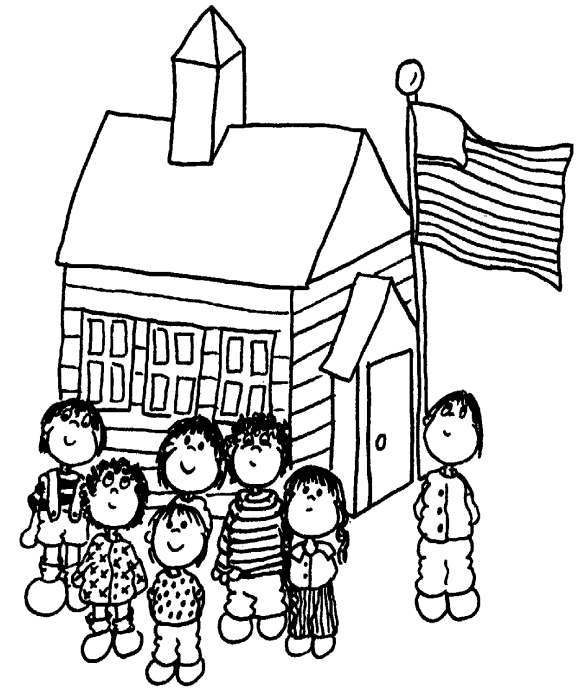
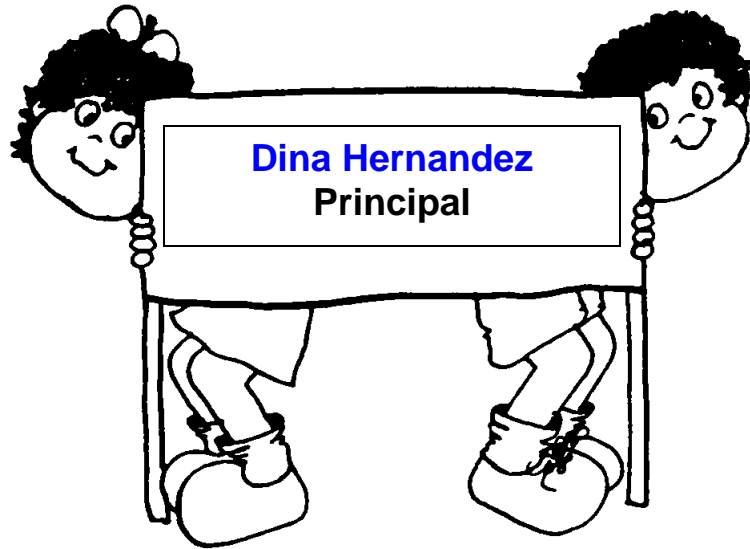


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Thomas Jefferson Elementary School Parent – Student Handbook





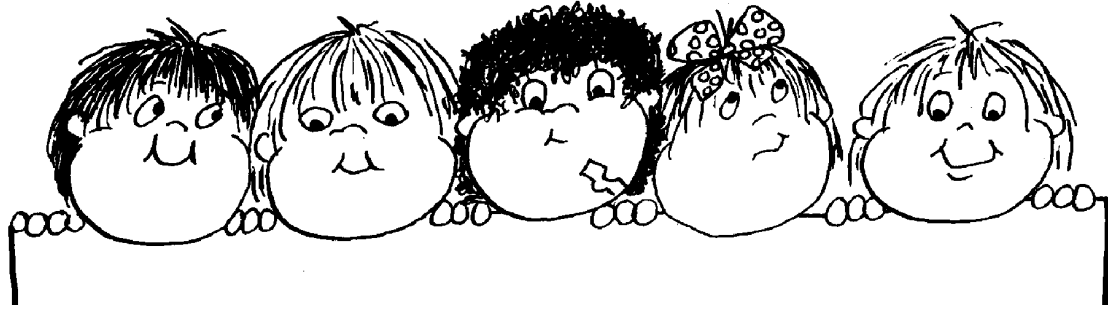
Notice of Non-Discrimination

The Bellflower Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, language, ancestry, or marital status in their educational programs and activities or employment practices. Parents/students who have questions or concerns about the policy can contact the [assistant superintendent of Instructional Personnel and Programs](#) at (562) 866-9011 ext. 2013.

Bellflower Unified School District
Board of Education

[Debbie Cuadros](#), President
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Every morning at opening ceremonies before students go to classrooms, the entire student body recites together the words of the Jefferson School Pledge which says:



JEFFERSON SCHOOL PLEDGE

**Today has been given to me
fresh and new.
I can learn from it
or throw it away.
I will choose to
do my best
In thoughts, words,
and actions.
This day will be used
not lost!**

Thomas Jefferson School
VISION STATEMENT

Our vision is to provide a high-quality learning environment where we achieve our academic and social goals through commitment, integrity, and excellence.

Our vision at Thomas Jefferson embraces the following goals:

- Students will be responsible citizens.
- Students will be proficient in all content areas using literacy and critical thinking skills.
- Student achievement will be closely monitored using performance-based assessments that drive instruction.
- Students will receive differentiated instruction to support a variety of academic abilities and learning styles.
- Resources will be effectively utilized to generate the greatest possible impact on student achievement.
- All students will use technology to support, enrich, and extend their growth opportunities and prepare them for the future.
- The staff will be committed to creating an environment that encourages respect for cultural diversity and self worth.
- Parents and other community members will participate in activities that promote academic excellence.
- Communication will be open and facilitate collaborative decisions that are shared and site-based as appropriate.

