



Anna M. Hause Elementary School

2019-2020 Parent/Student Handbook

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Table of Contents

Arrival/Dismissal	5
Attendance/Tardies	5
Bikes, Skateboards, Scooters, Etc.....	7
Birthday-Student Celebrations.....	7
Bullying	7
Bus.....	7
Cafeteria	8
Change of Student Information	9
Child Care.....	9
Citizenship.....	9
Communication/Newsletters/Website/Social Media.....	9
Dress/Grooming Board Policy.....	10
Drills.....	11
Electronic Devices.....	11
Extra Curricular Activities.....	11
Food.....	12
Health Office/First Aid.....	12
Homework Policy	12
Inclement Weather.....	13
Independent Study.....	13
Insurance (Student).....	13
Library	13
Lost and Found.....	13
Materials for School.....	14
Parking Lot/Traffic/Student Safety.....	14
PBIS – Behavior/Expectations/Discipline	15
Playground Expectations.....	17
Personal Property	17
Pets.....	17
PTA	18
Report Cards	18
Sexual Harassment	18

Study Trips	18
SSC	19
Technology	19
Visitors / Volunteers.....	19
Handbook Acknowledgement Form.....	20



Beaumont Unified School District Mission Statement

The Beaumont Unified School District shall provide high quality educational opportunities for all students in a safe and secure learning environment through a shared commitment among home, school, and community.

Anna Hause Elementary Pledge

I am Safe
I am Responsible
I am Respectful
I am Ready to Succeed

ARRIVAL AND DISMISSAL

Arrival - Site and playground supervision of students is provided from 8:30am until the 3:20pm dismissal. For safety reasons, students **should not arrive before 8:30am**, as the gates remain closed and there is no supervision. When students enter the campus they should remain on the playground in supervised areas and drop off their backpacks at their designated line-up area.

TK/Kindergarten parents should park and walk their students into the kindergarten playground. 1st-5th grade students walking or being dropped off will enter through the “Big Gate” located on the south side of the school only. Students should be dropped off in the loading/unloading zone only. Do not drop off in the red, fire zone or bus lanes.

Dismissal - Supervision is provided after school for students waiting for rides and buses. Students who walk home are expected to go straight home when school is dismissed. Students should be picked up promptly at our 3:20 dismissal time, unless participating in a scheduled after school activity. Parents need to make arrangements in advance with the teacher or the office if there is a change in their child’s normal pick up or drop-off time.

Sibling Pick-Up: All lower grade siblings (TK-Kinder) grade students **MUST** be picked up by an adult/parent/guardian. Upper grade (1st-5th) siblings may meet their lower grade sibling and wait for an adult to pick them up. Although it is not advised, upper grade siblings (3rd-5th) may take lower grade siblings off campus at dismissal, if the parent/guardian sends a letter to the school principal releasing the district of liability.

Students may NOT leave school grounds without a parent/guardian for any reason, including lunch. The parent/guardian must sign the student out in the office.

Inclement Weather Dismissal:

Pre-School SPED - dismiss from their classrooms

TK/K - dismiss from their classrooms.

1st, 2nd & 3rd (outside building): dismiss from their classrooms

3rd – 5th Grade (inside classrooms): walk out and stand under the covered eaves on the north side of campus

Parents picking up students on the north side of the campus can enter through the kindergarten gate to reach their students. At 3:35pm, all students will be on the south side of the campus under the eaves.

ATTENDANCE AND TARDIES

School attendance is mandated by statute and by laws and regulations of the State of California and the Governing Board of the Beaumont Unified School District (BP 5113).

Excused Absences – State Approved (EC 48205)

1. Student illness or injury
2. Student medical/dental appointments
3. Death in the immediate family (1 day in state, 6 days out-of-state)

Unexcused Absences – School Approved

1. Serious illness of a member of the family which necessitated the absence of the student.
2. Justifiable personal reasons including, but not limited to: appearance in court, observance of a holiday of his/her religion, employment conference, and such other absences as the principal may consider justifiable when requested in writing in advance.

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may be reflected in the student's final grade.

Students with excused or school-approved unexcused absences shall be allowed to make up assignments and tests in a timely manner; full credit shall be given upon completion. It is the responsibility of the student/parent to ask the teacher for missed work upon returning from an absence.

Truancy

Pupils subject to compulsory full-time education or to compulsory continuing education shall be considered truant for the following reasons:

- absent/tardy from school without valid excuse more than 3 days
- more than 5 excused absences
- tardy to school in excess of 30 minutes on each of more than three days in one school year

Truancy shall be reported to the attendance supervisor or the principal and you will be required to go before the **SARB** committee after 15 unexcused absences.

