Beechwood School Student Handbook 2019-2020



780 Beechwood Avenue Fullerton, CA 92835

Telephone: (714) 447-2850 Fax Number: (714) 447-2853

I have read and understand all of the policies listed in the Student Handbook posted on the Beechwood website: http://www.fullertonsd.org/beechwood/

(Paper copies available upon request)

* Please sign and return to your child's homeroom teacher *

Homoroom
Homeroom
Date







Welcome to Beechwood School EQUIP, ENRICH, EMPOWER

Our school community works together to ensure that each student receives a rigorous and balanced educational program in a caring environment where intercultural understanding and respect are valued. We develop critical skills that will allow children to effectively communicate, collaborate with peers, investigate and solve problems, and achieve their full academic and creative potential.

The following pages include policies and procedures that have been established for our school. Students are expected to abide by these guidelines throughout the school year. We trust that students will complete high quality work, cooperate, and show respect towards all. Parents are a vital part of the school community. We invite and encourage families to engage in the educational process with us.

Planner:

Students in grades 3 through 8 receive a student planner free of charge. The school provides these planners to help students demonstrate organization, as well as to provide a place for daily parent /teacher communications. If a student needs to replace a planner due to loss or damage, a contribution of \$5.00 per planner is suggested.

Campus Hours:

Supervision is available 15 minutes before the students' start time. Elementary grade students should arrive no earlier than 7:45 AM. Middle school students should arrive no earlier than 7:30 AM. For the students' safety, please do not drop off or send your child to school any earlier than the designated times. After school, the playground is closed and students should proceed directly home or to a supervised program. The campus closes at 3:00 p.m. 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.

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.

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. All volunteers must complete the Volunteer Assistance Request (VAR) form. This form can be obtained from your child's teacher. 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.

Attendance Policy:

Students receive the best education possible when they are on time and in attendance every day. We ask your cooperation in seeing that your child attends school each day he/she is physically able. Each absence means an important lesson missed. Attendance Recovery Credit can be earned by attending Saturday School and counts toward perfect attendance awards. Please try to schedule family trips during school holidays and appointments as late in the day as possible to ensure student attendance.

Release During School Hours: (If needed for appointments)

- 1. Parents or guardians must check in at the office and bring their ID for verification.
- 2. The classroom teacher will be called and the student(s) will be sent to the office to meet the person who will be picking them up. **Students will only be released to person(s) listed on the emergency card** on file, unless other arrangements are made through the office.

Absence:

Fullerton School District Board Policy states that parents/guardians should contact the school to verify a student absence during the first day of the absence from school or class. Absences that are not verified within 5 school days following the student's return to school should be classified as unexcused absences and reported as such to the Superintendent or designee and if appropriate to the School Attendance Review Board.

There are several ways to report a student's absence:

- 1. Have your child bring a note to the office upon return to school stating the reason for the absence.
- 2. Email our office at Melisa_Blevins@myfsd.org

3. Call our office at (714) 447-2850. If you leave a message be sure to state the reason for the absence.

Tardiness:

One of our goals at Beechwood is to begin instruction promptly each day. It is absolutely necessary to have all Middle School students seated in class by 7:45 AM and all Elementary students seated in class by 8:00 AM In order to instill responsibility for promptness in students, the following guidelines are in place:

- Students who are not seated when the bell rings must check in tardy at the office before attending class.
- A note must be sent with the student explaining any reason for a tardy. ONLY ILLNESS, DOCTOR/DENTAL APPOINTMENT, OR FAMILY EMERGENCY WILL BE EXCUSED.
- 3. A record of student tardies will be kept in the office. A student who receives THREE UNEXCUSED TARDIES will be issued an Infraction Notice and detention.

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.

Parents are responsible for providing an environment in which work can be completed. They are encouraged to help with scheduling time, finding a quiet workspace, 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 AM, 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.

Academic Honesty:

Dishonesty, cheating, or plagiarism involves an attempt by a student to show a level of knowledge or skill that does not reflect his/her own learning. Consequences for breach of academic honesty will include: no credit on assignment or test, notification of parents, lowered citizenship grade, and possible suspension from school or exclusion from activities.

Clothing and Grooming:

Clothing and grooming should reflect the combined attitudes and high expectations of Beechwood students, parents, and faculty for an academic learning environment. Appropriate dress and grooming in preparation for the school day has a positive effect on each student's attitude toward school. Clothing that is distracting or inappropriate for a learning environment will not be allowed.