MISSION STATEMENT

The Mission of Thomas Jefferson Elementary School is to help develop in each student commensurate with his or her ability, the essential skills, knowledge, habits, attitudes, ideas and appreciations which are essential for the fullest individual development, and for family and community living in a democratic society. It is our belief that our educational program provides a framework which accomplishes this mission.

Thomas Jefferson Elementary
10027 E. Rose Street
Bellflower, CA 90706
(562) 804-6521

Office Hours 7:30 am to 4:00 pm

WORK HABITS AND ACADEMIC PROGRESS

STUDENT RESPONSIBILITIES

- Come prepared to class **on time** with all necessary materials and completed assignments.
- Use time efficiently and complete all assigned tasks in a timely manner.
- Listen attentively to directions and instructions.
- Always ask for assistance if you are having trouble understanding or completing an assigned task.
- Work without disturbing others; do not infringe on others right to learn and grow.
- Be responsible to see that teacher/school communications are delivered, signed, and returned.

A student may choose not to use good work habits and therefore limit their opportunity to reach their academic potential. However, no student has the right to make that choice for others. Therefore, any action by a student that prevents the teacher from teaching or the other students from learning is subject to disciplinary action as well as affecting their academic grades.

NOTIFICATION TO PARENTS OF STUDENT PROGRESS

It is the school's desire and responsibility to periodically report to parents on their student's progress. We realize how valuable this monitoring process is to your child's success in school. Your cooperation in this process is expected and appreciated. Notification will come by:

- Phone calls from your student's teacher, the principal, or the office on a concern of academic process, citizenship, or attendance.
- Written notes, reports, referrals, or corrected student work will go home for your information and/or review. Your signature is often requested as this is our assurance that you did receive this information and then we know our communication is complete.
- Parent conferences are scheduled for all students after the completion of the first trimester and whenever deemed necessary by the teacher and/or parent upon request.
- Achievement Reports (report cards) will be sent home for all students following each trimester.
- Progress reports will be sent home at the beginning of February and May for students scoring 1's and 2's on their achievement reports.

ACADEMIC ACHIEVEMENT AWARDS

Following the second and third trimesters, students in grades 4, 5, and 6 who qualify will be honored for their outstanding academic performance. The "Exceptional Academic Achievement" award will recognize students with the highest academic performance. The "Academic Achievement" award acknowledges those students with high academic performance. To qualify for "Exceptional Academic Achievement" or "Academic Achievement," students must maintain all 3's and 4's on their achievement report.

STUDENT ACTIVITIES AND PROGRAMS

STUDENT COUNCIL

Students in grades 4 thru 6 have an opportunity to serve in various positions in student government. Democratic principles are practiced in selecting representatives in grades 4 thru 6 and student body officers from grades 5 and 6. Many of the activities and programs offered by the school are created, planned, and carried out by students through this organization. Officers are: president (6th grade only), vice president, secretary, and treasurer.

SIXTH GRADE OUTDOOR SCHOOL

Each year sixth grade students have the opportunity to spend one week at an outdoor education center. Outdoor sciences, observation of natural resources, reforestation and respect of our forests as well as learning to live in a cooperative society are all part of this wonderful experience. Cost for the full week, including transportation, accommodations, and meals, is approximately \$250 per student (subject to change). Each student may earn a portion of their camp tuition through a school fundraiser. Cash payments may also be made.. The entire student portion can be earned without “a penny out of pocket” for parents; therefore, no scholarships are given to individual students. Refunds will not be given for fundraiser money raised. **Moreover, refunds will not be given on money spent out of pocket if a student is unable to attend due to discipline reasons. Each case will be reviewed and considered individually and final decision is at the discretion of the Principal.** Every student must raise their portion by the designated time or they will not be permitted to attend. Poor behavior may also prohibit attendance. If it is determined by camp personnel and/or teachers that a student must return home early due to illness or behavior, it is the parent’s responsibility to pick up their child from the camp.

COMPUTERS

Thomas Jefferson has a forty station computer lab and a Waterford Reading Lab equipped with Dell multi-media machines, extensive educational software, and a technician to support the program. Waterford program, keyboarding skills, word processing, and curriculum support are the areas of focus. Most classrooms have at least three computers as well as weekly access to the computer lab. A district approved acceptable use policy is actively implemented. Computer literacy is a major focus of our school plan.

LIBRARY

Our school is equipped with a student library stocked with reference and pleasure reading materials and staffed with a library aide. All students have the opportunity to visit the library with their classroom regularly and can check out books to take home. Parents are responsible for the monetary replacement of any library book not returned or damaged just like textbooks.

END OF YEAR OUTSTANDING FEES

Ensure all student fees are paid in full and accounts are kept up to date. A WITHHOLD ORDER will be placed on but not limited to, student records, at the end of the school year from parent/student for outstanding fees (ex. Library/text books, camp fees, cafeteria fees, damages/loss of school property etc.); until all obligations are paid/cleared and remain current pursuant to Education Code Section 48904.3 (a).

