

Beechwood School

Student Handbook Kindergarten-5th Grade 2009-2010

**Fullerton School District
Beechwood School
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Principal**

<http://www.fsd.k12.ca.us/beechnwood/index2.html>

LETTER OF INTRODUCTION

This booklet serves as an introduction to our school, as well as a review for our returning students and parents. We have included policies and procedures that have been established for our school. Please keep this for reference throughout the year.

The principal, teachers, and all school staff are here to help you. We trust that as a student, you will always do your best work, cooperate, and show respect for all people at the school. As a parent, we invite you to become involved in the school in any way that you are able. We are pleased to have you with us!

Sincerely,
Beechwood Staff

SCHOOL STANDARDS

STUDENT RESPONSIBILITY

Education includes the development of responsible behavior, self-discipline, and good citizenship. In order to maintain an effective learning environment, students must develop pride in themselves and their school. In addition, students must always show courtesy and respect toward others at all times. It is the responsibility of each student at Beechwood to be aware of and to follow all standards established for the school.

Parents are requested to review the school standards with their children and support the school in seeing that our high standards of conduct are maintained.

STUDENT BEHAVIOR

1. We are respectful at all times

1. We are proud of our school, and we keep it safe and clean.
2. We are expected to do our best work, using good manners and good sportsmanship.
3. We are respectful to ALL adults at all times.
4. We treat others as we would like them to treat us.
5. We do not use profane or abusive language.
6. We do not physically or verbally harass others.
7. We do not deface school property.

II. Articles Prohibited at School

1. We may not bring toys to school without teacher permission.
2. We may not bring any type of harmful object to school, such as a knife or weapon.
3. We are not allowed to chew gum AT ANY TIME.
4. We are not allowed to use skateboards, scooters or roller blades for getting to and from school, except on Wheel/Game Day.

III. Outside Walkways/Halls

1. We always walk on the sidewalks.
2. We do not bounce balls or play games in the walkways.
3. We do not disturb any classes that are in session.

IV. Restrooms

1. We do not play, scream, or loiter in the restrooms.
2. We do not take food into the restrooms.
3. We leave the restroom the way we like to find it, i.e., neat and clean.
4. We use the restrooms and outside drinking fountains only at recess and lunch unless in an emergency.

V. Eating Area

1. We come into the eating area quietly.
2. We talk and eat quietly.
3. We sit only at our assigned tables.
4. We use appropriate table manners.
5. We never throw food.
6. We clean up our own area after we eat.
7. We do not stand up or walk around until we are dismissed.
8. We raise our hands and wait to be excused.
9. We walk to the playground.

VI. Recess

1. We walk quietly and in an orderly manner to and from our classroom.
2. If needed, we go to the restrooms and get a drink during play time. We do not wait until the bell rings.
3. When the bell rings, we stop playing immediately and line up.
4. We never leave the playground without permission from an adult.
5. We eat our snacks at the lunch tables.

VII. On the Playground

1. We try to solve our own problems.
2. We go to an adult on duty for help.
3. We do not shove, kick, or play roughly at any time.
4. We walk on the blacktop and run on the grass.
5. When the grass is wet, we will remain on the blacktop and out of puddles.
6. We report any harmful objects found on the school grounds, such as broken glass or broken equipment to an adult on duty.
7. We follow school rules in all games.

VIII. Equipment Use

1. The playground structure is for all students EXCEPT the Zipper which is for upper graders (GR. 4 and 5) only.
2. SWINGS - We count to 25, sitting only. We face the buildings. We do not jump off or twist the chains. No count backs.
3. JUMP ROPES - We use ropes for jumping only. We don't swing, pull, or tie the ropes.
4. BALLS - we kick only soccer balls and footballs, not playground balls. We kick balls only on the grass area.

IX. Leaving the School During School Hours

1. We must ALWAYS have permission from the office before leaving the school grounds. We MUST be accompanied by an adult.

X. Arriving at School

1. We arrive at school NO EARLIER than 7:45 A. M.
2. When the bell rings at 7:45 a.m., we can go play on the elementary playground where there will be supervision of children. When the 7:55 bell rings we will stand outside our classroom until the 8:00 bell.
3. If we ride bicycles to school (Gr. 4-5), we park and lock them in the bike racks in the front of the school.

