

Thelma Bedell School

Parent Handbook

(Please retain until your child leaves Thelma Bedell, or a new edition is published.)



Spirit Day:

Every Friday students are encouraged to wear school colors to promote school spirit and/or clothing for special events!

School Color:

Dark Green

BEDELL SCHOOL DRESS STANDARDS

The Governing Board of the Santa Paula Unified School District has reinstated the wearing of school uniforms at all K-5 schools. Wearing school uniforms has been shown to raise school pride, create a sense of community and belonging, increase attendance, reduce violence, and help students express themselves in ways other than through name brands. Studies have shown that school uniforms improve student focus on learning and reduce the competition for popularity based on students' clothing. Dress is a reflection of attitude and behavior; therefore, appropriate attire is conducive to the education process.

Parents are strongly encouraged to participate in the school uniform program. No student shall be penalized academically or discriminated against or denied attendance to school if the parents choose not to have the student comply with the school uniform policy. Families who are economically disadvantaged will be advised of available resources to acquire uniforms. However, students who are wearing uniforms will be randomly rewarded for their participation in the wearing of school uniforms.

(Please note, while students who do not comply with the uniform dress policy are not eligible for this particular reward, there are other opportunities for them to be randomly rewarded for their positive behavior and academic achievement.)

Following are some uniform guidelines that must be followed for the upcoming school year:

1. Tops must be either white, any shade of blue or dark green collared style, buttoned up or Polo style.
2. Bottoms must be Navy Blue in color, and can consist of either pants, shorts, skirts, skorts, or jumpers. (Denim, leggings, or sweat pants material is unacceptable.)
3. Bedell shirts, (tee style or collared may be worn) Club Uniforms such as Boy or Girl Scouts may be worn on days when meeting will be held.

We encourage ALL parents to support this policy. However, in the event that you do not choose to do so, the following dress code will be in effect:

Students, parents and/or guardians are required to choose clothing for school that:

1. Allows for the focus of student attention to be on learning, i.e. **non-distractive**. Hair color must be a natural color normally grown from a person's head.
2. Shows a regard for physical, mental, and emotional health, and maintains a safe and orderly environment.

Not allowed on school campus:

1. Clothing and/or jewelry etc. which advocates or encourages drugs, alcohol, tobacco, violence (including wrestling, skulls,) or gangs, e.g. “smile now, cry later.”
2. Slogans or symbols which devalue education, or are lewd, profane, prejudicial, violent, or gang related.
3. Shoes with open toes or heels, i.e. sandals, shoes with heels or platforms, or shoes with wheels or skates.
4. Clothing must completely cover undergarments and body areas normally covered. Suggestive or distracting clothing is not permitted, i.e.:

* **See through clothing.**

* **Tops too short to be tucked in with raised arms.**

* **Tops that are strapless, halter or have straps less than 1” wide.**

5. Tattoos, even temporary tattoos, writing or designs of any kind.
6. Body piercing, with the exception of ear lobes. For safety reasons, only stud earrings with a post less than ½” in length or hoops ½” in diameter or less are allowed.
7. Hats are only to be worn outside only and are to be worn in the manner in which the hat was designed to wear.

To facilitate monitoring of the dress code:

1. The minimum length permitted for skirts, dresses and shorts must be at least finger-tip length when standing with arms fully extended.
2. Clothing must be worn in the manner the manufacturer designed it to fit. Clothing is to be of the correct size and length. Pants must stay up without a belt and must not sag at the waist.
3. Dress Code requirements must be met when jackets, coats, sweaters, or zipper sweatshirts are on or off.

Students should use good judgment and not wear shorts when the weather is cold. Students should bring a sweatshirt or jacket for cool months.

Bedell School is not responsible for lost clothing, broken jewelry, watches, chains, etc., along with other personal items that are brought to school.