2014/15 SCHOOL CALENDAR

2014

First Day of School	1:40 DISMISSAL	Thursday, September 4
Back to School Night	12:45 DISMISSAL	Tuesday, September 16
Parent/Teacher Conferences	1:40 DISMISSAL	Mon.-Fri., October 13-17
Veteran’s Day Holiday	NO SCHOOL	Mon.-Tue., November 10-11
End of First Trimester	1:40 DISMISSAL	Friday, November 21
Thanksgiving Holiday	NO SCHOOL	Mon.-Fri., November 24-28
Minimum Day Dismissal	12:45 DISMISSAL	Thursday, December 18
Winter Break	NO SCHOOL	December 19, 2014 – January 2, 2015

2015

Martin Luther King Day	NO SCHOOL	Monday, January 19
Teacher Planning	12:45 DISMISSAL	Thursday, January 29
Non-Student Day	NO SCHOOL	Friday, January 30
Lincoln’s Birthday	NO SCHOOL	Friday, February 13
President’s Day	NO SCHOOL	Monday, February 16
End of Second Trimester	1:40 DISMISSAL	Friday, March 13
Shortened Day Dismissal	1:40 DISMISSAL	Friday, April 3
Spring Break	SCHOOL CLOSED	April 6 – 10
School of Choice for 2015/2016 school year		Mon.-Fri., April 27 – May 8
Kindergarten Roundup begins for 2015/2016 school year		Monday, April 27
CASSP Testing 5 th grade & CAPA		Mon.-Fri., April 27 – May 8
Open House	12:45 DIMISSAL	Tuesday, May 12
Memorial Day Holiday	NO SCHOOL	Monday, May 25
Last Day of School	12:45 DISMISSAL	Thursday, June 18

SCHOOL DAY SCHEDULE

Before School Schedule

Breakfast 8:00 to 8:25 a.m.

Only students eating breakfast may arrive before 8:15 a.m.

Playground opens for supervised play 8:15 a.m.

Warning Bell 8:32 a.m.

Opening Ceremonies/School Begins 8:35 a.m.

Students are tardy if not in classroom lines by the 8:35 bell.

Regular Day Hours 8:35 a.m. – 3:00 p.m.

Students are given 25 minutes of recess and 40 minutes for lunch which includes a recess.

Shortened Day Hours 8:35 a.m. – 1:40 p.m.

Every Wednesday during the school year. Lunch is provided; no afternoon recess.

Minimum Day Hours 8:35 a.m. – 12:45 p.m.

No regular lunch service. Sack lunches provided for those who order and prepay ten school days in advance. Minimum days are scheduled during the year to accommodate special events as noted on page 3 of this handbook.

IT IS EXTREMELY IMPORTANT TO KEEP THE YEARLY CALENDAR, WHICH NOTES THE SHORTENED AND MINIMUM DAYS AS WELL AS THE DAYS WHEN SCHOOL IS CLOSED, IN A CONVENIENT SPOT FOR PERIODIC REFERENCE. PLEASE BE SURE THAT TRANSPORTATION AND DAY CARE ARRANGEMENTS ARE MADE FOR WEDNESDAYS, OTHER SHORTENED DAYS, AND MINIMUM DAYS THROUGHOUT THE YEAR.

HEALTH SERVICES

MEDICATIONS AT SCHOOL

By law, the school cannot administer any medication for students unless the medicine is prescribed by a doctor and the required form is completed. These medications are kept in the health office. *No other medications* (including aspirin, inhaler, or cough drops) are allowed to be given to students or carried on their person for obvious safety reasons. Health assistants provide minor first aid and contact parents in the event their child should take ill. **There is no nurse on the school premises.**

ILLNESS, FEVER, AND INJURIES

- Children who appear to be ill should not be sent to school. If a child has had a fever, he/she should be kept home for at least 24 hours after the temperature returns to normal.
- Facilities for health services is limited so there is no place for a child to rest for an extended period. If you are called to pick up an ill or injured child, someone needs to get here as soon as possible. EMERGENCY NUMBERS MUST BE KEPT UP TO DATE.
- If a child has an above normal temperature, has a contagious disease (some of which do not involve fever such as pink eye), or has vomited, they must be picked up immediately.
- If the child has no fever, the staff will determine whether the child can return to class or may call you for your input on the decision. Sometimes they are just hot from playing too hard, or had a mild headache or stomach ache, in which case a short rest and a kind word usually takes care of the problem.

Several injuries come thru the health office on a daily basis, most of them minor that an ice pack or bandage will quickly cure. If it is determined the injury is beyond this, you will be called and asked to either pick up your child or determine for yourself whether he/she can remain in class. If we are unable to contact you or it is determined that there is no immediate emergency, a note may be sent home to inform you of the injury/illness. An injury resulting from the breaking of a school rule is immediately referred to the principal for investigation while the health assistant deals with the injury.

HEAD LICE

Periodic checks for head lice will be made as it can spread quickly in a school setting. If your child is found with head lice, he/she must be picked up immediately and cannot return to school until the health assistant checks and determines that they are "nit free." Should your child be found with head lice, you will be provided with all the necessary information to clear up the problem very quickly.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

An emergency card is kept on file for every student. This is the source of our contact with you regarding all school matters, but becomes extremely important when dealing with a student who has become ill or injured at school. If a parent cannot be immediately reached, we will go to the others listed on the card. This person could very likely be asked to pick up the child and, therefore, needs to have access to transportation. Children will not be released to anyone except the parent/guardian or an adult authorized by them on the emergency information card. Children cannot be sent home upon a telephone request, written request, or to any one under the age of 18. Be sure to include anyone on the emergency card you might call to assist you, and keep us informed of any changes.

