

Fern Drive School Handbook



INTRODUCTION

LETTER OF INTRODUCTION TO PARENTS AND STUDENTS

Welcome to Fern Drive School. We are proud of our school, and we trust that you will enjoy your years at Fern Drive.

This handbook is intended to assist you in getting acquainted with policies and procedures at our school. Please keep this for reference throughout the year. You can find it on our website under the Parents/Students tab as well

The entire staff of Fern Drive is here to help you. We hope that you, as a student, will always do your best work, cooperate, and show respect for all people at our school. As a parent, we invite you to become involved in our school in any way that you are able. We are happy that you are with us and look forward to a great year together!

SCHOOL OFFICE INFORMATION

School Address:	1400 W. Fern Drive, Fullerton, CA 92833
School Telephone:	(714) 447-7710
Attendance Message Line:	(714) 447-2813 (to report absences 24 hours a day)
FAX:	(714) 447-7542
Principal:	Mrs. Julie Lucas
Principal Email:	julie_lucas@myfsd.org
Office Manager:	Mrs. Nanette Roller
Office Email:	nanette_roller@myfsd.org
Office Clerk:	Mrs. Brenda Alvarez
Office Clerk email:	brenda_alvarez@myfsd.org
Health Clerk:	Mrs. Faviola Moya Martinez
Health Clerk Email:	faviola_moya_martinez@myfsd.org
School Office Hours:	7:30 – 3:30 Monday - Friday
School Mascot:	Falcon
School Colors:	Green and White
School Spirit Days:	Wednesday – College Color Day Friday – Green Day

SCHOOL PROCEDURES

ARRIVAL & DISMISSAL

Students should not arrive on campus before 8:00am, as there is no adult supervision. If students are on campus before 8:00am, for safety reasons, they will need to wait at the front of the school on the benches in front of the office. Arriving before 8:00 am should not be a regular occurrence. Thank you for keeping our students safe by following this rule.

Please remember that traffic is often heavy at dismissal, especially in front of the school. **We ask that parents who drop children off do so by entering from Fern Drive Street. Please do not make a U-turn at the Pico entrance of the parking lot.** Please pull into a parking space when waiting for your children and follow the parking lot markings. We want to ensure the safety of all children. Also, please be aware that the Fullerton Police Department periodically monitors the traffic at Fern Drive and issues tickets where necessary for traffic violations. Stalls marked for disabled students and visitors should be used only by those persons and have a placard for parking in those spots.

For safety reasons, students should not run from the school campus to a car parked across the street. Additionally, parents should use caution when entering our parking lot as we have traffic entering from both directions on Fern Drive in an alternating pattern.

Please remember not to park at the island across from the office, as that is our bus lane, and it needs to remain unobstructed.

MORNING PROCEDURES

Students need to be in their classroom line when the readiness bell rings at 8:25 a.m. The first week of school only, parents may walk their students to class and remain on campus. Beginning the second week of school, only students may enter the campus through our gates. Each Friday, weather permitting, parents are welcome to join us on the blacktop for our Friday morning assembly which begins at 8:30 am. Once the assembly ends, we ask that parents immediately exit the campus

AFTERNOON PICK UP

The dismissal bell will ring at 2:50 on Monday, Tuesday, Thursday and Friday for grades 1-6. Teachers in grades 1-3 will walk their classes to the front of the school where parents may pick them up. We do not encourage young students to walk home alone for safety reasons. Students in grades 4-6 are dismissed from their classrooms and may exit the campus to walk, ride their bike or wait for a parent in a designated location.

TK & Kindergarten dismissal is at 2:30 p.m. All TK and Kindergarten students are dismissed from their classrooms directly. Parents must meet their child at the classroom for pick up.

ABSENCES

A student should stay home from school when the student has a fever of 100 degrees or above or is showing symptoms of cold/flu/Covid-like symptoms. A student may return to school after 24 hours without a fever. The use of medication to reduce fever is not considered fever free.