BEDELL SCHOOL DISCIPLINE PLAN

At Bedell School we believe that discipline should be training that supports academic achievement, develops self-control and responsibility, and promotes positive student self-esteem. The **School-Parent Compact** outlines important responsibilities of students, parents, and staff members. This compact concentrates on an assertive plan of discipline which involves a set of rules, a system of rewards and a system of corrective measures. The emphasis of the compact is the responsibility taken by each student, parent, and staff member. The cornerstone of the compact is that each person takes a responsible part in the program, understands each of its components, and supports them to the fullest. There will be an emphasis on the positive and hopefully students will be noted for positive behaviors more frequently than negative ones. However, the consequences for misbehavior may include the loss of privileges, including special events, activities, parties, assemblies, and study trips.

Student behavior will be monitored in the classroom based on school-wide classroom standards and specific procedures established by the classroom teacher. The **CHAMPS** program sets expectations for various locations and activities throughout the school. Students will be recognized for excellent attendance, work and behavior in trimester awards assemblies. Additionally, students will be given **BEDELL BUCKS** by members of the staff for being “caught” following the rules, doing a good deed, etc. Tickets can be redeemed at the student store that is open 2-3 times a year.

Teachers use a variety of methods to encourage students to adhere to classroom standards and school rules. If positive means of encouragement are not effective, teachers may incorporate alternate forms of action, such as placing the students in another classroom for a portion of the school day, removing a special privilege, reducing time from recess, assigning a written activity or assigning after school detention. A student will be referred to the office only when a teacher has exhausted all disciplinary techniques available in the classroom procedures.

If a student is referred to the office, disciplinary action may involve more serious measures. The site administrator or Teacher in Charge in the Principal’s absence may remove a student from the classroom, assign detention, limit recess time, assign Saturday School, impose suspension, place a student in an alternative study program, or recommend expulsion from school. California Education Code contains specific infractions that warrant suspension and/or expulsion from school with due process. Parents will be notified of office referrals by means of the **Bedell School Discipline Report or a phone call**. Parents are requested to sign the discipline report and return it the classroom teacher with their child the following school day.

At the beginning of the year and during the week immediately following winter break and spring break, an assembly is held reminding students of the following rules:

RULES

1. Arrival time is 7:30 a.m. if eating breakfast; otherwise it is 7:45 a.m.
2. When the bell rings, stop what you are doing and walk to your classroom line area.
3. Get drinks and use the restroom ***before*** the bell rings.
4. Enter the restroom; attend to your needs, and leave.
5. Wrestling, tackling, karate, play-fighting, etc. are not allowed.
6. If a ball goes over a fence, tell a playground supervisor. Stay inside the fences and gates at all times.
7. Throwing of sand, dirt, grass, rocks, sticks, etc. is not allowed, and may result in suspension without a first warning.
8. Walk in the hallways at all times. Walk outside the yellow safety lines to avoid doorways.
9. ***Eat only in the cafeteria. Snacks are not allowed on the playground. Because of the stains they cause on hands, foods such as Cheetos, Flaming Hot Cheetos, Doritos, and Takis are not allowed. The stains are transferred to instructional materials. Food is not to be shared due to health or allergy concerns.***
10. Wrappers, eating utensils, straws, cans, etc. are to be thrown in the trash can.
11. Use "two fingers" when playing tag. "Chase and grab" games are strictly forbidden. Absolutely no tag on the Big Toy.
12. Games involving bats or racquets are only to be played under direct adult supervision, such as during P.E. When playing football, absolutely, no tackling.
13. Avoid running through other students' games.
14. Athletic equipment from home is not allowed at school, unless specifically requested by the teacher and if requested may only be used during P.E.
15. Games involving throwing and/or kicking of balls are to be played in the grass area on the far side of the basketball courts only.
16. Departure time is immediately upon dismissal by the teacher or other supervising adult. Students should proceed to the pickup area or walk home. Students may stay after school for scheduled programs, go to the library, or at the request of a staff member. Parents of students who are habitually picked up late will be required to attend an attendance meeting with the Principal.
17. Keep all inappropriate non-school items at home (gum, candy, toys, radios, weapons, etc.), unless specifically requested by the teacher.
18. All games are open for any student to join, unless otherwise specified by an adult.
19. Follow directives from adults the first time ***without argument.***

CELL PHONES AND SOCIAL MEDIA

Cell phones may only be used in the case of an emergency during school hours. While students may carry them on their person, they may not take them out during class, recess, or lunch for recreational purposes. Thelma Bedell School assumes no responsibility for lost, stolen, or damaged cell phones.