FOOD SERVICES

NATIONAL SCHOOL BREAKFAST/LUNCH PROGRAM

The district participates in the National School Breakfast/Lunch Program that provides nutritious meals on a voluntary, low-cost basis to students. The program offers free or reduced-price meals for students who meet the standards for participation. Applications for the free and reduced lunch program are sent home the first day. These forms must be completed and returned to the school for processing. Each family needs to complete one application by listing all students and household members on one application. Applications must be completed by each family annually. Completed applications are processed by the Food Services Manager and families who qualify are notified.

BREAKFAST is served each morning from 8:00 a.m. until 8:25 a.m. Service stops promptly at 8:25 a.m. Students must allow themselves time to finish eating their breakfast to assure that they are in line by the time the tardy bell rings at 8:35. Students wishing to participate in the breakfast program must enter the cafeteria on Rose Street through the cafeteria door. All other gates (including Cedar Street) do not open up until 8:15 a.m.

LUNCH service is provided for all students during their scheduled lunch time. The first 20 minutes of lunch time is for eating; the last 20 minutes students are dismissed to the playground for recess. Students may bring their lunch from home or purchase a lunch from the cafeteria. All student lunches are served with milk. Juice is available for an extra fee. Food/drink substitutions are available for medical reasons upon receipt of a doctor's note. **COMMERCIAL OR FAST FOOD ITEMS ARE NOT TO BE BROUGHT ON CAMPUS FOR OR BY STUDENTS. HOT CHEETOS, FLAMING HOT, TAQIS FIRE, BAGS OF CHIPS, SODA, CANDY, GUM, ETC., ARE STRICTLY PROHIBITED. HEALTHY SNACKS SUCH AS FRUIT SHOULD BE SENT WITH YOUR CHILD. DUE TO LIMITED SPACE, PARENTS ARE NOT ALLOWED TO EAT IN THE CAFETERIA WITH STUDENTS (EXCEPT ON DESIGNATED DAYS).**

PRICES – PAYMENT FOR FOOD SERVICES

Students may bring cash to pay for their meals on a daily basis. If you choose to do this, be sure the money is in a sealed envelope with the student's name and room number. It is strongly recommended that you take advantage of the availability of pre-paid lunch accounts. It is strongly recommended that parents take advantage of the pre-paid lunch account. Parents may submit a check made out to BUSD Food Services or use a credit card. To use this service you would call the Nutrition Services office at (562) 866-4192 ext. 7803. Lunch accounts are paid in advance and are used like a debit account. A code is given to each student and should not be shared with others to protect the account. You must keep track of the amount you send in and use to insure uninterrupted service. LUNCH MONEY IS NOT LOANED.

Breakfast and lunch are \$2.00 each. Milk and juice may be purchased separately.

Federal regulations require that all foods purchased at school must be eaten by students while at school or attending a school function.

BELL SCHEDULE

REGULAR DAY

GRADE	A.M. RECESS	LUNCH	P.M. RECESS
Kindergarten	10:00 – 10:15	11:25 – 12:05	1:25 – 1:35
First	10:20 – 10:35	11:55 – 12:35	2:05 – 2:15
Second	10:20 – 10:35	11:55 – 12:35	2:05 – 2:15
Third	10:20 – 10:35	12:20 – 1:00	2:05 – 2:15
Fourth	10:20 – 10:35	12:20 – 1:00	2:05 – 2:15
Fifth	10:45 – 11:10	12:45-1:25	None
Sixth	10:45 – 11:10	12:45-1:25	None

SHORTENED DAY

GRADE	A.M. RECESS	LUNCH	P.M. RECESS
Kindergarten	10:00 – 10:15	11:25 – 12:05	None
First	10:20 – 10:35	11:55 – 12:35	None
Second	10:20 – 10:35	11:55 – 12:35	None
Third	10:20 – 10:35	12:20 – 1:00	None
Fourth	10:20 – 10:35	12:20 – 1:00	None
Fifth	10:55 – 11:10	12:45-1:25	None
Sixth	10:55 – 11:10	12:45-1:25	None

MINIMUM DAY

GRADE	A.M. RECESS	LUNCH	P.M. RECESS
Kindergarten	10:00 – 10:10	None	None
First	10:20 – 10:30	None	None
Second	10:20 – 10:30	None	None
Third	10:20 – 10:30	None	None
Fourth	10:20 – 10:30	None	None
Fifth	10:40 – 10:50	None	None
Sixth	10:40 – 10:50	None	None

Students are expected to use their recess times to access the restrooms and drinking fountains. Release from class during instructional time for restroom use is disruptive as well as a problem due to lack of supervision and, therefore, restricted. On rainy days, students remain in the classrooms for recess and in the cafeteria for lunch which is shortened to 35 minutes.