The only absences considered to be excused are those caused by illness or injury of the student (medical, dental, or counseling appointments) or funeral services of a student's immediate family member. **A telephone call on the day of the absence indicating the reason for a child's absence is necessary to verify an absence.**

A student may be excused from school by the parent, provided that a request is made in writing 5 days in advance for the following personal reasons and with verifications: Court appearance, attendance at a funeral, observance of religious ceremony, observance or retreat.

Any absences reported after 5 school days will be documented as Unexcused. (BP 5113)

Please note: There is an answering machine number **(714-447-2813)** that is on 24 hours a day. Callers must be at least 18 years of age. When calling, please state:

- A. Your child's name
- B. Your name and your relationship to the child
- C. Your child's grade level and teacher
- D. Date of absence
- E. Reason for absence

Thank you for your help in seeing that your child attends school each day he/she is well. Research shows that students who miss school routinely are less successful in school and may also experience anxiety due to falling or feeling behind. **Students who miss more than 10% of the school year are considered chronically absent, per state guidelines. A healthy child**

typically misses no more than 4-5 school days per year. If your child is going to miss days in excess of that amount, please call the school to speak with the Principal to see what support might be available to help.

TARDINESS

In order to begin instruction promptly each day, it is absolutely necessary to have ALL students arrive by 8:25 a.m. The readiness bell for students to line up will ring at 8:25 am. Students arriving after the 8:25 am bell are tardy and their record will be marked as such. Everyone should be in class and ready to begin the day at 8:30 am. For safety on campus, students should not arrive at school earlier than 8:00 am. There is no supervision on the playground until after 8:00 am.

The following are tardy procedures:

1. Students who are late must check in at the office before going to class
2. Only illness or a doctor/dental appointment will be considered excused tardies. A note from the doctor/dentist will be required
3. **Each student will get 3 free 'Unexcused' tardies for the trimester**
4. The procedure for excessive tardies and absences is as follows:
 - a. Letter from principal to parent
 - b. Second letter from principal
 - c. School Attendance Review Board (SARB) informed
5. Students must be picked up promptly after school is dismissed. **All children not picked up within 15 minutes of school dismissal must be signed out at the office.**

TRUANCY

By California State law (Education Code #48200) every child between the ages of six and sixteen years must attend school full time unless exempt under state law. **A child is considered truant when he/she is absent from school without a valid excuse for more than three days in one school year.** By state law (Education Code #48260), any student who is truant shall be reported to the district attendance supervisor or to the superintendent of the district, and may be placed on an attendance contract with the school. **Students on transfers may negatively impact their transfer status if truancy is an issue.**

RELEASE OF STUDENTS DURING THE SCHOOL DAY/AFTER SCHOOL

There may be circumstances that arise when it will be necessary for parents to take their children out of school for part of the day. When this is necessary, the parent must go to the office in order to sign out the child. **A student will not be released to anyone except the parent or an adult (at least 18 years old) listed on the student's emergency card.** In an emergency, permission over the phone may be granted to release the student to someone not on the emergency card, provided the person checking the student out is **18 years or older and can provide proper identification.**

This same procedure is also followed for after school pick up.

Please note that when a student is signed out early, and it is more than 30 minutes before the end of the school day, it is counted under EdCode as a 30 minute+ tardy on the attendance record.

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 fill out a new card if any changes of address or telephone numbers occur. The names and telephone numbers of friends, relatives, and babysitters listed on the card must also be local and kept current. Students will only be released to the adults listed on the emergency cards.

USE OF SCHOOL TELEPHONE

The school phone is a business phone. Students may use the phone only for emergencies (ex: not for calling to see if they can bring a friend home, etc.) Students will be given messages only in an emergency situation.