Dress Code:

- Clothing must be hemmed, with no rips, holes or tears.
- Skirts and shorts must be modest and align with or be longer than the thumb when arms are straight at sides.
- No exposed midriff or cleavage.
- Closed back shoes are required. No open toed shoes are allowed. Athletic shoes must be worn on PE days.
- Pants must be worn at the waist and must fit the waist without a belt. Belts must be appropriate to the student's waist size. Visible undergarments are not acceptable.
- Shirts must have a 2" wide strap. Sleeveless and spaghetti strap shirts are not acceptable.
- Accessories and jewelry, including earrings, must be suitable for all activities.
- Alcohol, tobacco, and gang slogans or symbols are not allowed.
- Students may not draw on their bodies, or allow any pre-existing mark or tattoo to show.
- Pajamas are prohibited, unless for a school sponsored event.
- Students are encouraged to use sunscreen protection on a regular basis. Students are also allowed to wear schoolapproved hats to protect themselves from cancer and other hazards related to sun exposure (SB310). The

Beechwood School hat policy is intended for outdoor use only as sun protection. Hats must be full brimmed, providing protection for the face, ears, and neck. Hoods are not considered sun protection and are to be worn down at all times. All hats should be removed upon entering a building.

A pupil who comes to school without proper attention to personal cleanliness, neatness, or appropriateness of dress will be asked to call home for a change of clothes. In addition, Beechwood PE clothes will be available for students to wear for the day. Repeated dress code violations will result in detention and/or parent conference.

Lunch / Snacks:

Beechwood School encourages a healthy lifestyle. We hope to inspire this lifestyle by encouraging healthy snacks and lunch. We support the following:

- Encouraging students to bring healthy snacks
- No soda or carbonated drinks (as required by the State of California)
- No candy or gum

Food Services:

- Students are encouraged to eat a nutritional lunch. School lunch is served daily in the cafeteria and includes a balanced meal of an entrée, fruit and/or vegetable, and choice of 1% white milk or fat-free chocolate milk.
- A lunch menu is available online at https://fullertonnutrition.org or you can follow the Twitter feed at fsdnutrition.
- You can check the balance of a student's account at http://www.myschoolbucks.com/
- Each student should memorize his or her personal lunch number

Lunch Rules:

- Walk into the eating area guietly
- Listen to lunch supervisors
- Use appropriate table manners
- Lunch and snacks (K-5) must be eaten at the lunch tables
- No sharing food
- If a student has no lunch, the cafeteria staff will provide a substitute.
- · Classes will not be interrupted for lunch deliveries; parents can drop off lunches at the table in front of the office
- Students sit at assigned tables, raise hands, throw away all trash in the area, wait to be dismissed, and WALK to the playground.

Playground Rules:

When the bell rings, stop playing and immediately line up.

On the Playground:

- We solve our own problems.
- We go to an adult on duty for help when needed.
- We keep our hands to ourselves at all times.
- We walk on the blacktop and run on the grass.
- When the grass is wet, we will remain on the blacktop and out of puddles.
- We report any harmful objects found on the school grounds, such as broken glass or broken equipment to an adult on duty.
- We follow the rules of each game and demonstrate good sportsmanship.

Equipment Use:

- Swings –We face the courts when swinging. We do not jump off or twist the chains. We count to 20 when waiting for a turn.
- Jump Ropes We use the ropes for jumping only. We don't swing, pull, or tie the ropes.
- Balls We kick soccer balls and footballs, not playground balls. We kick balls only on the grass area.

Personal Property:

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, but is not responsible for it. Backpacks should be zipped up at all times. Inexpensive flash drives and writing tools are recommended in case of loss. LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

Textbooks and Workbooks:

- Textbooks and workbooks are furnished free of charge; therefore, students are required to pay for loss or damage beyond normal wear.
- Cooperation in the care, use, and replacement of texbooks/workbooks ensure book availability for all students. If books are not replaced special activities may be withheld.
- Students are responsible for all instructional materials and personal belongings in their care.
- Students are encouraged to cover their textbooks in order to preserve them.

Prohibited Items:

Weapons

At Beechwood School and within the Fullerton School District, there is a policy of NO WEAPONS of any kind. This is done for the safety and welfare of all who are at our school. Don't bring weapons to school or near school. Questions can be referred to the principal or the District Handbook.

Electronics and other items

Electronic games, toys, trading cards, practical joke paraphernalia, radios, MP3/CD/Tape players, electronic signaling devices, eReaders, laser pointers, scooters, and skateboards are not allowed on school campus and will be confiscated. The school is not responsible for personal property that is lost, stolen, or damaged.

Cell Phones and Smart Watches:

Students may carry a cell phone or smart watch in their backpack or in a pocket for use outside of school hours. Cell phones and smart watches must be turned off, powered down, and put away at all times while on campus. The school is not responsible for lost or damaged cell phones or smart watches. These items within eyesight of a school official will be confiscated, and parents will be required to pick up the phone or watch from the office. Phones and watches left on will result in an infraction. If a student needs to use a phone during school hours, they must report to the office and use the office phone.