SCHOOL PERSONNEL

ADMINISTRATORS

The school principal is the instructional leader of the school. It is their responsibility to ensure that the school functions properly. The principal is available to discuss educational matters with you but may not be immediately available since much of the school day is spent with students and teachers. If you wish to speak with the principal, call the office to leave a message for an appointment. Your message will be returned or an appointment scheduled as soon as possible. Remember that your child's teacher knows your child better than anyone else at school and, therefore, should be your first contact if you have questions, comments, or concerns to discuss. It is best to schedule an appointment to be sure of availability.

ADMINISTRATIVE OFFICE STAFF

The secretary and clerk are responsible for the office management of our school. They can answer questions you have on procedures or policies, and will take messages for the teaching staff concerning educational issues. The school office is a place of business, so all visitors (both adult and students) are asked to enter quietly, be courteous, and wait for the staff to address your needs. There are many things going on that can prevent them from addressing you immediately, but you will be taken care of as soon as possible after entering. Students are allowed in the office during the school day only with a pass from the classroom teacher indicating the reason. **A charge of .25 per page for additional parent requested copies of student information.**

CAFETERIA STAFF

The cafeteria manager and staff provide nutritional breakfast and lunches for students and monitor lunch accounts. If you have any questions about cafeteria services, call 804-6523.

CUSTODIAL STAFF

Custodians contribute to the learning environment by keeping the school clean and safe. There is one custodian during the day for daily maintenance and two at night that clean and prepare rooms for use the next day.

HEALTH ASSISTANTS

There are two health assistants that maintain the health office, one in the morning and one in the afternoon. They are on campus to assist students with their health needs. They arrange for the required periodic vision and hearing screening, maintain and monitor student health records, and distribute medications at school as needed (see page 17).

INSTRUCTIONAL AIDES

Under the direct supervision of the teacher, classroom aides provide individual and small group assistance in academics or English language acquisition. Noon duty aides provide supervision for students during lunch time in the cafeteria and on the playground.

PARENT INVOLVEMENT AND SUPPORT

HOME-SCHOOL COMMUNICATIONS

The *Jefferson Journal* is a monthly newsletter put out by the school. It comes out on the first of every month. The Jefferson Journal will keep you informed on activities and programs being highlighted for the upcoming month. It recognizes student achievements such as *Student of the Month* and *Academic Achievement*. The calendar on the back page is a valuable reminder of school holidays, shortened days, important events, etc. Look for the Journal every month and post the calendar in a convenient place.

Reminder flyers and/or Blackboard phone calls will be sent prior to various events as a reminder and a means of providing details such as dates, times, etc. If you know of an important event coming up, look for the reminder flyer to come home one to three days before. Our main source of communication is through notes that are sent home with your child. Often a signature from the parent to acknowledge receipt of information is requested. You must stress to your child the importance of receiving any correspondence from school. Fourth, fifth, and sixth grade students are provided with daily planners that are designed to organize assignments as well as keep you informed. Ask daily to see these things.

Phone calls/personal notes are often made to the home by teachers, the principal, and other school personnel to inform you of a situation with your child that requires your immediate attention. This provides good, regular two-way communication.

Parent conferences are scheduled for every student at least once a year. The teacher, or you as a parent/guardian, may call a conference at any time to discuss any aspect of your child's education. Teachers often extend their regular work day to arrange parent conferences. If you make an appointment, please be sure to arrive on time and call in advance if it is necessary to cancel.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is comprised of equal representation of school staff and parents who are elected by their peers to serve. The Site Council meets monthly to evaluate and discuss the progress of school programs and to share ideas to foster continuous student success in school.

JEFFERSON PTA

The PTA consists of parents who volunteer their time working with the school on projects, programs, and activities that provide great benefit to all our students. All parents can support the PTA through a nominal membership fee and by personal involvement. One of the most rewarding ways to become involved in your student's school is through the PTA. The PTA is always in need of volunteers. When the information comes home on ways that you can help support the PTA, please take the time to read it over carefully and consider the great benefits your involvement can bring.

PARENTING CLASSES

Parenting classes on numerous school and child related topics are available through the Bellflower Unified School District. Many are offered here at Jefferson. Look for details to come home.

SUPPORT SERVICES

ADAPTIVE PHYSICAL EDUCATION

A part time adaptive PE program is available for identified students who qualify for these services. If you feel your child might benefit from these services, contact your child's classroom teacher.

BEFORE AND AFTER SCHOOL CLASSES

Before and after school classes are offered at certain times during the year for students who are significantly below grade level, especially in the areas of reading and math. Classes are also offered for the identified GATE and High Potential students. Students are recommended for these programs by their classroom teachers and according to scores on the state mandated tests. If your child qualifies for one of these offerings, information will be sent home to you regarding the specific days and times of the classes.

CHILD CARE PROGRAMS

A before and after school care program for students residing within our attendance area is provided on our site through the Los Cerritos YMCA. To learn more about this program or sign up, contact the YMCA office at (562) 925-1292 or (562) 461-0534. ***The school office does not administer or oversee this program.***

FAMILY ADVOCATE/CASE MANAGER

The family advocate is connected with the BUSD Caring Connections Program. This person acts as liaison between the school and the home in seeking out answers to questions or concerns about students. The advocate may assist in correcting attendance problems, assist behavior concerns, and can advise you on the many community resources available to our families.