ELECTRONIC SIGNALING DEVICES

Electronic signaling devices include but are not limited to cellular/digital/satellite telephones, apple watches, school iPads and two-way radios. Any electronic signaling device with the capability to capture digital images and/or take photographs of any kind shall be prohibited from student possession or use during school hours and school events unless specifically authorized in writing by the principal/designee.

The security of the device is strictly the responsibility of the student and his/her parents/guardians. The school and school personnel accept no responsibility or liability of its loss, damage, destruction or theft, in use or misuse or its operation. School officials may confiscate any device that is used on campus or at a school activity in violation of District Policies, Regulations, State Laws or school rules.

Confiscated devices will be returned only to the parents in the school office. Failure to follow District Policies and Regulations, State Laws or school rules concerning the possession and/or use of electronic signaling devices may result in disciplinary action including suspension and/or expulsion.

VISITING SCHOOL

To ensure the safety of our students, visitors **MUST** check/sign in at the office and receive a visitor or volunteer's badge before proceeding onto the campus. *You will need your Driver License when signing in, as we use the Raptor Visitor Badging System.*

DOGS ON CAMPUS

To ensure safety on our school campus, **dogs are not allowed on campus.** This includes dogs on leashes, dogs not on leashes, dogs being held, and dogs in carrying crates. (OCCO 4-146). Fern Drive is adjacent to a park. Dogs may not run loose in City parks and playgrounds, they must be on a leash less than 10 feet long. Although leashed dogs are allowed in the park, please do not bring dogs onto campus. See the City of Fullerton website for more information. <http://bit.ly/1QqEcoF>

FORGET YOUR LUNCH?

If a child does not have lunch, school lunch will be provided. If your child forgot their lunch, there is a "lunch drop off" table in the office, and your student will receive their lunch in a timely manner. Instructional time will not be interrupted to announce the arrival of a forgotten item. We utilize every minute to provide high quality instruction and engage your child in a meaningful learning experience. Thank you for your support and understanding.

BREAKFAST

For the 2022-23 school year, free breakfast will be provided. If you choose not to utilize this option, please feed your child breakfast before they come to school. Children perform better when they are not hungry.

LUNCH PROCEDURES

For the 2022-23 school year, all students who would like one will be provided a free breakfast and free lunch.

Monthly menus are posted in the front office as well as in each classroom. Menus can also be downloaded and printed from our district website at www.fullertonsd.org under the Nutrition Services link. Although breakfast and lunch are free, we ask families to please continue to submit the free and reduced meal paperwork. This paperwork is for families who qualify due to family emergencies or limited family income. **These forms need to be updated every year during the first month of the school year.** Forms are available at the school site and at the district Nutrition Center located at 389 W. Truslow, Fullerton.

GUM

Chewing gum is not allowed on campus.

SHARING FOOD/ SNACKS

For health reasons and to avoid any incidents due to food allergies, sharing food is not allowed. **Please no candy or sodas.** Please provide only healthy food, as Fern Drive is a California Healthy School winner.

LOST AND FOUND

Children who have lost something should first check with their teacher, then in the office, and finally on the table in the multi-purpose room. Lost items are gathered 3 times a year (before Winter Recess, Spring Break & the end of the school year) and given to charity. Students' personal belongings should be labeled with first and last names. Articles left on the buses are taken to the district's transportation office (714-447-7445).

REPORT CARDS AND CONFERENCES

Report cards are issued three times during the school year. Parent conferences will be held twice during the year. 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 program.

FALCON FOLDERS/COMMUNICATIONS

Every student will receive a green Fern Drive 'Falcon Folder' at the beginning of the school year. This folder is used to send home information and student work from school and is sent home every Wednesday. This folder should be returned to school the following day.

BEFORE & AFTER SCHOOL CLASSROOM ACCESS

Classrooms will **not** be accessible to students prior to the 8:25 am bell & after 3:30 pm.

SCHOOL SERVICES

iPads, BOOKS AND SUPPLIES

Students are expected to take good care of all school supplies.