IT IS EXTREMELY IMPORTANT TO REMEMBER THAT 18 DAYS ARE EQUIVALENT TO 1 MONTH OF SCHOOL.

Tardies

A student is tardy if s/he arrives to school after the bell rings at 9:00am. **PROMPTNESS TO CLASS IS EXTREMELY IMPORTANT.** Tardies interrupt the classroom and interfere with learning. Continued tardiness on the part of any student will be viewed as a very serious matter and will be reported to the School Attendance Review Board. Students are expected to be in their seat and ready for work at the bell. A tardy, excused or unexcused, must be explained by a note from parent/guardian.

Early Outs

Parents must come into the office to sign their student out for medical, dental or other kinds of appointments that will require them to leave school early. Office personnel will verify that you are authorized to pick up the child and will call students up to the office for pick up. If possible, medical and dental appointments should be scheduled after school. Please remember, taking your student out of school early is disruptive to his/her education, as well as the rest of the class, and should be avoided, except in an emergency.

Excusing Absences

In order for an absence to be cleared, parents/guardians should call the school office on the day of the absence AND send a note within 3 days to inform the school of the student's absence. Parent notes will only be accepted for the first 10 absences. After ten absences, a doctor's note or school site verification may be required. The school's attendance phone system's number is 951-769-1674, ext 112105.

Late Pick-Up

Students are dismissed promptly at 3:20pm, Mondays through Friday with the exception of Early Release on Wednesdays with a 2:15pm dismissal. Any student not picked up by 3:40 will be brought to the school office and will wait in the school office until parent/guardian arrives to sign them out. The school office will begin to call parent/guardian to remind him/her that they need to come into the office and sign their child(ren) out. If parent/guardian cannot be reached, the office staff will begin to call designated individuals on the child's emergency card.

PERFECT ATTENDANCE AWARDS

Students may earn attendance incentives for:

Perfect Attendance: TROPHY - 100% Daily Attendance (NO TARDIES/EARLY OUTS)

Excellent Attendance: MEDAL - 100% Daily Attendance (MAY HAVE TARDIES/EARLY OUTS)

In order to maintain a productive learning environment, classroom interruptions are discouraged. Parents, please make every effort to communicate with your child before school regarding after school arrangements. We also urge parents to limit taking students out of school early, and this is extremely disruptive to the class routine.

BICYCLES/SCOOTERS/SKATEBOARDS

Students may ride bicycles, scooters and skateboards directly to and from school providing they exercise safe and responsible behavior and follow the expectations set forth in the Motor Vehicle Code CVC 21212 governing the use of these items.

- By law all riders must wear helmets. Students who arrive at school without a helmet will not be allowed to ride their bikes/scooters/skateboard home.
- Keep to the right side of the road or street. Ride single file and do not weave.
- No passengers are allowed on bicycles.
- Obey all traffic laws.
- Walk your bike at all times upon entry to school property and upon leaving the bike rack area.
- Bikes are not to be ridden on school grounds at any time.
- Bikes must be locked securely with the student's lock to the bike rack and remain there during school hours.

The school is not responsible for stolen or damaged bikes.

BIRTHDAYS – STUDENT CELEBRATIONS

We recognize that birthdays are a special day for our students. We must also ensure that party celebrations do not disrupt the learning process. If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher in advance. Parents should be mindful of the district's nutritional policy as well as the dietary restrictions of students in the classroom. These birthday recognitions are short (ten minutes at the end of the school day) and limited to the classroom community. Parents are asked to drop off the treats (individual fruit, cookies, cupcakes) in the main office, and these treats will be delivered to the classroom.

Large celebrations including pizza, goody bags, balloons and other celebratory decorations are not permitted.

BULLYING

There are many definitions of "bullying." In elementary schools, true bullying is a rare occurrence as we look at the intent behind student's actions, their age, and social connections. Elementary students are learning how to connect socially with each other and it is our job to teach them the appropriate social behaviors expected. We take bullying and inappropriate social behaviors with all students seriously and use a progressive discipline model towards handling these behaviors.

A succinct definition of bullying is as follows: Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power.

In order to be considered bullying, the behavior has to include these three components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior, repeated over time.
- Bullying involves an imbalance of power or strength.

BUS

Bus transportation is available for students who live in the busing area. Any student riding the bus must be registered and carry their bus pass daily or they will not be allowed to ride the bus. There is a fee for bus service. Transportation to and from school is a privilege and not a right and therefore can be taken away.