Bicycles:

Bicycles must be locked at the racks while parked at school. The school is not responsible for theft of parts or damage while bicycles are parked at the school. Students must wear a helmet when riding to and returning from school. Bicycles must be walked on campus and when at the crosswalks. No bike riding is allowed on campus, including before and after school.

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 website 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, it is the school policy that you do NOT bring sweets such as cookies or cupcakes to share when he/she has a birthday due to other students having allergies. 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 and SERVICES

GATE

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 instruction 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 English Language Proficiency Assessments for California (ELPAC) are given English Language Development instruction by trained teachers within the classroom.

Assessment:

Students in kindergarten through second grade will be given district benchmark assessments. Students in grades 3-8 will be given the SBAC in the spring, as well as the grade level benchmark assessments. Students in grade 5 and 7 will be given the CAST (California Science Test).

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 half day per 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, 6th and 8th graders
- •HEARING SCREENING for Kindergarten, 2nd, and 5th graders
- •GROWTH & DEVELOPMENT videos for 5th & 6th graders

Our school nurse coordinates the following services:

- •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. The school will provide a physician's certification form.

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
- *birth date
- *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, 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 Medications:

State law **prohibits** students from having medication in their possession on school grounds. This includes all medications, overthe-counter medicines, as well as prescription drugs. If your child must take medication during school hours, a physician's authorization for administering medication ("Parent and Physician Request for School to Assist in the Administration of Medication Given During School Hour") must be completed by both parent and physician, before school personnel can administer the medication. ALL medications must be kept locked in the health office. The law is very restrictive and parental cooperation is appreciated. STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICINE AT SCHOOL, including aspirin, inhalers, vitamins, and cough drops.

Health 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.

Media Center:

There is a daily tech schedule for students to meet with the media specialist to address any technical issues.

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. Please refer to "Visiting School" section regarding procedures for volunteering in the classrooms or on campus.

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 that 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.

Lost and Found:

- Lost and Found is located near the Media Center
- For valuable items, check in the office
- Please be sure the student's name is on all belongings
- Left over and unclaimed items are donated after a period of time

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. PE is a state-required course. If, for any reason, a student cannot take part in full physical education activities, a note must be brought from a parent or guardian (1-3 days) or from a doctor if it will be more than 3 days. Please make sure the reason he/she cannot participate is listed on the note. Students must wear appropriate attire for PE class including athletic shoes. Middle School students wear a PE uniform. For information regarding Middle School PE clothes, please see the PTSA website.

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.

Music Program:

Beechwood's music program is open to all 5th-8th grade students. In grades 6-8, students may take band, dance, guitar, orchestra or Creative Academy as their IB performing arts course. Inquiries are welcome and a detailed flyer will be sent home during the first two weeks of the school year. The music program is a commitment and each student needs to complete the year in that program unless there are extenuating circumstances.

SUSPENSION AND EXPULSION

- The Governing Board recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension and/or expulsion of a student from regular classroom instruction. District policies and school site rules clearly identify district behavior standards.
- Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed
 only when other means of correction fail to bring about proper conduct. (Education Code section 48900.5)
- Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single
 acts of a grave nature, as provided by law, expulsion is usually used only when there is a history of misconduct, when
 other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's
 presence causes a continuing danger to other students. (Education Code section, 48915)
- The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing
 suspension and expulsion shall be specified in an administrative regulation. Each Principal shall annually inform all
 students and parents/guardians of the school's discipline rules and procedures and of the availability of all district
 policies and regulations dealing with student discipline, suspension, and expulsion. (Education Code Sections 35291,
 35291.5)
- Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

GROUNDS FOR SUSPENSION AND EXPULSION

EC 48900(q) Engaged in, or attempting to engage in, hazing as defined in EC 32050 EC 48900(r) Enga ged iBan act by twilizing checking checking by h ot limited to, bullying by means of electronic act directed specifically toward pupil or school personnel. We aim toward act
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andistrict employed(s), creating an intimidating of hostile educational environments (gr. 4-8) EC 48900.7 Made terroristic threats against school officials, school property, or both. A

terroristic threat is a statement, whether written or oral, willfully threatening to commit a crime which will result in death, great bodily injury, or property damaged in excess of \$1,000 with the intent that the statement be taken as a threat, and, under the circumstance on the property damaged in excess of \$1,000 with the intent that the statement be taken as a threat, and, under the circumstance on the property of the property of the person threatened reasonably to be in sustained fear for his/her safety or that of his/her immediate tamly, or for the protection of his/her property of his/her property or that of his/her family. (Education

Code section 48900.7)

Cachosterd and the code and property and proper attendance which occur at any time, including, but not limited to, any of the following:

- · While on school grounds.
- · While going or coming to school.
- · During, or while going or coming from a school sponsored activity.

***PLEASE NOTE: THE CALIFORNIA EDUCATION CODE PAGES ARE INCLUDED AS REQUIRED AND FOR YOUR INFORMATION.