HEALTH SERVICES

Each school is given the health services necessary to develop a coordinated program for the improvement of health education and health status of the pupils. A school nurse is available to Fern Drive School on an on-call basis. The school district offers the following services to our children through the school nurse:

- A. Provides vision screening for Kindergarten, 3rd, and 6th graders.
- B. Provides hearing screening for Kindergarten, 2nd, and 5th graders.
- C. Provides growth and development films for 5th and 6th graders.
- D. Coordinates immunization requirements.
- E. Maintains all health records.
- F. Processes special health referrals.
- G. Gives emergency care in case of accident or illness at school.
- H. Supervises control of communicable diseases in the school.
- I. Interprets health information to staff.
- J. Assists in welfare cases.
- K. **Important: Please notify the office if your child has a severe allergy or other medical condition.**

PHYSICAL SCREENING

Every child entering Kindergarten is required to present a health exam form to the school stating that a physical screening has been done within six months prior to Kindergarten entry. The school will provide a physician's certification form.

DENTAL ASSESSMENT

To make sure your student is ready for school, California law, *Education Code* Section 49452.8, now requires that your child have an oral health assessment (dental check-up) by May 31st in either kindergarten or first grade, whichever is his/her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that a licensed dentist or other licensed or registered dental health professional must do the assessment.

IMMUNIZATIONS

The law requires that proof of immunization for polio, DTP, measles, mumps, rubella, Hepatitis B and Varicella (Chicken Pox vaccine) be presented at the time of kindergarten registration or whenever a new student enters school. Students who have not fulfilled the immunization requirements will be excluded from school.

Documentary proof must include the following minimal information:

- A. Name of person immunized
- B. Birth date
- C. Types of vaccine administered
- D. Date each immunization was administered
- E. 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. A physician's statement of medical exemption may be accepted.

ILLNESS

Good health is more important than perfect attendance. Please do not send your child to school when he/she is not feeling well. 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 telephone numbers at home and work for both parents, a doctor's name and number, and the number of three other adults in case the parents cannot be reached.

It is suggested that parents file a medical "permission to treat" form with the hospital emergency room nearest the school authorizing emergency medical treatment in the event they cannot be reached.

PUPIL MEDICATION

Medication is given **only on the written request of the parents with written authorization and explicit directions from**

the doctor (forms are available in the office). This authorization must be renewed each year. The school should be contacted when this need arises. All medication should be clearly labeled and will be kept locked in the health office where office personnel can supervise distribution. **A STUDENT IS NOT ALLOWED TO CARRY ANY MEDICINE AT SCHOOL.** This includes over the counter medication such as Tylenol, cough drops, etc.

CRUTCHES/WHEELCHAIRS FSD SCHOOL BOARD POLICY

The Board of Trustees recognizes that occasionally students may need to use assistive devices such as crutches or wheelchairs in order to attend school.

The Fullerton School District also recognizes the potential risk to a student or others if this equipment is not used properly or if steps are not taken to ensure their safe use while on campus.

Thus, only a student who has a physician's note, who is trained in such devices, shall be permitted on school property. The District will not be responsible for any student injury that occurs without a physician's written statement on file. Individuals visiting a District school shall be exempt from the policy.

Before any student using crutches or a wheelchair enters the school property, the Board requires a physician statement and school office staff member notification.

Parent/guardian will provide the following:

1. A current physician's statement identifying the limitations and duration of use before the student will be allowed to use either crutches or a wheelchair. The statement will also indicate that the student received instructions on how to safely use these devices. (Only students who have submitted such a document shall be permitted on school property.)
2. The physician's statement will include the anticipated length of time excused from gym and recess.
3. Parent will supply the physician approved equipment appropriate in size for the student. (Wheel chairs shall have seatbelts and tip bars.)
4. When the student's condition changes, the parent must notify the school office staff members. When the school office staff has received notification that a student must use either crutches or a wheelchair the following steps will be taken:
 1. The office staff will notify the nurse when a student requires assistive devices due to an injury or illness.
 2. School staff will ensure that student safety is maintained while such devices are in use. A predetermined route to and from the classroom will be used to minimize any risk from staircase or classroom obstructions. Restroom facilities will be designated to ensure that the location does not pose a risk to the student.
 3. Another student will be assigned to assist carrying student's books, lunch trays and for emergency purposes. Both students will be dismissed five minutes earlier to facilitate getting to the bus on time at the end of the day.
 4. Only school staff members are permitted to move an injured student in a wheelchair, unless they can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair.

INSURANCE

Insurance forms are sent home with students at the beginning of the school year. If parents choose to take advantage of this service, they mail the form and premium directly to the company.

LIBRARY

Students will visit the Library with their classroom.

1. All students will attend a Library orientation with their class during the first weeks of school.
2. All students can check out up to two (2) books.
4. Books must be returned on or before the due date.
5. Payment will be required for lost or damaged library books.
A letter will be sent home informing parents of any lost or damaged books, which were assigned/checked out to the student.
6. Students who damage or lose a book and do not pay for it will lose checkout privileges until payment is made. In addition, report cards will be withheld until payment is made.

RELIGIOUS RELEASE

As per Education Code, fourth grade students have the opportunity to attend classes for religious instruction approximately 30 minutes a week during their **lunch** – not during instructional time. The Chapel on Wheels also conducts an after-school program for Fifth and Sixth Grade students.

STUDENT SERVICES

Fern Drive offers a variety of support to students. The School Intervention Team (S.I.T.) 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.

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. Persons on the School Intervention Team include the child's teacher, principal, school psychologist, resource specialist, speech and language specialist, and a nurse, when needed.

PSYCHOLOGICAL SERVICES

Every member of the staff shares the responsibility of guidance for the pupils. To assist the staff, the school psychologist provides psychological services, which include testing and consulting. We also have a mental health therapist on staff, part time, to help with Social Emotional needs.

RESOURCE SPECIALIST PROGRAM

Specialized instruction is provided for pupils who have a discrepancy between their learning potential and their academic performance in basic skills such as reading and math. Services are dictated by the IEP and the IEP team.

SPEECH AND LANGUAGE PROGRAM

Through teacher or parent referral, students may qualify for specific services for disorders in articulation fluency, voice and/or language. Services are dictated by the IEP and the IEP team.

SCHOOL PROGRAMS

ACCELERATED READER

Students in grades 1st (mid-year) through 6th choose books at their appropriate reading levels and read them at their own pace. Students then take computer quizzes on books they have read and get immediate information feedback on their reading and vocabulary progress.

AFTER SCHOOL PROGRAMS

Depending on availability and interest, after school programs are available for grades K-6. Some are fee-based programs offered to registered Fern Drive students.

ART ENRICHMENT PROGRAM

Fern Drive PTA helps to fund an art program called "All the Arts for All the Kids". This program includes instruction in hands-on art, dance, drama, and music, taught by professionals in the various fields. These classes are offered during the school day.

BIRTHDAYS

Fern Drive is a Bronze award winning healthy school. We ask that you **do not send any food treats for birthday celebrations**. All items are held either in the office or by the teacher until the end of the day to distribute.

ENGLISH LEARNER (EL) PROGRAM

The goal of our program is to assist students to develop high levels of English language for academic, interpersonal, social skills and positive self-concept. Students who have been identified as English Learners by the ELPAC test are given English language instruction at their designated proficiency levels by credentialed teachers within the classroom thirty minutes every day.

GIFTED AND TALENTED EDUCATION (GATE)

The California state-funded program for Gifted Minors, which exists in the Fullerton School District, is termed the GATE (Gifted and Talented Education) program. Children who are identified as gifted are given the opportunity to attend one of four

cluster schools where they are enrolled as full-time students. Students are screened in the second grade, and placement in GATE classes begins at the third grade. State criteria for participation in a GATE program include 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.