Procedure for after-school buses: Kindergarten through fifth graders must line up near the bus loading zone. All bus riders should go to bus lines immediately after the dismissal bell and follow the directions of the teacher on duty. Students must wait for buses in an orderly fashion. School rules apply. Bus referrals will be written for inappropriate behavior.

Rules and Regulations:

1. Students will be picked up and let off at their designated bus stop only. Any changes should be communicated to the school office in writing upon arrival at school.
2. Students must stay seated while the bus is in motion and until the driver releases them; the student may exchange seats only with the driver's permission and when the bus is not in motion.
3. Students must keep all parts of the body inside the bus and hands and feet to themselves.
4. Drinking liquids, eating food, or chewing gum will not be permitted on the bus at any time
5. Students may not throw trash or any other article from, or inside, the bus.
6. Any damage caused to a school bus by students will be investigated by school authorities to determine responsibility, and parent/guardian will be held liable.
7. The driver is in complete charge of the bus; students riding the bus must obey the driver at all times.
8. Students may talk to the student next to them at a reasonable volume; no student may talk to the students in front of, or behind them; appropriate language is always required.
9. If assigned seats, students must sit in them.

First Ticket: Written warning

Second Ticket: Transportation denied for up to five (5) school days.

Third Ticket: Transportation denied for a minimum of fifteen (15) school days or remainder of the trimester.

IMPORTANT NOTE: Consequences may be more severe, including suspension from school or the bus for a longer period, for any ticket depending on the incident.

CAFETERIA

Free breakfast service is available from 8:30am to 8:55am. Lunch is staggered for the various grade levels and students sit by class. Afternoon Kindergarten lunch is from 12:25-1:05. 1st & 2nd grade lunch is from 12:00-12:40. 3rd grade lunch is from 12:25-1:05 and 4th/5th grade lunch is from 1:00-1:40. All parents are requested to fill out an application for the free or reduced lunch prices.

Snacks: Children should bring snacks to be eaten during recess. Alternative seating arrangements will be provided to students with a peanut allergy. In addition snacks should be limited to healthy foods, sodas are not permitted.

We encourage prepayment of lunches on a weekly or monthly basis. Students can pre-pay for lunches in the cafeteria before school starts. Parents can either put money in an envelope with the student's name, room number and lunch I.D. number (if known) on the envelope and drop off in the cafeteria or parents can use our online payment system. For more information including menus and pricing and online applications, please visit the Nutrition Services website at: [BUSD Nutrition](#).

Cafeteria Expectations include:

- Students are expected to walk when entering and leaving the cafeteria area and using an appropriate noise level.

- Students are expected to line up quickly and quietly and show appropriate behavior in line.
- Students eat snack and lunch at the outside tables. Students must sit at designated tables by classroom or at the discretion of the lunch supervisors.
- Students will use good manners by being polite and courteous to everyone.
- Sit at your assigned table.
- Students must clean up all trash in their area – table and floor.
- Food is not to be taken to the playground.
- Students are not allowed to bring carbonated or energy drinks to school. Any red colored drinks are also very strongly discouraged. Healthy drinks are suggested and preferred.
- Students are not to bring big bags of chips to share with others.

CHANGE OF STUDENT INFORMATION

Each student must have an emergency card on file so that the school has the necessary information to make the proper contacts. Students who move or change telephone numbers should inform the Attendance Office as soon as possible. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two usable phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. If there are any custody situations, please note that at the top of the student's emergency card. Copies of the court orders need to be on file in the school office. It is the policy of Beaumont Unified School District that your child absolutely will not be released to an individual not listed on the emergency card without written parental permission. Additionally, any individual picking up your child must be at least 18 years of age and have appropriate identification.

CHILDCARE

At Anna Hause Elementary, we offer two before/after school programs, ASES and Boys & Girls Club. Please go to our website to access information on these two programs. We do not offer childcare in our school office.

CITIZENSHIP

Anna Hause School takes pride in having a clean campus. Trash and recycle cans are provided for student and staff use. Do your part to keep our school looking clean! Students are also expected to be responsible for personal cleanliness in the cafeteria area and in their classrooms. Desks are to be kept neat and clean, all trash is to be thrown away, and personal items are to be taken home daily.

COMMUNICATION/NEWSLETTERS /WEBSITE / SOCIAL MEDIA

We have various ways of communicating with our school community. We consistently update these applications with important news and reminders about all things Anna Hause. This information includes:

- BUSD District and Anna Hause Elementary School Calendar
- Hawk Newsletter highlighting school events
- Parent Square– a text message will be sent with information
- Illuminate Home Connect - an online program which will allow parents to change contact information at review their student's grades and assignments.
- PeachJar - a paperless, electronic flyer system where school and district flyers can be sent to your email.
- Our Facebook page can be accessed at [Facebook](#).
- Beaumont USD App- we also have an app for android and Iphone which can be accessed to receive information about district and school events.