GUIDANCE INTERN

The guidance intern is a college student in the final phases toward a masters degree in school psychology or counseling. He/She is assigned part time at Jefferson. The guidance intern provides individual and small group counseling to students who are referred by the classroom teacher or the principal as needing some social and/or emotional guidance. If the guidance intern will be working with your child, you will receive a permission slip to sign and return. No formal services are provided without written parental consent.

PSYCHOLOGIST

The school psychologist is on campus certain days during the week to provide ongoing psycho educational assessments and counseling.

SPEECH AND LANGUAGE

A speech and language therapist is assigned to assist students identified as having a speech articulation or language development problem.

STUDENT SUCCESS TEAM

The School Success Team (SST) is a group of educational professionals that meet twice a week on students referred by their classroom teacher who is concerned about the child's progress. The team offers ideas and interventions to assist the teacher and the student and monitors progress. Parents are often invited to give their input and be part of the solution.

TEACHING STAFF

The teaching staff at Thomas Jefferson School are highly qualified professionals. They are here to teach and guide children in every facet of their school experience. This requires consistent and open communication with parents. This communication must be two way; parents and teacher working together for and with their children. Parents need to ask questions, be supportive, and investigate any concerns before drawing conclusions. Teachers also assign grades for academic progress and correct inappropriate behavior to maintain a safe and positive learning environment. Specific times are set up for regular conferences with parents. For other communications, the teacher may call you or send a note. If you have a question or concern, you are encouraged to call or write the school to set up a time for a conference or request a return phone call from the teacher. Please remember that teachers have the responsibility of supervision of thirty or more students during the day, are preparing for school in the morning, and winding up activities in the afternoon. For this reason, drop in visits are often non-productive, can be disruptive to the instructional day, and therefore may not be approved. Call for an appointment or return phone call so that the teacher has the time to address your comment, question, or concern appropriately.

SUPPORT TEACHING STAFF

The ***resource specialist*** provides services to students and classroom teachers for students identified with learning difficulties that require additional support. This teacher coordinates designated instructional services to students enrolled in the Resource Specialist Program (RSP) which provides special instruction according to the Individual Educational Plan (IEP). The RSP teacher serves as a member of the School Study Team (SST) which screens all referrals made by the teachers.

The ***intervention teachers*** provide services to students who have been identified through various assessments and by their classroom teacher as working below grade level standards. The focus of the Intervention teacher is in the area of reading and language arts, but some math support is also provided. Small group instruction is provided that focuses on specific skills and practice.

The credentialed ***speech and language therapist*** provides speech services for identified students. This individual works with students in the areas of language as well as speech articulation. Qualified aides may assist the speech therapist in addressing the needs of students. All students receiving speech and language services are on an IEP.

The ***school psychologist*** is primarily responsible for identifying students with specific learning disabilities, is a member of the Student Study Team, and a resource to parents and teachers.

The ***Adaptive PE teacher*** provides services for those students who have specific needs in the areas of gross and fine motor functioning. He/she comes to the campus as needs dictate.

OTHER SUPPORT STAFF

The ***case manager*** provides parents with valuable connections to the many community services offered and assists families with issues that can affect optimum student learning.

The ***library aide*** assists students in the selection/check out of books from the school library.

The ***guidance intern*** offers support to students in social and emotional areas.

PROGRAMS, POLICIES, AND PROCEDURES

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ABSENCES/TARDIES/HOMEWORK (continued)

The number of absences/tardies are monitored as is required by law, and you will be informed by a letter if the number of absences needs to be watched. You may be required to meet with the principal to discuss your particular situation. Excessive absences will result in referral to the District Student Attendance and Review Team (SART) and, if not corrected, a hearing will be scheduled with the Student Attendance and Review Board (SARB) at the Bellflower courthouse.

Tardies hamper student success as much as absences. The primary directions for the day take place first thing in the morning and can set the entire day off badly if the student is late. In addition, it is very disruptive to the class when students enter late. Please assist your child in arriving to school on time. All students must be in line by the time the 8:35 bell rings and the patriotic activities begin. The Cedar Street gate closes at 8:32 so the teacher on duty has time to get to their classroom line. The front gate closes promptly at 8:35. Students who are tardy must enter thru the office for a tardy note.

Continued tardies may require a conference with the principal and the teacher. Excessive tardies will result in disciplinary action for the student and continued excessive tardies will be referred to SART and SARB thru the Bellflower Unified School District.

If you have an unavoidable circumstance causing an extended absence of five to ten days, you must contact the office for an Independent Study Contract at least three days prior to the absence.

EARLY CHECK-OUT/SIBLINGS

Checking students out early creates the same problems as tardies. It is disruptive to the class and the student misses valuable learning time. Try to make doctor/dentist appointments after school hours especially on Wednesdays which are shortened days. It is important that children maximize each day of learning to the full extent.

If you are attending a function during the school day in the classroom or cafeteria, preschool children or those not enrolled at Jefferson are not allowed on the campus due to liability concerns. This includes field trips.

STUDENT'S SPECIAL OCCASIONS

Bellflower Unified School District acknowledges the special occasion of each student's birthday. **In lieu of food items such as cupcakes, punch and other unhealthy snacks,** a positive way to celebrate a student's birthday is to recognize their birthday by donating a book to their classroom library. Happy Birthday pencils given to the student's teacher to distribute might also be a fun way of sharing the happy day.