Fern Drive is a **GATE cluster school** and GATE identified students are placed in GATE Cluster classrooms with GATE certificated teaching staff. For those families looking for more heterogeneous groupings, Golden Hill School is designated as our GATE school.

INSTRUMENTAL MUSIC PROGRAM

Beginning, Intermediate and Advanced classes in instrumental music are provided for students in grades 5 and 6, utilizing standard band and orchestral instruments. The instrumental music teacher from Parks Junior High conducts classes at Fern Drive.

'TheLAB' DAYCARE

TheLAB daycare program is a fee based daycare and is offered to all grade levels. TheLAB offers exciting activity based experiences in art, drama, language arts, math, music, science, social studies and games/physical activities. AFTER SCHOOL FEES include early day release, non-student attendance days, winter camp, spring camp, as well as daily snack and program materials. Closed on observed holidays. Registration packets are available online or at TheLAB program locations.

PHYSICAL EDUCATION (P.E)

The P.E. program provides opportunities for children to participate in a variety of sports and activities, and is based on state curriculum and guidelines. P.E. takes place for 50 minutes two times a week for grades Kindergarten through six. Transitional Kindergarten has P.E. once per week. It is important that students wear appropriate clothing and shoes, which enable them to move comfortably and safely. If your child cannot participate on any specific occasion, the child should bring a note signed by a parent to be excused from P.E. for that day. A doctor's note is required if a student cannot participate in PE for more than one day.

STEAM Student Characteristics and Outcomes

**“Principles for the Development of a Complete Mind:
Study the science of art. Study the art of science.
Develop your senses, especially learn how to see.
Realize that everything connects to everything else.”
Leonardo da Vinci's notebooks (1452-1519)**

Student Outcomes:

1. Students will have a solid understanding and ability to weave artistic and innovative thinking methodologies throughout the global disciplines of Science, Technology, Engineering, Arts and Mathematics.
2. Create a solid educational foundation to prepare students for their future.
3. Prepare students to be critical thinkers and problem solvers while they utilize digital literacy and inquiry skills.
4. Increase interest in STEAM and STEAM learning activities.
5. Increase student achievement in STEAM areas.

Program Characteristics:

Where will your wonders take you today?

1. Harnessing curiosity and directing it to ask questions rooted in inquiry-based learning.
2. Utilizing critical thinking and collaboration skills found throughout STEAM principles and apply them to real-life situations and problems.
3. Mentors and Community members as guest speakers to address STEAM and potential career paths for students.
4. Enhance student achievement by inspiring students with engaging and unique opportunities to learn.
5. Provide hands on rigorous learning experiences that utilize collaboration, creativity and innovation across the curriculum.

STUDENT COUNCIL

The Student Council is an active student organization at our school. Student Council is involved in many activities throughout the year and provides a positive leadership experience for the students involved.

VISIBLE INNOVATION PROGRAM (VIP)

Fullerton School District is proud to offer the Visual Innovation Program (VIP) for all third through grade students. Every student in these grades will be provided an iPad in order to ensure students are utilizing technology to enhance and compliment learning. The 1:1 Visible Innovation Program aims to provide students with 21st Century student specific skills, content knowledge, and literacy that will help them master the multi- dimensional abilities required in the 21st Century and beyond. This program is created with the intent to use technology as a means to increase collaboration, creativity, critical thinking, and communication. These are skills all students will need to compete in the future global market.

VOLUNTEER PROGRAM

We encourage parents to volunteer their time in assisting students and teachers. Help can also be given at home in the preparation of instructional materials. We strongly encourage your participation. ***We are sorry, but no small children (non school-age children) are allowed in the classroom when you volunteer. This includes PTA/Foundation events. Thank you for your understanding!***

EXPECTATIONS FOR STUDENT CONDUCT

Fern Drive is a PBIS Platinum Award Winning School. Our three rules are to be Respectful, Responsible and Safe. This climate is conducive to teaching and learning, both academically and socially. The staff is concerned for the safety and well being of all students. We ask your cooperation in helping your child understand and follow the school rules listed on our PBIS Matrix.