Be advised that elementary aged students do not meet the minimum age requirement of many social media web sites. That being said, some students in the past have belonged to various social media groups. Problems created at home from the use/abuse of social media that spills over into the school setting is punishable under the same rules and laws as if it occurred at school. Best advice – don't allow your children to have un-monitored access to social media until they are older and more mature.

RESPECT OUR NEIGHBORS

Parents and students are asked to be respectful of our neighbors. When parking, please be certain not to block their driveways, or double park in front of their homes. Be mindful of their trash cans and mailboxes. Children are to stay off private property such as walls or fences and are to refrain from leaving trash in front of their homes.

VISITORS AND ACCESS TO SCHOOL

Safety is a top priority at Thelma Bedell, therefore, all visitors must complete the check-in process before campus access is permitted.

Please Note:

1. Only family members and those visitors indicated on student information profile will be considered for campus access.
2. Family members who wish to walk their children to class in the morning or to pick them up after school must complete the check-in process. Family members must check-out with the front office prior to 8:00 a.m.
3. Visits to the classroom are to be pre-arranged with the teacher or staff member, (Contract language requires at least a 24-hour notice for classroom visits.)

Non-student, pre-school and school-age student visitors are not allowed to visit or attend activities when students are present. In the event of an emergency, we must be able to focus our attention on our students and not on other pre-school and school-age children. Visitors must be a minimum of 18 years or older. This includes during special events like Field Day, 5th Grade Softball Game, Flag Ceremonies, etc.

ABSOLUTELY no pets or other animals allowed on campus without the express written permission of the Principal.

ARRIVAL FROM HOME

Morning supervision does not begin in the morning until 7:45 AM. Students are allowed on the school site 30 minutes before classes begin, if eating breakfast, and no more than 15 minutes before classes begin, if not eating breakfast. If you have to be somewhere early in the morning, you will need to make arrangements with a friend or family member to take care of your child. Parents of students habitually arriving early will be contacted by the Principal. Students who are not eating breakfast are to sit at the outdoor lunch tables when they arrive. Students who walk to school or are dropped off outside of campus should always cross at the corners and use the crosswalks. Only students in grades 3-5 may ride bicycles and must wear a helmet. Bicycles are to be locked at the bike rack. No skateboards or roller blades/skates.

Parents dropping students on campus must enter through the right side of the front gate, proceed around the circle to the drop off area. Students should exit on the curb side of the car. Please do not create double and triple lines of cars as it is ***very dangerous*** for students and other pedestrians to walk between cars. ***Do not have students exit the vehicle until they are at the drop off area.***

DEPARTURE FROM SCHOOL

Students being picked up must wait inside the fence to be picked up. Kindergarten students will be escorted to the fence 5 min early for pick up. Please follow the following guidelines if you drive on campus:

1. Enter through the south, right side, entrance.
2. Form one single line of traffic starting at the designated student pick up point.
3. Students are ***expected*** to watch for their ride and move down to the “ready line” near the school office once their car has entered the Thelma Bedell Campus.
4. Older siblings should gather all younger students to escort them to the “Ready line.”
5. Once your vehicle pulls forward and comes to a complete stop students will be assisted to their car.
6. Do not leave your car unattended while in the pick-up line.
7. In the event of rain, students being picked up by car will be lined up under shelter between rooms 1 and 4 and the pick-up point will move to the North gate of the campus.
8. Safety of all students and family members is of utmost concern, therefore any violation of the above rules may result students being picked up from the school office.

