Common Core State Standards-Based report cards. This report card reflects the progress students made towards meeting the grade-level standards.

**6<sup>th</sup> – 8<sup>th</sup> Grades:** Middle school students will receive progress reports (known as grade checks) frequently. A schedule will be located in the student's AVID binder. At the end of each quarter, students will receive a copy of their report card. Grades reflect the student's performance on classwork, quizzes/tests, and homework emphasizing the progress being made toward the California Common Core State Standards at the grade level. Each middle school teacher will distribute, in writing, their grading policies at the beginning of every school year.

**Students will be held responsible for seeking and completing all make-up assignments missed for any reason.**

**Homework:** Homework is an integral part of the school program. It is designed to supplement classwork and to give the student an opportunity to practice the skills he/she learned in class. Students will be assigned homework at their teacher's discretion.

Per district policy: *6<sup>th</sup> through 8<sup>th</sup> grade students should be expected to spend no more than four hours per week on homework. Elementary students should be expected to spend no more than 45 minutes per night on homework.*

**Make-up work for absences:** Students are entitled to make up classwork, assignments, or tests missed because of absences, including suspension. Students will have one school day for each day of absence to get make-up work turned in. It is the responsibility of the student to obtain, complete, and turn in the work on the day it is due.

By contacting the office at least 24 hours in advance, parents may request assignments if their child is going to be absent. While every effort will be made to compile work, teachers must be allowed a minimum of 24 hours to gather it. Work requested in advance is due the day the student returns to school. If it is not returned at this time, the student may not receive credit.

**Student Responsibility:** The staff at Yermo School believes that a zero policy will assist in making students responsible for assignment due dates and time management. Students will earn a zero on assigned work if the work is not turned in on time or within the individual classroom teacher's guidelines. Teachers will send their policy home to parents the first week of school. The classroom policy will be well explained in class. Teachers will notify parents when a student is in danger of failing. This notification may occur through a phone call, mailed letter, mid-term progress report, weekly progress notes, and/or other means of communication. Both students and parents/guardians can access the Infinite Campus portal at any time (once signed up) to check a student's progress.

## **DRESS CODE AND GROOMING**

The Governing Board 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. Student's clothing, shoes, and accessories must not present a health or safety hazard or a distraction which would interfere with the educational process. The principal, staff and parent/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that threatens to disrupt the school's activities. In addition to the district guidelines, the principal may establish school rules governing dress and grooming which are outlined below and will be enforced during the school day and at all school-sponsored activities (dances, sporting events, promotion, etc.):

**All students must be covered completely from mid thigh to top of chest in non-see through materials. Undergarments must be covered at all times. The front and back of a shirt or top of any kind must be connected over both shoulders with a strap that is at least one inch wide.**

**Miscellaneous Apparel:**

- Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive; which promote violence or weapons; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic, gender, sexuality, or religious prejudice.
- Earrings may not be larger than the size of a quarter (hoops, dangling, etc.). No pointed earring spikes will be permitted. Only ear piercings are allowed.
- Hats, caps and other head coverings, **excluding** “hoods” may be worn at any time as long as the student can be easily identified by staff. Hats must be worn the proper way (facing forward) and not altered in any way.
- Do-rags, bandanas, and headgear/face coverings that do not serve as weather protection or mandated by health guidelines are not allowed. Sweatbands may only be worn during sports activities. Sunglasses and hoods are allowed outside only.
- Clothes should be worn as intended at all times.
- No sharing or exchanging of clothing will be permitted during the school day.
- On field trips or water day when swimwear is necessary, no two-piece bathing suits will be allowed unless covered by a dark (non-white) t-shirt.
- Socks and closed-toe shoes are recommended for safety purposes, though not required. Appropriate footwear that covers the toes and heels completely must be worn on PE days.

