

# **Frank E. Woodruff Elementary School**



**Parent Handbook  
2014-2015**

**15332 S. Eucalyptus Avenue  
Bellflower, California 90706  
(562) 804-6545  
FAX (562) 804-6583**

Welcome to Frank E. Woodruff Elementary School. We invite you to be partners in your child's education. To offer the best possible education for your children, we need your involvement and support. You can help by:

- Being sure that your child is at school on time every day
- Joining our PTA (Parent Teacher Association)
- Volunteering in the classroom
- Chaperoning field trips
- Assisting with special activities
- Monitoring your child's homework
- Carefully reviewing all information from the school
- Talking with your child's teacher on a regular basis to assist your child's academic progress

Together we can give your children an excellent beginning to life-long learning.

### **Mission Statement**

The Frank E. Woodruff Elementary School learning community is united in providing the highest quality education for all students. We are committed to empowering students with the knowledge and skills to face the challenges of a competitive, global society as successful, responsible, and caring citizens.

### **Vision Statement**

The vision of Frank E. Woodruff School is a strong learning community that educates the whole student. All students will be academically proficient, healthy in body, and strong in character.

- This community is founded on a spirit of collaboration among parents, students, and teachers all working together to provide an enriched learning environment.
- Research based methods and Common Core standards integrate the most current technology, authentic assessments, and high expectations for all students.
- This community assists and encourages its members to develop positive character traits that allow each of them to become a unique, well-adjusted person and a contributing member of society.
- This learning community strives to provide for the physical well being of all of its members by providing health education programs to promote healthy minds and bodies.

Ultimately, the Woodruff School learning community empowers its members to develop the knowledge and skills necessary to make their dreams a reality.

*Frank E. Woodruff School  
15332 S. Eucalyptus Avenue  
Bellflower, CA 90706*



***2014-2015 Bell Schedule***

**Regular Day**

Kindergarten-6

8:20 a.m. - 2:40 p.m.

**Shortened Day**

Kindergarten-6

8:20 a.m. - 1:20 p.m.

**Minimum Day**

Kindergarten-6

8:20 a.m. - 12:30 p.m.

**Morning Recess\***

Grades 1-2

9:45 a.m. – 9:55 a.m.

Grades 5-6

10:00 a.m. - 10:15 a.m.

Grades 3-4

10:15 a.m. - 10:30 a.m.

Kindergarten

10:30 a.m. - 10:55 a.m.

**Lunch Schedule**

Grades 1-2

11:20 a.m. - 11:55 a.m.

Grades 3-4

11:45 a.m. - 12:20 p.m.

Grades 5-6

12:10 p.m. - 12:45 p.m.

Kindergarten

12:30 p.m. - 1:05 p.m.

**Afternoon Recess\*\***

Grades 3-4

1:15 p.m. - 1:25 p.m.

Grades 1-2

1:30 p.m. - 1:45 p.m.

Grades 5-6

1:50 p.m. - 2:00 p.m.

**Minimum Day Morning Recess**

Grades 1-2

9:45 a.m. – 9:55 a.m.

Grades 5-6

10:00 a.m. - 10:10 a.m.

Grades 3-4

10:15 a.m. - 10:25 a.m.

Kindergarten

10:30 a.m. - 10:40 a.m.

**Rainy Day Lunch Schedule**

Grades 1-2

11:10 a.m. - 11:40 a.m.

Grades 3-4

11:40 a.m. - 12:10 p.m.

Grades 5-6

12:10 p.m. - 12:40 p.m.

Kindergarten

12:40 p.m. - 1:10 p.m.

\*Grades 1-2 go to morning recess from 9:40 – 9:55 a.m. on Shortened Days

\*Kinder go to morning recess from 10:30 a.m. – 10:45 a.m. on Shortened Days

\*\* There is no afternoon recess on Shortened Days

## **ATTENDANCE**

**PLEASE DO NOT DROP YOUR CHILD OFF BEFORE THE ALLOWED TIME AS THERE IS NO SUPERVISION.** Children participating in the breakfast program may arrive at 7:40 a.m. The bell rings at 8:20 a.m. If children arrive after that time, they need to report to the office to sign in and receive a tardy slip.