Since there is no off campus supervision, parents who direct their children to be picked up in other than the designated pick up area will assume all responsibility in regards to their child’s safety and damages to private property resulting from their actions. Students who walk home must do so immediately from release by their teacher. Parents must follow parking lot rules for pick-up and follow the directions of the staff on duty.

Please be sure to complete the form informing us of your child's regular after school arrangements. A child who deviates from his/her normal "go home" procedure must bring a note from a parent, or the teacher will follow the normal procedure. **Each student should come to school with a clear understanding of whether he/she is to ride the bus, walk, or will be picked up.**

If circumstances change, please call the school office. **All messages will be given to students during the last fifteen minutes of class.** Teachers know they must be in their classrooms at this time to receive messages. A child who is to go home with a friend or to a baby-sitter other than normal, must bring a note from parents.

Students who walk home from school should always cross at the corners and use the crosswalks.

Please be prompt in picking up your children after school. **Students who are not picked up promptly may be dropped off at the Santa Paula Police Department,** if parents or emergency contacts cannot be reached, or if they are not picked up within a reasonable length of time after attempting to notify parents or emergency contacts to pick them up. This is especially a problem on early dismissal days. Early dismissal dates and times can be found on your yearly District calendar, as well as on your monthly school calendar. Students who are not picked up within 20 minutes must wait in the office. Parents will be required to come into the office and to sign them out, noting the pick-up time.

EVENING PROGRAMS

In order to participate in evening programs, students must have attended school on the day of the evening activity. Children may not attend evening programs without adult supervision from home.

If participating in a performance, such as the Holiday Program, Grade Level Performance, Talent Show, etc., students will not be released to their parents until the end of the entire performance. This is a courtesy to all participating students and their families. If for any reason, your child is unable to stay until the end of the entire performance, please exclude him/her from participating.

ATTENDANCE/ABSENCE PROCEDURES

Regular and punctual attendance is necessary for good scholastic achievement. We realize that on rare occasions it is necessary to keep children home from school. When a child is absent from school, he/she should return to school with a written excuse signed by the parent/guardian, stating the reason the child was not in school and the date(s) of the absence. An absence can also be verified by a telephone call to the school office (805) 933-8951 or (805) 933-8953. Please note, it is your responsibility to clear your student's absences. Unverified absences will turn into unexcused absences after three days. Any combination of three unexcused absences or tardies more than 30 minutes, will be reason to receive SARB letter #1. Any additional tardy more than 30 minutes or unverified/unexcused absence after that will require SARB letter #2 be sent home.

Any addition tardy more than 30 minutes or unverified/unexcused absence after that will be basis for a SARB referral to the District Attorney.

If your child needs to be released from school prior to the end of the school day for illness or an appointment, the parent/guardian must check in at the office and sign out the child. Children will only be released to a parent/guardian or a person listed on the emergency authorization card. The only exception would be a written note by the parent to the office giving permission for someone else to pick up their child. Individuals signing students out in the office must be 18 years of age or older. **Students will not be called to the office until there is someone present in the office to pick them up.**

PLEASE, when deciding whether to keep your child home, use these two criteria as a guideline for the need to be absent: Fever and/or vomiting. In almost every instance, unless these symptoms are present, your child should be in school. Please make all medical and dental appointments after school. When this is not possible, please schedule appointments after lunch. By having your child at school, you will help improve his or her academic skills and you will also contribute to the academic well-being of the entire school community.

Please inform the school office if you know in advance that your child will be absent for several days. Due to limited space and overcrowding, we can only “hold” your child’s place for five school days. On the sixth consecutive day of absence, your child will be dropped from his/her class. If a new student enrolls, your child’s place may be filled. Likewise, students who are on a waiting list will be given priority to enroll in your child’s spot. Keep in mind that we no longer offer Independent Study.