**Grooming:**

- Grooming of self and/or others or applying make-up is not permitted on school grounds at any time.
- No make-up or fake nails are allowed for students in TK through 5<sup>th</sup> grade.
- No ink writing (pen, marker, etc.) will be allowed on the skin.
- No scented grooming (including body spray and aerosol deodorant) products will be allowed to be applied on school grounds.

**ALL DRESS CODE GUIDELINES APPLY TO ALL SCHOOL EVENTS BOTH ON AND OFF CAMPUS.**

**Procedures for dress code violation:** If a student is found in violation of the dress code, they will be given the opportunity to change or adjust their clothing. Parents may also be contacted and asked to bring appropriate clothing for their student. Students may not be able to participate in an event (i.e. promotion, dances, etc.) if dress code guidelines are not met on the day/time of the event. Improper shoes and/or clothing that prevent students from participating fully in the activities on P.E. days may result in the student earning a zero for the day.

## **MULTI-TIERED SYSTEMS OF SUPPORTS**

### **-PREVENTION AND INTERVENTION FOR STUDENT BEHAVIORS-**

**Behavioral Statement of Purpose:** The purpose of implementing Multi-Tiered Systems of Supports (MTSS) at Yermo School is to create a positive learning community with unified expectations and goals; and to provide individualized supports to empower all students to reach their academic, social, and emotional potential.

The staff at Yermo School practices the core principles of Love and Logic:

- Mutual dignity and respect
- Sincere empathy
- Shared thinking
- Shared control within limits
- Healthy relationships

**Positive Behavioral Interventions and Support:** Yermo School staff will teach students expected behaviors, procedures, and routines at the start of every year and reteach them as needed. Staff will focus on fostering positive social and emotional growth in a variety of ways. Teachers will use the Second Step curriculum during daily scheduled homeroom class periods. In grades TK-5th, the program teaches skills for learning, empathy, emotion management, and problem solving. At the middle school level, lessons focus on mindsets and goals, recognizing bullying and harassment, thoughts, emotions and decisions, and managing relationships and social conflict. Each month, the school will focus on a particular character trait and students will have opportunities to participate in activities designed to provide character education.

Students will be recognized for their positive/appropriate behavior in a variety of ways:

- **Verbal Praise**
- **Golden Eagle Ticket:** Each month, every teacher will be given three of these tickets to distribute to students that are caught exceeding expectations. The principal will call home with the student to share the good news.
- **Student of the Week:** Each week, classroom teachers will nominate a student of the week. These students will be celebrated during morning announcements and will choose something from a treasure chest.
- **Character Cash:** Students will explore a different character trait each month. When a student appropriately demonstrates the trait, they may earn character cash. Students can spend these at the Eagle Mart (TK-5) or Eagle Cart (6-8).

When students struggle to demonstrate appropriate behavior, staff will document it using a Behavior Intervention Report (BIR). Any time a behavior is documented, parents will be notified by the teacher or principal. Consequences for minor behaviors will be logical and focus on reteaching and reflection. Consequences for major behaviors will vary based on the severity of the offense as well as if it is a repeated violation. Consequences include, but are not limited to: loss of privilege(s), lunch detention(s), after school detention(s), referral to a tier two support, referral to a law enforcement officer, referral to the School Attendance Review Team (SART), or a school suspension of 1-5 days depending upon the severity of the offense. Once a student has three (3) BIRs, the student will be referred to the Student Success Team (SST). Earning BIRs may also affect eligibility for school activities as outlined on pages 17-19.