INSTRUCTIONAL DAY

You have given us a very important task – that of educating your child(ren). We take this job very seriously, and know you do too. There is so much in this world for children to learn and so little time to do this in. We need your constant support in helping us to do our very best. In order to maximize the instructional time of students, we must minimize the interruptions to the classroom. You can only imagine the disruptive nature a call on the loud speaker from the office or a knock on the door can be to instruction. Not to mention it requires both teacher and students to stop the teaching/learning process and then pick it up again. This section is devoted to some very important ways that you as parents can help us to make maximum use of each and every instructional day to ensure a very successful year for your child(ren).

MESSAGES FOR STUDENTS/FORGOTTEN ITEMS

Classrooms will not be interrupted for messages or forgotten items. If you call to get a message to your child or bring in a forgotten item (homework, lunch), we will attempt to get the message or item to the student without disrupting the classroom learning environment. This is extremely disruptive to the teacher and all students. A note or the item will be placed in the teacher's box for them to get at recess, circumstances sometimes will arise when it is not possible. Therefore, it is extremely important for you to plan ahead so that calling in a message or bringing in an item to be delivered to your student does not become necessary. Please make all necessary arrangements with your student(s) before coming to school, no messages will be given to avoid classroom interruption. Due to safety issues, parents/guardians are NOT allowed to speak to students thru the fence.

VALUED HOURS

The valued hours are the hours set aside in the morning in which NO interruptions will be made to any classroom (unless deemed an emergency). The morning hours are the most valuable of the instructional day as the students are fresh, alert, and more responsive. Research shows this to be the most valuable learning time of the day. This is the time when the majority of the reading and math instruction takes place. Therefore, no calls or messages will go into classrooms during the morning hours.

ABSENCES/TARDIES/HOMEWORK

Regular attendance is directly related to a child's success in school. Unless a child is ill, he/she should be in school every day as attendance at school is mandatory in the state of California. If your child misses school for any reason, the parent is required to verify each absence. Verification should be made in written form and include the reason, the date(s) of absence, and the signature of the legal parent or guardian. Telephone calls to inform the office are also acceptable. A doctor/dentist note is the best form of verification as it is coded differently on the computer. **If your child is absent due to illness, homework can be requested by calling the office prior to 9 a.m. A note will be placed in the teacher's box and will be ready for pickup after school.**

ARRIVAL AND DISMISSAL

DROP OFF AND PICK UP MEETING PLACE

To maintain campus safety, all people on campus other than students and staff (with ID badges) are monitored. Therefore, students must be dropped off and picked up just outside the school gates. Take the time to set the place to meet your child. The gates where students enter and depart are: the two gates on Rose Street by the cafeteria and by the kindergarten rooms; and the gate on Cedar Street by the classrooms. *Please do not talk to the children thru the gates.* Make all necessary arrangements with your student(s) before coming to school.

TRAFFIC AND PARKING

Car traffic on both Rose and Cedar Streets at drop off and dismissal time is very heavy and dangerous. Plan the time you need. The parking lot in front of the cafeteria is for staff parking only and blocking driveways is a parking violation. There is no double parking, no parking in front of the marked bus area by the kindergarten gate on Rose Street, or in the staff parking lot as this is where the buses pick up students after school. All of the situations noted above are illegal and subject to traffic citations. Lakewood Sheriff periodically patrols and issues citations. More importantly, these situations are very dangerous. Do not let your convenience take priority over the safety of children.

BUS SCHEDULE

Bus transportation is available for Jefferson students that live more than a mile away from the school. A schedule will be available at the beginning of the school year. Riding the school bus is a privilege and students are expected to follow the direction of the bus driver and behave appropriately at the bus stops. Behavior referrals are forwarded to the school and can result in disciplinary action including suspension and/or revoking the privilege to ride the bus. For any questions related directly to transportation, you may contact that department at 804-6503.

BICYCLES

Students in grades 3 thru 6 may ride their bicycle to school provided a Bicycle Contract is on file in the office. ***It is mandatory that students riding bicycles wear a bike helmet (state law as well as school rule) and have their own chain and lock.*** They must also conduct themselves safely by walking the bike as soon as they are near the school. Students are responsible for securing their own bike; bike racks are available. ***The school is not responsible for lost, stolen, or damaged bicycles.*** Skateboards/scooters are not allowed.

CROSSING GUARDS

Crossing guards have been scheduled through the city of Bellflower to help children cross the street at particularly dangerous corners. When using these intersections, adults and children are expected to abide by the directions of the crossing guard and be respectful of their position.

HIGH SCHOOL STUDENTS/OLDER SIBLINGS

High school students wanting to visit past teachers are not permitted on campus without permission from the office staff. High school students picking up younger siblings must set up a meeting place outside the school gates as they are not permitted on campus and may not pass thru to get to Cedar Street.