TARDIES/EARLY PICK-UP

It is important that children arrive on time for school. A “tardy” child not only disrupts the class when arriving late, but he/she misses an important part of the academic learning time. When a child is tardy, he/she must check in at the school office and take a green admit slip to the teacher. Similarly, when you pick up your child early, valuable instructional minutes are lost and the instruction of other children in the class is disrupted.

EXCELLENT ATTENDANCE AWARDS

Students who are eligible for this distinction are those who have not missed a single day due to an un-excused absence, have not arrived late, or have not been picked up early for any reason.

PHYSICAL EDUCATION EXCUSES

If your child is unable to participate in P.E. activities, he/she is required to bring a note explaining the reason and the number of days he/she is unable to participate. Parents may write a note for up to five days. Longer periods of time require a note from a doctor.

KEEP US CURRENT WITH CONTACT INFORMATION

It is extremely important for parents to keep the school informed of any changes in emergency, doctor, and home and work phone numbers and addresses during the year. Current information is a necessity for the safety of your children. If you have court documents that limit custody or visitation, make sure we have a copy on file in the school office. We cannot enforce court orders without having a copy on file. **Our records must be kept up to date!**

CLASSROOM CONTACT/VISITORS

If contact needs to be made with a child during school hours, it **MUST** be made through the school office. As part of the Collective Bargaining Agreement with the Santa Paula Federation of Teachers, Teachers must be given a 24 hour notice prior to a classroom visitation. If a parent wishes to visit longer than one hour, there must be a conference between the parent, teacher, and principal prior to the visitation. Under no circumstances should a parent visitation disrupt or interfere with instruction. Violations of this nature will require the principal to ask the parent to leave and law enforcement will be contacted.

A conference with your child's teacher may be arranged at a mutually convenient time by calling the office or by sending a note to the classroom teacher. All parents and visitors must sign in at the office and pick up a **Visitor's Pass** prior to their stay on Thelma Bedell's campus and must sign-out when they leave.

The Federal Breakfast and Lunch program restricts non-school personnel, such as care givers, parents, and siblings from entering the cafeteria when meals are being served. Please do not enter the cafeteria when the children are eating breakfast or lunch.

MEDICATION

State law requires that the following conditions be met prior to dispensing medication at school:

1. Medication must never be transported by the child to school. Parents must be responsible for bringing medication to school and taking it home.
2. Any medicine, prescribed or over-the-counter, to be taken at school must be accompanied by a completed District specified form, signed by the physician giving method, amount, and time when the medication is to be given. The parent must also sign the form giving their consent that the school give the medication as directed by the physician.
3. Forms are available at the school office; a note from the physician will not be accepted.
4. All medicine must be in the container in which it was purchased.
5. All medicine will be kept in the office and dispensed by office personnel.

LOST AND FOUND

Name labels on clothing are desirable. Many good articles of clothing are lost at school each year. A “Lost and Found” basket is provided for items turned in. Parents may wish to look at “found” items which will be placed in a bin at the front of the school. Under no circumstances should items be taken from the lost and found bin unless it is confirmed to belong to your child.

BIRTHDAY AND CLASS PARTIES

Board Policy, “The Governing Board recognizes that class time should be dedicated to student learning. The Board believes that classroom interruptions which are not related to the educational program should be kept at an ‘**absolute minimum**’. In an effort to comply with the Board Policy, ***birthday parties will not be allowed at school.*** Do not bring food, flowers, balloons, or gift bags for your child’s birthday.

Teachers may elect to have two class parties per year. If you are providing treats for a class party, please keep in mind student health and wellness. **All treats must meet School District Guidelines and should be store bought and wrapped.** Home cooked or baked treats are not permitted.

SPUSD prohibits discrimination, harassment, intimidation, and bullying on the basis of actual or perceived characteristics such as: age, ancestry, color, disability, ethnicity, gender, gender identity, gender expression, immigration status, marital status, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.