Behavioral infractions and their definitions are as follows:

<b>MINOR BEHAVIOR -Teacher Managed</b>	<b>MAJOR BEHAVIORS- Office Managed</b>
<b>Disruption:</b> Disturbance or problem that substantially or repeatedly interferes with the learning process of all students.	<b>Abusive Language:</b> High intensity swearing or name calling towards another person.
<b>Physical Contact:</b> Non-malicious but inappropriate physical contact that continues after correction.	<b>Bullying/Harassment:</b> Mean or hurtful behavior (including by electronic means) that is repeated over time and is unfair and one-sided that is intended to cause harm or distress on the target
<b>Tech Violation:</b> Using school issued devices, internet, and/or programs for any unauthorized purpose.	<b>Defiance:</b> Openly and boldly challenging and resisting authority that is confrontational in nature.
<b>Cell Phone/Personal Device Violation:</b> Not following school cell phone/personal device policy	<b>Physical Aggression:</b> Intentional attempt to physically injure another, or a menacing or threatening act or statement that causes the other person to believe they are about to be attacked.
	<b>Property Damage/Vandalism/Theft:</b> Deliberate destruction of, damage to, or taking of school or personal property of others.
	<b>Sexual Harassment:</b> Using words, sounds, actions, or pictures of a sexual nature

Students that commit a violation listed in Ed Code 48900 may be suspended for up to 5 school days per offense and/or recommended for expulsion. The decision to suspend out-of-school or recommend expulsion is decided by only the principal or designee and is done so following the appropriate Ed. Codes as listed below:

**California Education Code 48900: (Grades K-12)**

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force of violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had 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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or an intoxicant of any kind.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit sexual assault, or committed sexual battery as defined in the penal code.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in Section 32261.
- (t) A pupil who aids or abets, as defined in Section 31 of Penal Code, the infliction or attempted infliction of physical injury to another person.
- (E.C. 48900.2) Sexual Harassment (grades 4-12).
- (E.C. 48900.3) Hate violence (grades 4-12).
- (E.C. 48900.4) Intentionally engaged in harassment, threats or intimidation, directed against school personnel, a pupil or group of pupils (grades 4-12).
- (E.C. 48900.7a) Made terroristic threats against school officials or school property, or both (grades 4-12).

A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

**California Education Code 48915a**

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than once avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

**Education Code 48915c**

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

**IF A STUDENT REALIZES THAT HE/SHE HAS MISTAKENLY BROUGHT A DANGEROUS OBJECT TO SCHOOL, THE STUDENT SHOULD IMMEDIATELY CONTACT A TEACHER OR ADMINISTRATOR.**



**Due Process Rights:** Teachers may suspend a student from class (Out of Class Suspension) for two consecutive days: the day of an infraction, and the day following. Administrators can suspend a student from school for up to five consecutive school days. Before suspending a student from class or school, an informal conference must be held between the student and teacher, or the student and administrator. The student must be told the reason for suspension and of any evidence that supports that decision. The student must be given an opportunity to present his or her side and any evidence in self-defense. Parents must be notified of the suspension within 24 hours. A parent conference must be scheduled as soon as possible, but no later than five days. Parents may waive their right to a personal conference and confer by telephone if they desire.

**Duty concerning the conduct of pupils:** Every teacher in the public school shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice-principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000 of this code. (E.C. 44807)

**Expulsion Procedures:** Written notice of an expulsion hearing shall be forwarded to the pupil at least ten calendar days prior to the hearing. The parent and student have the right to be represented by legal counsel or non-attorney advisor. The superintendent or designee shall forward written results of the hearing to the parent/guardian. Parent must notify any new district of enrollment of the pupil's status in the expulsion process. The notice to expel shall include a notice of the educational alternative placement to be provided to the pupil during the time of expulsion. (E.C. 48918)

**Sexual Harassment:** This applies in all cases where the person accused of sexual harassment is a student in the District. The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of students, whether verbal, physical, or environmental, by anyone in or from the district. Any student who engages in sexual harassment of anyone in or from the district may be subject to discipline, up to and including expulsion.

Yermo School is a CLEAN SWEEP CAMPUS.

## **EXTRACURRICULAR ACTIVITIES**

Yermo School provides its students with a variety of extracurricular activities to help prepare them to be productive and responsible young men and women. These activities may include, but are not limited to: Associated Student Body (ASB), athletics, and TK-8 clubs.