	All Settings	Lines	Lunch Areas	Bathrooms	Walkways	Playground	Arrival/Dismissal	Digital Citizenship
Be Respectful	Say "Please" "Thank You", "Excuse Me"	Quietly wait for teacher Walk silently and purposefully	Remain seated until dismissed Talk only to people around you	Honor privacy Use inside voice Wait your turn	Eyes forward	Use equipment properly Include people that want to play with you or your group	Wait quietly	Be kind online Use only the device you have been issued Think before you post
Be Responsible	Keep hands, feet, and belongings to yourself Clean up after yourself Take care of yourself	Line up in a timely manner Have all belongings with you	Eat your own food Pick up trash	Flush toilet Wash hands Use water & paper wisely	Maintain personal space Walk purposefully	Use drinking fountain during recess Play within boundaries Keep sand / woodchips in designated area	Look for your ride and listen for your name. Stay near supervisor	If you use copyrighted material, cite your source Bring your device charged Step in if you see cyberbullying
Be Safe	Pay attention to emergency exits Walk Follow directions	Walk outside of yellow line Walk from your classroom to your destination	Sit with feet under table Leave equipment against the wall	Report any problems Use facilities correctly	Use a quiet voice Stay outside of yellow line.	Squat or freeze when the bell rings-hold the ball Run only on the grass	Arrive after 8:00am Stay away from street Use crosswalks Walk and lock your wheels	Keep your password private Only use trusted and teacher approved websites Only connect with people you know

DRESS AND GROOMING GUIDELINES

Fern Drive encourages students to dress appropriately for school, noting that when students are neatly attired and take pride in their appearance, good behavior and a better learning environment result. The purpose of the student dress and grooming regulations is to encourage students to come to school properly prepared for participation in the educational process.

Students are **prohibited** from wearing the following clothing:

- A. 'Spaghetti strap' tank tops (shoulder straps must be at least 2 inches wide)
- B. Short tops/shirts that expose the midriff
- C. Extremely short shorts
- D. Unsafe footwear, such as sandals and flip-flops with open toes and open heels such as "jellies", Crocs, 'Heely' type tennis shoes (with or without wheels). Students are expected to wear appropriate shoes during any spirit/dress up days as well.
- E. Hats/beanies may be worn outside, not in the classroom. Wide brim (baseball) hats must be worn with the brim in the front. Hats/beanies are not allowed to be worn inside.
- F. Any item that is obscene. Including drugs, alcohol, cigarettes, vapor cigarettes, or violent logos.
- G. Any item that is libelous
- H. Any item that incites students to create a clear and present danger of unlawful acts at school
- I. Any item that incites students to create a danger or the disruption of the orderly operation of the school
- J. No excessive baggie clothing (shirt or pant)
- K. For the safety of the children, no large hoop earrings or earrings that dangle past 1 inch or 'plug' or 'spike' type earrings that hang down in front **or** back

Any student who comes to school without proper attention to personal cleanliness or appropriateness of dress will be required to call his/her parents in order to attain appropriate attire.

DISCIPLINE PLAN

Fern Drive is a platinum award winning PBIS school and we promote an environment that positively reinforces students who are doing well and use an incentive plan to encourage all students to make positive choices.