**VISITORS AND PARENTS MUST ALWAYS CHECK IN AT THE OFFICE BEFORE GOING ON TO THE SCHOOL GROUNDS. THANK YOU FOR YOUR COOPERATION.**

## **ABSENCES FROM SCHOOL**

If your child is absent from school, please call the school at (562) 804-6545 to report the absence and the reason for not attending. If you are unable to call, please send an absent note with your child when he/she returns to school. The note should be given to the teacher. Please provide a doctor's note each time your child visits the doctor's office.

## **LEAVING CAMPUS**

When a child must leave school before the end of the day, a parent or designated adult (listed on the emergency card) must sign the child out in the school office. All adults will need to show identification. If possible, medical and dental appointments should be planned for non-school hours. Students will not be released during the last fifteen minutes of class time.

## **EMERGENCIES**

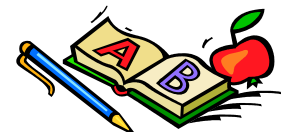
In case an accident or illness occurs during school, it is important that we have accurate information. We need the names of people to contact in case of an emergency. We will not release your child to anyone who is not listed on the emergency card. Please list several people that have authorization to pick up your child. In case of a natural disaster, such as an earthquake, all children will be cared for at the school and released to an individual listed on the emergency card. **PLEASE KEEP THESE CARDS UPDATED!**

## **ITEMS INAPPROPRIATE FOR SCHOOL**

Students may not bring non-educational items from home to school. Things brought to school must be pre-approved by the teacher and left in the classroom during the course of the day. Items such as jewelry, toys, electronic devices, and sports equipment, are not allowed at school. Inappropriate items will be confiscated and returned at the end of the school year.

**Some items (knives, laser lights, toy guns, and other dangerous objects, etc.) are illegal on the school grounds and possession of these items will result in severe disciplinary action.**

**EC48900** Money is easily lost, and it is recommended that students bring only what is needed for lunch or other school business. The State Code of Education states that family pets are not permitted at school. **Parents who bring the family pet must wait for their child off school property.** Be sure that pets do not follow your child to school, as stray animals on school grounds must be sent to the animal shelter.



## **CELL PHONES AT SCHOOL**

Students may not use or display cell phones during the regular school day or during participation in school activities, unless specifically authorized by school administrator or designee. Cell phones must remain out of sight in backpacks and powered “off” throughout the school day. EC48901.5 (a) (b)

Personal electronics, including cell phones, that are permitted by school administration, and that have the capability of taking photographs or recording audio or video data, shall not be used for such purposes while pupils are on campus, while attending school sponsored activities, and in accordance with guidelines specified in EC48900.7, unless specifically authorized by school administrator or designee.

Failure to comply with any portion of this policy will result in immediate confiscation. Confiscated items may be picked up by parent/guardian only. The school is not responsible for lost, stolen or confiscated property.

## **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. Students/parents who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at (562) 866-9011 ext. 3278.

## **PICK UP AND DROP OFF**

In order to provide safer, more convenient access for parents who pick up and drop off students, we have a drop-off area on Eucalyptus Avenue. Please help us to make the drive-through pick up and drop off area safe for our students by following the rules below.

- ◆ The drive-through is three moving lanes with **no parking**.
- ◆ Pull up as far as possible so that more cars may fit. Do not stop in the driveway to pick up or drop off your child.
- ◆ Your child should stay behind the gate until an adult walks him/her to your car.
- ◆ Have passenger-side seating available so that students do not have to go around the car to enter.
- ◆ The drive-through is one-way. Approach and exit by making right turns, driving on Eucalyptus. This will keep traffic flowing.
- ◆ Do not stop in red zones in front of the school to pick up or drop off your child. Pull all the way forward to the drive-through area.