Students participating in after-school activities (including but not limited to clubs, athletics, dances, family nights) must have been present for the full school day on the day of the event as well as the school day before the event. During family nights and most after-school events (i.e. movie nights, game night, AVID night, band performances, athletic games, etc.) all students must be accompanied by a parent or guardian at all times.

**After School Clubs and Tutoring:** Club and tutoring information will be sent home throughout the year regarding the availability of such programs. Parent/guardians will be required to sign a permission slip in order for their student(s) to participate. School expectations must be followed at all times and regular attendance is required to keep a spot in the program. If a student struggles with behavior issues or misses more than two (2) after-school sessions, they may be asked to leave the program. Please note that students will not be able to change programs in the middle of a session. If they are removed from a program due to attendance or behavior, participation in future activities may be restricted.

**Middle School Athletics:** Yermo School participates in the High Desert Athletic League (HDAL). Per league rules, middle school students must meet the following eligibility requirements to participate on an athletic team:

- All student/athletes must meet the eligibility requirements of a 2.0 GPA and no more than 1 F as a minimum for interscholastic participation. They may have a cumulative grade under 2.0 as long as their last report card showed a 2.0 GPA or higher and no more than 1 F. However, a school may adhere to stricter standards.
- The academic year is defined as the days between June 15 thru June 14. No student, whose 15th birthday is attained prior to the academic year, June 15, will be eligible for any sports in the HDAL.
- All transfer students will have immediate eligibility upon receipt of their transcripts verifying their GPA in accordance with By-law XII #1.11
- Students who have been retained will be considered eligible provided they meet the other eligibility criterion.
- Student athletes may compete in only one level (JV or Varsity) of competition per day. No 8th grade athlete may compete on a JV team.
- A designated small school may elect to field up to one (1) eligible eighth grade athlete to fill a JV volleyball or basketball roster. If the school chooses this option, the JV roster may not exceed 8 players. No eligible 6th/7th grade athlete may be rejected from the JV team to accommodate this option.
- Any 7th grade athlete placed on a JV team who is promoted to the 8th grade during his/her season shall remain eligible to play on the team for which he/she was originally drafted.
- All student athletes must have a current sports physical on file with their school to participate in HDAL events. They expire one year from the date of the examination.

Additional Yermo School eligibility requirements apply:

- All student athletes must have a current athletic packet on file.
- A student athlete may have no suspensions during the semester that their sport begins. A suspension during the season will result in immediate dismissal from the team.

- A student athlete must be in attendance the day of a game/meet and the day before a game/meet to be eligible for participation. Students not meeting this criterion will not be allowed to travel with the team on game day.

**Students can be removed from athletic teams at any time for violation of the above requirements as to be determined by the Principal and/or Athletic Director. The school has additional criteria that must be adhered to in order for participation in the athletic program which is outlined in the athletic packet.**

**Spectator Attendance at Home Games:** Students that are not in attendance for the full day of school are not allowed to attend athletic games on the day of the absence as spectators. Only qualified athletes will be allowed to ride district transportation in order to attend a game. All student spectators must be accompanied by a parent or guardian during the games at all times.

## **ELIGIBILITY CRITERIA FOR ALL SCHOOL ACTIVITIES**

The following criteria is presented to all parents and students to ensure that all Yermo School students are successful and have earned the privilege to participate in extracurricular activities (end-of-year trips, grade level activities, etc.). The purpose of this information is to provide a consistent and fair process for all students.

Eligibility for activities, including promotion, is based on academics (grades), attendance, behavior, and meeting financial obligations. These criteria will be enforced throughout the 2022-2023 school year. Please note: Students declared ineligible for an activity or promotion may elect to participate in the appeal process.

**Eligibility for participation in 8<sup>th</sup> grade promotion:** Listed below are the requirements of eligibility to receive an 8<sup>th</sup> grade promotion certificate and to participate in promotion exercises and activities:

- The student must earn passing grades in at least 89% of all grades received from all classes:
  - o Language Arts
  - o Math
  - o Science
  - o Social Studies
  - o Music/Band
  - o Physical Education
  - o Elective(s)
  - o Access
- All accounts (cafeteria, band, library, etc.) must have a positive or zero balance.