XI. After School

1. We go directly home after school, unless enrolled in an after school program.
2. We do not stop and play on the playground on our way home.

XII. Weapons

1. I understand that if I bring a knife, a gun, explosives, or any dangerous object which can be used as a weapon to school, I will be recommended for strong disciplinary action, including suspension or expulsion.
2. I understand that possession of such weapons at school or at a school activity is also grounds for suspension or expulsion.
3. I understand that I may not bring a replica of a weapon, such as a toy gun.

XIII. Drugs, Alcohol, and Tobacco

The following policy has been adopted by the Fullerton School District's Board of Trustees:

Students involved in the possession, sale, and/or use of behavior affecting substances shall be subject to disciplinary procedures which may result in suspension or expulsion. The same policy holds true for possessing and/or smoking tobacco.

Authorities may search my belongings if there is a reasonable suspicion that a student is in possession of any item, substance, or material that is prohibited on campus.

XIV. Dress Code

Students are encouraged to wear clothing that is appropriate for school. The following is a list of items that are **UNACCEPTABLE**:

- T-shirts with inappropriate logos
- tank tops and spaghetti straps; shoulders must be covered (Grades 4-5)
- tops that do not cover the midriff, are low cut, or off the shoulder
- hat/caps of any type, unless needed for sun protection while outdoors
- "sloppy," oversized shirts
- baggy shorts/pants that will not stay up without a belt
- short shorts/skirts must cover appropriately
- unsafe footwear, such as sandals, slippers, & flip-flops with open toes and heels
- any type of facial make-up
- any type of tattoo, writing or art work on the body
- pocket chains used to hold keys or a wallet
- any item of clothing that could incite students to create a clear and present danger of unlawful acts or is a substantial disruption at school

A student who comes to school without proper attention to grooming and dress will need to call a parent to have acceptable clothing brought to school. School "spirit" shirts will be available for students to wear for the day. Students are encouraged to carry a backpack. However, backpacks

are to be free of all writing, except for students' name and room number.

DISCIPLINE

One of our most important goals is to maintain our school wide discipline plan. When students know exactly what is expected of them, and when discipline procedures are fair and consistent, the school will run in a safe and orderly manner. We ask that you take time to go over our discipline plan as listed below.

The school discipline policy clearly communicates to students the standards for expected student behavior. Students receive positive support for appropriate behaviors and consistent consequences for inappropriate behaviors. The severity of the consequences is determined by the frequency and/or seriousness of the inappropriate behaviors.

The California Education Code specifies that willful defiance of authority and habitual profanity or vulgarity, stealing, or damaging school property, causing or threatening to cause physical injury to another person, and harassment of any kind is strictly prohibited and constitutes grounds for suspension.

The following plan will be in effect :

POSITIVE CONSEQUENCES

1. Beechwood teachers and staff employ the use of the Terrific Ticket Program wherein students receive tickets for following school rules and exemplifying excellent citizenship.
2. At the end of each trimester, we will have "Bobcat" Awards Assemblies. Students from each classroom will be recognized for their achievements.
3. Each teacher will provide consistent positive rewards and recognition for appropriate behaviors in his/her classroom.

CITATIONS

Citations will be issued if a student:

- plays in an unsafe manner or misuses playground equipment
- physically or verbally harasses another student
- is disrespectful toward any person
- receives three unexcused tardies

A student will be cited and immediately referred to the principal for:

- fighting
- defying authority
- using inappropriate language

CONSEQUENCES FOR CITATIONS (Per Trimester)

First -- Citation is to be sent home, signed by a parent, and returned the next day. If it is not returned, the student will call his/her parent.

Second -- Same procedure as for first citation.

Third -- Referral to the office. A letter will be sent to the parents from the principal.

Fourth -- Conference with principal & parents to determine appropriate consequences.

All school personnel are authorized to issue citations. Once a citation is given, it will stand as issued. We thank you for your support and cooperation as we work together to provide a safe and orderly environment for all students and staff.

SAFETY

Students are to arrive at school no earlier than 7:45 a.m., twenty minutes before classes begin.

Students are encouraged to use sidewalks whenever possible when coming to school & going home.

Students should not leave campus during school hours without permission from the parent. Any student who leaves campus must be checked out by a parent, guardian, or authorized adult.