REWARDS

1. "Gotcha" tickets are given to students in grades TK-6 who demonstrate exceptional behavior or service. Students visit the Gotcha store for prizes or "shop" directly from their teacher.
2. Classroom Gotchas are given to a class as a whole in grades TK-6. Classroom Gotcha tickets are given out to students/classrooms that have demonstrated exceptional behavior and have followed the Fern Drive rules of Be Respectful, Be Responsible, Be Safe. Classroom awards are determined by each individual classroom.
3. Student achievement awards will be awarded at the student awards assemblies. Awards are presented for excellence or improvement in any academic area. They are also given for improvement in behavior or attitude. Character trait award winners will be recognized on the last Friday of each month at the 10-15 minute Friday assembly.
4. Every Friday there will be a reward recess. This recess is awarded to students who have not received an **ODR** (see 'consequences' below) during that week. Upper grade classes (4-6) will receive an additional 15 minute recess and primary grades (1-3) will receive an additional 10 minutes added to their afternoon recess.

CONSEQUENCES

Students who choose not to contribute to a positive environment will receive consequences from school staff, including their classroom teacher. Fern Drive uses **O.D.R.** (Office Discipline Referral) to record student consequences. This form is sent home to parents as our way of letting you know something happened at school. If you have questions regarding the referral, please contact your child's teacher. ODR's are an informal communication – only a suspension appears on a student's record.

BULLYING

Bullying is not allowed at Fullerton School District. The Board of Trustees for the Fullerton School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects student safety from physical and emotional harm. Student safety is our number one priority and bullying will not be tolerated. Students and Parents are expected to sign an "Anti Bullying Agreement" and turn it in to their teachers.

HOME-Learning GUIDELINES

Quality home-learning is integral to student success. It is designed to challenge students independently and to build responsibility. Assignments include real-life situations, problem solving, and research in all curricular areas, and may be written or non-written.

Home Learning will consist of classwork that was not completed during the school day. We want to make sure your Falcon understands the concepts here, before practicing independently at home. Projects will all be started in class. **Please make sure that your child has a quiet space, free of distractions to complete their learning. Monitor your Falcon to make sure they stay on task.**

- o TK: 10 minutes a day -student talk with a loved one about story you are reading together and/or Seesaw posts
- o Kindergarten: 10 minutes of reading 4 days a week
- o Grade 1: 10-15 minutes of reading 10-15 minutes of written work, 4 days a week.
- o Grade 2: 15 minutes of reading 15 minutes of nightly reading encouraged, and only finishing classwork that was not completed in class (15 minutes maximum)
- o Grade 3: 30 minutes of reading and complete any unfinished assignments
- o Grade 4: 45-60 minutes of work, 4 days a week.
- o Grade 5: 30 minutes of reading, and up to 30 minutes of unfinished work from class.
- o Grade 6: One hour of homework 4 days a week.

ALL GRADES

Parental involvement is vital to ensure the success of home learning.

Academic work not completed in class or work assigned when a student was absent is expected to be completed as home learning. Long-term projects and/or reports may also be assigned. The types of home learning activities assigned are at the discretion of the teacher. The student has the responsibility to communicate these assignments to his/her parents.

All students are encouraged to read recreationally at home. Your classroom teacher will have a developmentally appropriate daily goal. We encourage an adult to read to all children, and especially to Transitional Kindergarten, Kindergarten and beginning 1st graders.

STUDENT RESPONSIBILITIES

1. Listen carefully to the teacher's directions regarding home learning assignments and ask if something is not clear.
2. Take the assignment and necessary materials home.
3. Take enough time to complete the assignment in full, on time, neatly and carefully. Do your best work!
4. Return and care for school books and materials.
5. Students are responsible for bringing home all materials needed at the end of the school day. Students will not be permitted to re-enter classrooms in order to retrieve forgotten materials after 3:30pm.

PARENT/SCHOOL COMMUNICATION

Fern Drive sends a weekly communication every Sunday, called *News from the Nest*, regarding whole school events. This newsletter can also be found posted on our website under [Message from Mrs. Lucas](#).

Most teachers send weekly parent messages via Remind, Class Dojo, or email. ***Please note that teachers generally will not answer emails, texts, etc from families during the school day, as they are teaching. Please allow up to 24 hours for your Falcon's teacher to respond.***