Once a student receives two (2) total Fs on report cards and is not already in the SST process, the parent/guardian will be contacted to have a meeting where a contract will be agreed upon between school staff, the student, and the parent/guardian (this will happen during an SST meeting if the student is already in the process). If the standards/goals that were agreed upon are met, the student may earn back participation in promotion.

Students may also be required to attend summer school (if available) or be transferred to the Alternative Education Center to make up for failed classes.

**Eligibility for other school activities (Middle School only):** Such activities include but are not limited to athletics, dances, reward field trips, etc.

**Grades:** Every two weeks, Yermo School will conduct a “grade check” where teachers will provide students with a progress report that shows their most recent grade, including a list of all missing assignments. This progress report is expected to be signed by a parent/guardian and returned.

Earning one or more Fs on two consecutive grade checks will start a four-week probation period. During this time, the student will be restricted from all extra-curricular activities (minus tutoring). If they cannot improve their grade to a passing mark during the probation period, the restriction will remain in effect for the remainder of the semester.

**Behavior:** Behavior will be tracked using our PBIS system.

- Earning one (1) major Behavior Incident Report (BIR) will start a four-week probation period. During this time, the student will be restricted from all extra-curricular activities (minus tutoring). If another BIR is earned during the probation period, the restriction will remain in effect for the remainder of the semester.
- Earning three (3) minor BIRs will start a four-week probation period. During this time, the student will be restricted from all extra-curricular activities (minus tutoring). If another BIR is earned during the probation period, the restriction will remain in effect for the remainder of the semester.

**Additional Behavioral Restriction:** A student may also be restricted from activities for any of the following reasons related to student behavior:

- Failure to serve an assigned after-school detention or other assigned consequence will result in restriction from school activities until the assigned consequence is served.
- A suspension event will result in being restricted from activities for 60 school days starting on the date of the suspension.
- Use or possession of drugs, alcohol or weapons on campus or at a school activity, or any other expellable offense, will, in addition to being subject to expulsion, result in a restriction from all activities for the remainder of the year.
- A decision to restrict a student from activities may be part of an SST agreement.

**Attendance:** Students that have been absent for more than 10% of the accumulated school year will not be allowed to participate in extra-curricular activities until attendance improves or falls below the 10% mark. Those on attendance contracts (SART or SARB) will be excluded from activities if the provisions set forth in the agreement are not kept.

*Teachers have the discretion to restrict students from classroom/grade level activities once they have communicated the expectations for participation in writing to the parents/guardian.*

## **EMERGENCY DRILLS AND PROCEDURES**

Teachers will instruct students regarding specific procedures and necessary safety precautions on earthquake/fire/lockdown drills. The school will practice these drills on a routine basis.

**Earthquake:** In the event of an earthquake, students and staff should immediately find shelter beneath their desks or other protective covering and protect the back of their neck and head with their arms and hands. Once clear, students and staff will file outside following the earthquake evacuation routes that are posted in each classroom. No student or staff will be allowed back into a building until the “all clear” has been announced by authorized personnel.

**Fire:** In the case of a fire, the signal to evacuate will be the intermittent sounding of the fire alarm. There is an evacuation plan posted in each classroom. Students and staff are to file out of the building in an orderly manner. No student or staff will be allowed back into a building until the “all clear” has been announced by authorized personnel.

**Lockdown:** In the case of an intruder or active shooter, an announcement to “lockdown” will be made. During this time, no one except emergency personnel will be allowed on campus. School phones will not be answered. Students will not be allowed to use personal phones unless directed by staff. If appropriate and/or feasible, communication will be made with parents/guardians via the automated school messenger system.