Supervision is not provided on the playground after classes are dismissed. Students are to go directly home after dismissal unless involved in an after school program.

BICYCLES-Grades 4 and 5

Bike racks are provided for the parking of students' bicycles. However, the school is not responsible for damage to or theft of any bicycle brought to school. Students who ride must lock their bikes.

The following are basic standards regarding bicycle safety:

- STUDENTS ARE REQUIRED BY LAW TO WEAR A HELMET
- bicycles should be licensed by the Fullerton Fire Dept.
- students should know basic bicycle rules/regulations before riding a bicycle to school
- bicycles are not allowed on the playground, in patio areas, or in the school parking lot
- students should never loiter around the bike racks

BUS TRANSPORTATION AND CONDUCT

Current policy specifies that students (Grades K-5) living beyond 1-1/4 miles, as measured by the shortest route to school, are offered bus transportation. A fee schedule and busing information will be mailed to all students who are eligible for busing. Being able to ride the bus is a privilege.

Students are expected to cooperate with the bus drivers as they are in complete charge when driving

students to and from school and on field trips.

Standards of conduct are issued to the student and parent by the transportation department before the first day of school. These standards will enable all students to ride the bus in comfort and safety. Any misconduct will lead to bus tickets being issued and possible suspension of bus privileges.

SCHOOL POLICIES & PROCEDURES

ABSENCES

A telephone call on each day of absence or a note upon the student's return to school signed by the parent or doctor and indicating the reason for a child's absence is necessary to excuse absences. You may also fax the absence note to the school office (714) 447-2853. For your convenience, we have an answering machine that is activated from 4:00 p.m. until 7:30 a.m. for you to call in an absence. If your child has been absent, due to illness, for three consecutive days or more, a note is required from the physician stating the nature of the illness.

Student attendance is a top priority at Beechwood! We ask your cooperation in seeing that your child attends school each day he/she is physically able. An absence from school is a hardship on both student and teacher. In addition, \$25.00 is lost per child each day for every student who is not in attendance.

TARDINESS

One of our goals at Beechwood is to begin instruction promptly each day. It is absolutely necessary to have ALL students arrive by 8:00 a.m.

In order to instill responsibility for promptness in students, the following program will begin the second week of each school year:

1. Students who are late must check in at the office before going to class. Late is considered any time after 8:00 a.m. We appreciate the parent or adult accompanying the student to the office when he/she is late.
2. ONLY ILLNESS, A DOCTOR/ DENTAL APPOINTMENT, OR FAMILY EMERGENCY WILL BE CONSIDERED EXCUSED TARDIES.
3. A record will be kept in the office of all student tardies.
4. A student who receives THREE UNEXCUSED TARDIES in one trimester will be issued a citation. Students can only receive the best education possible if they are on time and in attendance every day.

TRUANCY

By California state law (Ed. Code #48260), every child between the ages of six and sixteen years of age must attend school full time unless exempt under state law. A child is considered truant when he/she is absent from school without valid excuse more than three days in one school year. By California state law (Ed. Code #48260), any student who is truant may be reported to our district Coordinator of Child Welfare and Attendance.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

There may be circumstances that arise during the year when it will be necessary for parents to take their children out of school for part of the day. When these situations arise, the parent must come to the office in order to check their child out. A student will not be released to anyone except the parent or an adult listed on the student's emergency card.

Permission over the phone, from the parent, may be granted provided the person checking the student out can provide proper identification. **We ask that you make every attempt to schedule doctor and dental appointments outside of school hours.**

EMERGENCY CARD INFORMATION

It is imperative that in case of an emergency the parents of the student or an authorized adult be reached. For this reason, every effort should be made to keep the office informed of any changes in address or telephone numbers. The names and telephone numbers of friends, relatives, and babysitters listed on the card must also be kept current.

USE OF SCHOOL TELEPHONE AND MESSAGES

Encourage your child to plan ahead for the day so calls home will be unnecessary. **STUDENTS MAY USE THE OFFICE OR CLASSROOM PHONE ONLY FOR EMERGENCIES.** Arrangements regarding after school activities and student pick up should be determined prior to the start of the school day. **PLEASE DO NOT CALL THE OFFICE REGARDING AFTER SCHOOL PLANS UNLESS IN AN EMERGENCY.**

VISITING SCHOOL

To ensure the safety of our students, visitors MUST check in at the office and receive a Visitor or Volunteer badge before proceeding onto the campus.