**NO PARKING IN DRIVE-THROUGH AREA.**

**PARENTS MAY NOT ENTER DRIVE-THROUGH AREA ON FOOT.**



## **BICYCLES AND BICYCLE SAFETY**

Students may not ride their bicycle to school before third grade. All students must wear a **BICYCLE HELMET** and must have a **BICYCLE PERMIT** on file before they are allowed to ride their bicycle to school. Riders must park their bicycles in the racks and are advised to lock them with a strong chain or cable, and a good lock before leaving the bike rack area. Students must walk their bicycles when moving between the street and the bicycle racks before and after school. A student who consistently fails to use good judgment when riding a bicycle may lose riding privileges. Skateboards, roller skates/blades, scooters, and shoe skates are not permitted on campus at any time.

## **SCHOOL DRESS STANDARDS**

In the interest of the health and safety of all students at Frank E. Woodruff, and to support student participation in all instructional activities, the following standards have been developed as a cooperative effort of parents, teachers, and students. These standards apply at school and at all school activities.

- Clothing/jewelry may not advertise, display or promote any products, substances, or behaviors that are prohibited at school (for example drugs, tobacco, alcohol, violence, obscene gestures, pictures or wording.)
- Clothing/jewelry or accessories may not pose a threat to the physical well being of the student or others. This includes any articles of clothing or style of dress that may be reasonably interpreted as being related to a group or gang or otherwise unsafe, including but not limited to: bandanas, wristbands, gloves, dangling jewelry, spiked jewelry, thick chain necklaces, and wallets with chains.
- Clothing should fit, be in good repair, and present a neat and modest appearance. To judge modesty, a student should stand tall with hands at his/her side. Shorts and skirts should be below the fingers.
- Clothing should **always** cover any undergarments and midriffs, even when hands are raised. Spaghetti straps and string tee shirts are not appropriate for school. Tank top straps must be a minimum of two inches wide. Tank tops with large underarm openings **must** have sleeved tee shirts underneath.
- Pants or shorts should fit neatly and not be extremely loose and sagging. They will be considered too large if, when the belt is loosened, the pants fall down or the overall appearance is just excessively baggy. Hems of pants may not drag or be frayed.
- Shorts must have at least a 5" inseam. Beach attire is not appropriate.
- Belts may not extend more than six inches beyond buckle or fastener.
- Tattoos and make-up are not to be worn at school.
- Students may not wear hats, bandanas, trendy headscarves, and other head coverings to school except by permission.
- Shoes must be closed-toed and must have straps or full coverage on the back portion of the shoes. They must also be appropriate for physical activity. Platform shoes are not appropriate for school. Roller skates and skate shoes are not permitted.
- Any student who chooses to wear articles of clothing, jewelry, hair color, or hairstyles that draw excessive attention may be asked to change if the school warrants it as a distraction to learning.

## **CAFETERIA /LUNCH PROGRAM**

All students will eat in the cafeteria or under the outdoor shelter. Lunch prices are \$ 2.00. Monthly menus are available on-line or posted in the cafeteria. **All students must complete paperwork for the free and reduced lunch program sent home on the first day of school.** Additional forms are in the school office. All students **must eat** lunch every day.

## **LOST AND FOUND**

Inquiries regarding lost articles may be made by our students during recesses and before and after school. A “Lost and Found” rack is located near the cafeteria for articles of clothing that remain unclaimed. Clothing removed during the day such as coats, sweaters, etc as well as lunch boxes, **should be clearly marked** with your child’s first and last name.

## **MEDICATION AT SCHOOL**

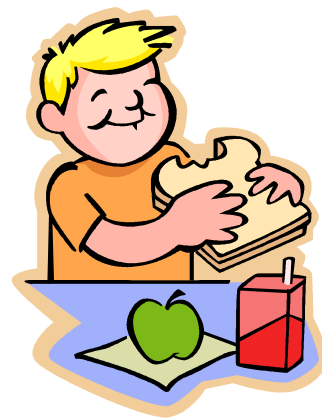
If your child is taking medication, on a regular basis, you are asked to notify the office and fill out a “health collection” form. Students who need to be medicated at school must have the proper physician’s medical release on file at all times. All medication to be given during the school day must be kept in the health office. Please arrange to pick up medications prior to the last day of school. All unclaimed medication at the end of the school year will be disposed of.