**Release of Students in an Emergency Situation:** Students will only be released to the parent, guardian, or other adult (over 18 years of age) that is listed as an emergency contact. THERE WILL BE NO EXCEPTIONS TO THIS POLICY. Proper identification may be required to pick up the student if the adult is not recognized by school staff.

## **MISCELLANEOUS INFORMATION**

**Annual Technology User’s Agreement:** In order to use any district owned technology device and all related technological equipment, including 1:1 laptops/Chromebooks, each student must have a user's agreement and device acknowledgement form signed for the current school year. This agreement states that students understand they are to use the equipment correctly and as instructed. It also states that parents/guardians assume liability for the issued device. Students may not use the schools’ technology if the user agreement and device acknowledgement form is not signed. **If the student violates the user’s agreement, consequences will be implemented per teacher and/or admin’s discretion.**

**Parent Duties:** It is the expectation that parents/guardians will act as a partner to both the student and the school through communicating regularly with teachers and staff on student progress via email, phone calls, notes, Infinite Campus Parent Portal, Bloomz, and/or in person. Parents should provide the student with a quiet place to complete their studies. Staff welcomes advice and guidance on how the student might best approach academic or social difficulties at school and expects full support in facilitating the student’s development to his/her fullest social, emotional and academic potential.

**Duties of Students:** Every pupil shall attend school punctually and regularly; conform to the regulations and expectations of the school; obey promptly all the directions of his/her teacher and/or staff and others in authority; be diligent in study and respectful to teachers/staff and others in authority; be kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (C.C.R. Title 5, Sec. 300, Reg. 77, No. 39)

**Student Rights and Responsibilities:** Students at Yermo School are entitled to a quality educational setting. This includes the right to expect well prepared and competent instruction from teachers, adequate guidance from staff members, and fair treatment from the administrators. Students are entitled to be treated with respect, dignity, and courtesy at Yermo School. Students should expect such treatment from both members of the staff and fellow students. Students are expected to exhibit the same type of respect, dignity, and courtesy to staff members, visitors, and other students while at Yermo School. This type of mutual respect will promote a positive atmosphere at Yermo, which will benefit all.

**Visitors:** Parent/guardian visits are welcomed and encouraged. If a parent/guardian wants to visit their child's classroom to observe their child, please make these arrangements with the classroom teacher at least 24 hours in advance. **Visitors that are non-parent/guardians are not allowed to visit during the instructional day.** The school reserves the right to limit the amount of time visitors (that are not cleared volunteers) spend on campus and the events that they attend. Please understand that such decisions will be made to ensure student and staff safety and meet current CDPH guidelines. All school visitors must check in through the front office and wear a visitor's badge at all times. The badge must be worn on the upper right side and visible at all times.

Parents/guardians that wish to bring in treats to celebrate their child's birthday **MUST** clear it with the classroom teacher at least 24 hours in advance. All items brought **MUST** be store bought and include nutritional information including ingredients. It will be teacher discretion as to what items are allowed. Parents are encouraged not to bring gifts (flowers, balloons, etc.) to the school as they are a distraction to the learning environment. If they are brought in, they will remain in the office until dismissal and given to the student at that time.

Please note, per Board Policy, that if you plan to spend more than four hours on campus in one month or attend a school-sponsored field trip you must be a cleared/approved volunteer. This is to ensure the safety of all our students.

**Volunteers:** Volunteers are welcome at Yermo School. If you wish to spend more than four hours in any month on campus or attend a school sponsored field trip, you are required to be a cleared volunteer per Board Policy. Please complete a volunteer application which can be obtained from the school office. All volunteers, per Board policy, must be fingerprinted and have a clear test for tuberculosis. They must also meet current health guidelines.

After completion of the fingerprinting, test and forms, all volunteers must meet with the principal to discuss how the volunteer can best help at the school. Volunteers must sign in and out through the school office and wear a "volunteer" badge while on campus. Volunteers are not allowed to bring other children with them while they are working in a volunteer capacity. All volunteers are expected to maintain confidentiality and help protect the rights of all students.