Conferences with the teachers should be arranged for times other than during school hours. It is best to send a note or call to arrange a conference at a mutually convenient time for you and the teacher.

LUNCH PROCEDURES

PURCHASING HOT LUNCH

The student lunch price for grades K-5 is \$2.55 daily. You may prepay for as many lunches as you would like. All money turned in will be credited directly to the student's account. Please place your check or money in an envelope marked with your child's name, I.D.# and Room #. The envelope should be given to the child's teacher or deposited in the "Lunch Box" in the office. We also accept prepayments for school meals through the mySchoolBucks.com online payment service. Lunches may also be purchased daily on a cash basis in the lunch line. Every student is assigned an I.D.# and is required to enter their number on a computer as they go through the line. If a student forgets a lunch or lunch money and has no money in his/her account, a light snack and milk will be given.

Free and reduced price lunches are available to students who qualify because of family emergencies or limited family income. Information and application forms are available from the school office.

Parents wishing children to go home for lunch must give written permission.

Lunch Schedule-(Monday, Tuesday, Thursday and Friday)

Grade K -- 11:00 a.m. - 11:30 a.m.

Grades 1-3 -- 11:25 a.m. - 12:00 p.m.

Grades 4-5 -- 11:45 a.m. - 12:20 p.m.

Wednesdays and Conference Week

Grade K -- 11:00 a.m. - 11:30 a.m.

Grades 1-3 -- 11:30 a.m. - 12:05 p.m.

Grades 4-5 -- 11:45 a.m. - 12:20 p.m.

Last Day of School

Grade K -- 10:30 a.m. - 11:00 a.m.

Grades 1-3 -- 11:00 a.m. - 11:30 a.m.

Grades 4-5 -- 11:10 a.m. - 11:45 a.m.

LOST AND FOUND

Children who have lost something should first check with their teacher and then outside the office where a Lost & Found rack is maintained. Please see that student's personal belongings are labeled. Articles left on school buses are taken to the district's Transportation Office, (714) 447-7445.

HOMEWORK POLICY

Homework shall be a regular school activity. Homework will:

- encourage students to practice needed skills
- develop independent study habits and responsible attitudes
- enrich, extend, and enhance school experiences

Students are responsible for completing the assignments and turning them in to their teachers. They should listen carefully to instructions, get needed materials, and schedule needed time. Students are responsible for the proper care of books and materials that are taken home.

Teachers are responsible for planning homework that is related to classroom activities and appropriate for each student's level of maturity, skill mastery, and attention span.

Teachers will provide homework that:

- is related to the required curriculum
- emphasizes quality rather than quantity
- is consistent with the grade level and maturity of the pupil
- is based upon the teacher's knowledge of the child's ability and educational needs
- is purposeful and clear

Parents are responsible for providing an environment in which work can be completed. They are encouraged to help with scheduling time, finding a quiet work space, and reinforcing good work habits. Parents should contact the teacher whenever there are questions about homework. They should encourage students to complete homework assignments carefully and neatly.

ABSENCE MAKE-UP POLICY

Parents should notify the office staff of any absence. If you call the school office by 9:00 a.m., your child's homework may be picked up the same day. If your call is received after this time, your homework may be picked up the following day. In the event of an illness extending beyond three weeks, a home teacher will be provided at the parent's request. A physician's note is also required. Classroom teachers welcome parents' assistance in determining whether the nature of the child's illness lends itself to academic study. Please do not hesitate to call the school regarding this.

REPORT CARDS AND CONFERENCES

Report cards are issued three times during the school year. Parent conferences will be scheduled twice during the year (check school web site for dates). You will receive notification prior to conference times. Feel free to contact your child's teacher at any time throughout the year if you have a question or concern regarding his/her progress.

BIRTHDAYS

We realize that birthdays are exciting times for children. **However, we ask that you please do not send sweets such as cookies or cupcakes with your child to share when he/she has a birthday.** In order to develop good nutritional habits, we would prefer that you help us celebrate your child's birthday in

another way. If you so choose, we would like to suggest that you instead donate a book in your child's name to his/her classroom library or to our school library.