## **PARENT VISITATIONS**

All parents are encouraged and welcome to visit the school. You may request the parent volunteer guide and visitation procedures in the front office. If you would like to talk with the teacher, please make an appointment before or after school.

## **CARE OF SCHOOL PROPERTY**

This is your school. Take pride in its appearance. One part of good citizenship is being responsible for the proper care and use of our school and its equipment. Books have become tremendously expensive. They should receive reasonable care in order to last as long as possible. Students are responsible for books issued to them and should not abuse them or mark in them. Students who lose, abuse, or destroy books will be asked to pay for them. The same is true of any other school property issued to them.



# **BEHAVIOR GUIDELINES**

Frank E. Woodruff students will be respectful, courteous, and kind to all staff, community members, and students.

## **SCHOOL RULES: Students will**

- A. Follow directions, playground rules and lunch rules.
- B. Keep hands, feet and objects to one's self.
- C. Use equipment safely.
- D. Use restrooms properly.
- E. Refrain from being in unauthorized areas.
- F. Walk in hallways at all time.
- G. Refrain from littering.
- H. Refrain from chewing gum on campus.
- I. Have a pass when outside the classroom at all times.
- J. Students will use appropriate language at all times.
- K. Students will not bring their own toys or equipment from home.

## **CONSEQUENCE FOR STUDENTS NOT FOLLOWING SCHOOL RULES:**

- A. Students will receive a warning from school personnel concerning the rule broken.
- B. Students will be referred to the classroom teacher to assign a time out or detention. Written notification will be provided for the parents.
- C. Parent conferences will be held for students who continue to break school rules.
- D. Students violating severe clause rules such as hitting, disrupting classroom instruction, using foul language, etc will be sent to an administrator for possible suspension.
- E. Behavior contracts will be developed with parents, school staff, administrators and district personnel.

## **BEFORE SCHOOL**

- A. Students will be allowed on campus at 8:00 a.m.
- B. Students participating in the breakfast program may enter the campus and cafeteria at 7:40 a.m.
- C. Students will remain on the playground until the bell rings.
- D. Students will refrain from being in hallways.
- E. Students will be on time for flag salute and will line up in an orderly manner.



# SAFE SCHOOLS

In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for serious offenses. Suspension is defined as exclusion from school and all school activities for a period of one to five days. Expulsion is defined as the removal of the student from all schools in the Bellflower Unified School District.

Students are suspended and/or recommended for expulsion based on a violation of Education Code 48900

- (a) caused, attempted to cause or threatened to cause physical injury to another person or willfully used force or violence or aids or abets the infliction or attempted infliction of physical injury
- (b) Possession of a firearm, knife or other dangerous object
- (c) Possession, use or sale of drugs or alcohol
- (d) Offer or sale of liquids, substances or materials that is represented as a controlled substance, alcohol or intoxicant
- (e) Robbery or extortion
- (f) Cause or attempt to cause damage to school or private property
- (g) Theft
- (h) Possession or use of tobacco
- (i) Obscene act or habitual profanity or vulgarity
- (j) Possession or sale of drug paraphernalia
- (k) Disruption of school activities or defiance of school authorities
- (l) Knowingly receiving stolen property
- (m) Possession of an imitation firearm
- (n) Commit or attempt to commit sexual assault or battery
- (o) Harassment, threat or intimidation of a student witness
- (p) Possession or sale of the prescription drug Soma
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- (t) Aids or abets the infliction or attempted infliction of physical injury to another person

The following Education Code sections regarding suspension or expulsion apply to students in Grades 4-12 only:

48900.2 Sexual Harassment

48900.3 Hate Violence

48900.4 Harassment Threats or Intimidation

48900.7 Terroristic Threats

**Suspensions apply to student behavior while at school, while traveling to and from school, at any school sponsored activity, or any time while on the school grounds.**

We ask that parents take time to review this policy with their students so that together we can work to maintain a safe and orderly school campus.

Student's name \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Room # \_\_\_\_\_

The signatures at the bottom indicate that we have both read the  
Parent – Student Handbook

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's signature

Please return this signed form to your teacher.