GENERAL REGULATIONS FOR PUPILS

DISTRICT BOARD POLICY 5149

Outlines specific general regulations for students at all school in the Bellflower Unified School District. This policy states that:

- All students are to remain at school during recess and throughout the school sessions except when excused by the principal or designee with parent request/consent.
- A pupil may be released to parents or guardians for necessary activities. However, pupils shall not be excused from school for private music lessons or church instruction.
- The pupil may use the school telephone only when the principal considers the call necessary. The number of lines into the school are limited and must be reserved for school business
- A parent/guardian of a pupil who damages school property deliberately shall be held responsible. The district will repair the damage or replace the item and will notify the parent of the cost.
- All students are expected to behave with proper decorum and demonstrate respect for all patriotic exercises while at school and at school related activities (e.g., the Pledge of Allegiance to the Flag of the United States of America, The Star Spangled Banner, and other patriotic songs).

DISTRICT BOARD POLICY 6113

In every Bellflower Unified School District school, a Moment of Silence shall be conducted every morning on a daily basis. While observing the Moment of Silence, students must remain quiet and demonstrate respect for the rights of others.

DRESS CODE

Bellflower Unified School District board Policy 5142.1, adopted in August of 1996, states:

In recognition of the instructional responsibilities and goals of the Bellflower Unified School District, the district hereby adopts the following rules relative to the dress and appearance of students, which will be strictly endorsed.

1. All clothes must be neat, clean, not frayed, in good repair and be an appropriate size (e.g. baggy, oversized pants are not permitted). No hats, caps or scarves are permitted at school. For sun protection outside, district approved "bucket style" hats are permitted (solid colors, no insignias).
2. Girls may not wear sheer blouses, bare midriff, tight clothing or braless outfits. Skirts/shorts must be longer than fingertip reach or mid-thigh (principal's discretion). Undergarments shall be worn.
3. Clothing or jewelry which depicts or suggest sexually related or obscene gestures, pictures, or wording, or which promotes the use and/or abuse of drugs or alcohol, shall not be worn on campus or at school activities. Clothing for girls with spaghetti straps is not permitted.
4. No student shall wear articles of clothing, jewelry, or accessories which, in the opinion of the school principal, pose a threat to the physical well-being and safety of the student or others (e.g. chains, belts of excessive length, any open toed or backless shoes, skate shoes, etc.)
5. No clothing, or articles of clothing or methods of grooming including, but not limited to gloves, bandannas, belt buckles, shoestrings, wristbands, jewelry, tattoos, **extreme hair styles that cause distraction or disruption to educational process (such as Mohawks, Fohawks, shaved/etched designs, or unnatural hair color)** related to a group or gang, which may provoke others or to be intimidated by fear of violence, or could possibly disrupt the educational process, shall be worn on campus or at any school activity.

The responsibility for the proper attire of all students attending the Bellflower Unified School District rests with the parents/guardians. The responsibility for enforcing the dress and grooming code rests with the school administration and staff on each campus. The principal or his/her designee shall observe the student and make a determination as to whether the student may be violating the dress code. If the principal determines that the child is in dress code violation, the parent will be contacted. Violators of this policy shall be subject to school and district discipline procedures.

STUDENT SAFETY

VISITORS TO THE SCHOOL

Board policy 5149 states: "The school administrator or designee is charged with the responsibility of identifying all campus visitors. Parents or guardians of a student visiting a school shall be requested to notify the office and obtain permission before proceeding to a classroom. All visitors to the campus are required to obtain permission from the school office before proceeding with a campus visitation."

Administrative Policy 1250 outlines the procedures for entering campus during school hours which includes the 30 minutes prior to the start of student instruction and 30 minutes after dismissal time. This policy states:

- Immediately upon entering any school building or grounds, any person who is not a student of the school or district officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee. For the purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises. At the discretion of the principal, a staff member may be assigned to accompany visitors while they are on school grounds. Any person the principal or designee asks to leave school grounds shall promptly comply.
- Any visitor who fails to report his/her presence and the reason for visiting the school or who fails to leave school grounds upon request has committed an unlawful act and may be prosecuted according to law.
- Employees in school buildings shall report to the principal immediately any person loitering on or near the school grounds. The principal shall investigate the report and, if necessary, notify the appropriate law enforcement agency and the Superintendent's office.
- Visitors to a classroom, including parents, shall give at least 24 hour notice to the office prior to visiting. The visit shall last no longer than 30 minutes unless agreed upon by the teacher and the parent.
- Under ordinary circumstances, a teacher being visited by a parent should continue with the regular classroom work. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's prior permission. Parent/teacher conferences may be held before or after school in order that normal progress of classroom instruction will not be disrupted. The visitor is to be an observer only and is not to interfere with instruction in any way.

No one should speak or give items to students through the fence. Messages/items must be brought to the office to be given to students.

EARLY ARRIVALS AND LATE PICKUPS

It is an extremely unsafe situation for students to arrive at school before supervision is provided. That time is 8:15 a.m. unless the student is in the cafeteria eating breakfast (if so, that arrival time is no earlier than 8:00 a.m.) or rides a BUSD school bus. All students must exit the campus at the close of school unless formally enrolled in an after school program. There is no supervision and, therefore, very unsafe for children not to be promptly picked up when school is out.

STUDENT EMERGENCY CARDS

Correct and current information on the student emergency card is extremely important to your child's safety at school. Be sure that all home and work numbers are current and operational, and that at least two alternative contacts are listed in the event of an emergency. **Any person you want to be able to pick up your child before the end of a regular school day MUST be listed on the card, must have proper ID upon pickup, and must be 18 years old or older.** Permission for student release will not be granted over the phone or by a written note.