SCHOOL PROGRAMS

GATE

The California state-funded program for the Mentally Gifted Minors which exists in Fullerton is termed the GATE (Gifted and Talented Education) program. Children who are identified as mentally gifted are given the opportunity to attend one of four cluster schools. In order to meet the needs of those GATE students who decide to remain at Beechwood, challenging and engaging programs (such as our Math Academy) allow these students to receive enriching, differentiated instruction.

Students are screened in the second grade, and placement in GATE classes begins in third grade. State criteria for participation in a GATE program are an intelligence test score in the top 2%, as measured by an individually administered test, and recommendation by school personnel familiar with the child's performance.

ENGLISH LANGUAGE LEARNERS (ELL)

Language proficiency is the ability to use language for both academic purposes and basic communication. The goal is to assist students to develop high levels of English language proficiency, a positive self-concept, and achieve academic success. Students who qualify, based on the California English Language Development Test (CELDT) are given English Language Development instruction by trained teachers within the classroom.

INSTRUMENTAL MUSIC

Instrumental Music is offered to 5th grade students, under the direction of Mrs. Mary Louise Uys.

ASSESSMENT

Students in Kindergarten and Grade 1 will be given district benchmark assessments. Students in Grades 2-5 will be given the California Standards Test in the spring, as well as the grade level benchmark assessments.

SCHOOL SERVICES

HEALTH SERVICES

Each school is given the health services necessary to develop a program for the improvement of health education and the well-being of the students. A school nurse is available at Beechwood one day a week and in emergency situations on an on-call basis. The school district offers the following services to our students:

- VISION SCREENING for Kindergarten, 3rd, and 6th graders
- HEARING SCREENING for Kindergarten, 2nd, and 5th graders
- DENTAL PRESENTATION for 1st grade
- GROWTH & DEVELOPMENT videos for 5th & 6th graders and an AIDS video for 6th grade

The following services are coordinated by our school nurse:

- immunization requirements
- maintenance of all health records
- processing special health referrals
- emergency care in case of accident or illness at school
- control of communicable diseases in the school
- interpretation of health information to staff
- assistance in welfare cases

PHYSICAL SCREENING

The state of California mandates that all students entering first grade must show proof of having had a physical examination and TB test (with results) 18 months prior to entrance into first grade. The Fullerton School District requires this physical for Kindergarten entry (6 months prior to the start of school.) All new first grade enrollees to the district must show proof of the physical examination. A physician's certification form will be provided by the school.

IMMUNIZATIONS

The law requires that any student entering school must have all immunizations up to date. No student will be allowed entry into school without the required immunizations.

Documentary proof must include the following minimal information:

- *name of the person immunized
- *birthdate
- *types of vaccine administered
- *date each immunization was administered
- *name of physician or agency administering the vaccine (in the event that immunizations are contrary to the beliefs of the parent, the parent must sign an affidavit accordingly)

ILLNESS

Good health is more important than perfect attendance. Please do not send your child to school when he/she is ill. Call the school at once if your child has a communicable disease. The staff continually observes the students for possible symptoms or exposure to contagious diseases.

Please make sure the school has a current emergency card on file at all times with home and parents' work numbers, as well as cell phone and pager numbers, a doctor's name and number, and the number of two other adults in case the parents cannot be reached. **It is suggested that parents file a medical release form with the hospital emergency room nearest the school (St. Jude Medical Center) authorizing emergency medical treatment in the event a parent cannot be reached.**

PUPIL MEDICATION

Since medical treatment is the responsibility of the parent and the family doctor, medications are rarely given at school. In most instances, the parent is urged to work out a schedule of giving medication outside of school hours.

In the event that medication must be administered during school hours, a Request to Administer Medication form must be completed by the parent and physician. This form is available in the school office. This authorization must be renewed each school year. All medication will only be administered from a pharmacy labeled container with the proper medication and dosages that the physician has ordered. Medications are kept in the office where distribution can be supervised by office personnel. **A STUDENT IS NOT ALLOWED TO CARRY ANY TYPE OF MEDICINE AT SCHOOL, including aspirin, inhalers, vitamins, and cough drops.**

INSURANCE

Insurance forms are sent home with students at the beginning of the school year. If you choose to take advantage of this service, please mail the form and premium directly to the company. If an injury occurs which is covered by the insurance, it should be reported promptly to the proper agency. The insurance forms are available in the office.

BOOKS AND SUPPLIES

Students are expected to exercise proper care of all school supplies. Parents will be requested to reimburse the district for lost or damaged books and materials. Students are encouraged to cover their textbooks in order to preserve them.

MEDIA CENTER

The aim of the Media Center is to provide a highly motivating atmosphere for research, study, and recreational activities through reading, listening, and viewing. Skills learned in the classroom are reinforced in the Media Center through the use of books, video tapes, and computer software, which covers a wide variety of subjects. Technology is available in the Media Center for student use.

VOLUNTEER PROGRAM

This program involves parents and community members who donate their time in the classroom or Media Center in assisting students and teachers. Help can also be given at home in the preparation

of instructional materials. We strongly encourage your participation.

RELIGIOUS RELEASE

Fourth grade students have the opportunity to attend classes for religious instruction on Wednesdays during lunch. These non-denominational Protestant classes are held on campus in the Chapel on Wheels mobile trailer. An after-school program for other interested students is also conducted by the Chapel on Wheels on the same day.

SPECIAL SERVICES

Special support services are provided for students with exceptional needs. The School Intervention Team (SIT) is primarily responsible for identifying students who are experiencing academic or social difficulties, developing interventions for these students, and conferring with parents regarding program recommendations.

The School Intervention Team includes the child's teacher, one additional teacher, Principal, School Psychologist, Resource Specialist, Speech and Language Specialist, and our nurse, when needed.

Prior to any evaluation, written parental permission is obtained after informing the parents of all information relevant to the evaluation activity. Parents are informed of the method and names of tests to be used in the evaluation.

PSYCHOLOGICAL SERVICES

The responsibility of our students' well being is shared by every member of the staff. To assist the staff, our school psychologist may provide services which include testing, consulting, and counseling.

SCHOOL BASED COORDINATED PROGRAM

Students who do not qualify for Special Education services but who are experiencing difficulties in the academic areas may receive support in the classroom through the School Based Coordinated Program. Our Resource Specialist coordinates this program.

RESOURCE SPECIALIST PROGRAM

Specialized instruction is provided to pupils who have a discrepancy between their learning potential and their academic performance in basic skills such as reading and math. Our Resource Specialist coordinates the scheduling and monitoring of services for identified students.

SPEECH AND LANGUAGE PROGRAM

Speech and Language services are provided by our Speech and Language Specialist for pupils with needs in these areas.

SCHEDULES

DAILY SCHEDULE

Our daily schedule is as follows:

<u>Grade</u>	<u>Start</u>	<u>End</u>
Kdg - Early	8:00 a.m.	12:15 p.m.
Kdg - Late	10:00 a.m.	2:15 p.m.
Gr. 1 - 2	8:00 a.m.	2:20 p.m.
Gr. 3 - 5	8:00 a.m.	2:25 p.m.

WEDNESDAY SCHEDULE

Every Wednesday is a Restructured Day Schedule:

<u>Grade</u>	<u>Start</u>	<u>End</u>
Kdg - All	8:00 a.m.	12:15 p.m.
Gr. 1 - 3	8:00 a.m.	12:30 p.m.
Gr. 4 - 5	8:00 a.m.	12:30 p.m.

CONFERENCE WEEK SCHEDULE

Our conference week schedule is as follows:

<u>Grade</u>	<u>Start</u>	<u>End</u>
Kdg - All	8:00 a.m.	12:15 p.m.
Gr. 1 - 3	8:00 a.m.	12:20 p.m.
Gr. 4 - 5	8:00 a.m.	12:30 p.m.

CONFERENCE WEEKS

Fall Conference Week is October 12 -16, 2009

Monday, October 12 - No school - Conference Day

Spring Conference Week is March 22-26, 2010

LAST DAY OF SCHOOL

All students (Kdg - 5) will start at 8:00 a.m. and end at 12:00 p.m.

The last day of school is June 17, 2010.

Beechwood School
Student Handbook Verification
Grade K-5th
2009-2010

I have read the Beechwood Kindergarten - 5th Grade handbook and reviewed it with my child. Please return signed form to your child's teacher by Friday, September 18, 2009.

Student Name (please print)

Grade

Room #

Student Signature

Parent Name (please print)

Parent Signature

Date