You can access information on our website at:<http://ahe.beaumontusd.us>

DRESS AND GROOMING EXPECTATIONS

Philosophy: “The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.” (Excerpt from Board Policy 5132)

Students shall dress in a manner that does not violate reasonably accepted standards of cleanliness, safety, or decency, as judged by the Principal or his/her designee. The following dress code will be reviewed each year by the School Site Council and revised, as necessary.

GUIDELINES FOR DRESS AND GROOMING

1. Halter tops, spaghetti straps, half shirts, tube tops, and muscle shirts, are not to be worn. Top straps must be at least one inch in width. Student's torso should not be visible at any time. Any clothing that excessively reveals your body, or undergarments that are clearly visible, is inappropriate for school and is not permitted.
2. Shoes must be worn at all times. Sandals must have a strap around the heel of the foot. Enclosed toes and heels are highly encouraged. Flip-flops are not permitted. Platform shoes or heels should not exceed one inch as measured from the back of the sole of the shoe. Appropriate shoes for P.E./recess must be brought to school if other styles are worn.
3. Dresses and skirts can be worn as long as they reach a student's fingertips when their arms and hands are flat on their side. It is recommended that students wear shorts under their dresses/skirts during PE and while on the playground.
4. Shorts should not be shorter than mid-thigh for boys or girls.
5. Sunglasses, hats, hoods, and bandanas etc. may be worn outside only. Hats may not be worn backwards or sideways.
6. Clothing, hats, and personal belongings must not display printing, emblems, or pictures that: are crude, vulgar, or sexually suggestive, promote illegal activities (tagging, penal codes for murder, etc.), display or promote gang names, activities, or membership, display language or images that do not align with our District's Organizational Core Value of treating others with dignity and respect, promote discrimination on the basis of age, sex, sexual orientation, sexual identity, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or depict drugs, tobacco, or alcoholic beverages.
7. Pants and belts must conform to waist size (within one inch), no larger. Pants and or shorts must cover all parts of undergarments. Pants that have been excessively ripped may not be worn if they show undergarments or create a safety hazard for the wearer or others.
8. Chains of any kind or size are not permitted on campus. This includes wallet chains and large link necklaces.
9. Fake fingernails or obvious make-up may not be worn. Hairstyles and colors will be considered individually on the basis of their distractibility. Make-up, hair spray, and perfume are not permitted on campus. Students will be asked to wash off makeup and non permanent hair color.
10. Dangly earrings may not be worn at school, as they pose a safety hazard.
11. Earrings, jewelry, or accessories, including safety pins worn on the outside of the clothing, which present a safety hazard to the wearer or others, are not suitable for school wear. Visible body piercing, which presents a safety hazard to the wearer or others (such as pointed studs, infected piercings, etc.), is prohibited for safety reasons.
12. Temporary tattoos that are distracting are not permitted. Students will be asked to wash them off.
13. Clothing that has been excessively ripped or shredded may not be worn if it shows undergarments or creates a safety hazard for the wearer or others.

STUDENT DRESS AND GROOMING GUIDELINES INTERVENTIONS AND CONSEQUENCES

When a student comes to school in violation of the elementary dress and grooming expectations, any of the following interventions and consequences may be used:

1. Parents may be contacted to address the violation.
2. Students may be asked to turn their shirts inside out.
3. Items may be taken away when worn at inappropriate times. These items will need to be picked up by a parent from the teacher or site administrator.
4. Students who continue to dress inappropriately may be assigned recess, lunch, community service, or after school detention. Behavior/Dress/Grooming contracts will be used when appropriate.

The principal/designee will be responsible for making determinations as to whether clothing or apparel constitutes a threat to health, safety, campus order, or interferes with or disrupts the educational or instructional process.

DRILLS - EARTHQUAKE, FIRE, LOCK_DOWN and EMERGENCIES

Monthly disaster drills are conducted according to the Anna Hause and Beaumont Unified School District’s disaster plans. It is important that all students and staff understand what to do in an emergency. In the case of a fire, earthquake or lock down, students will be signaled to the appropriate drill and an alert will sound. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. We practice in order for our students to become proficient in remaining calm in emergency situations. Due to the nature of “drills” parents/staff are not aware of when they will occur.

ELECTRONIC DEVICES

Electronic devices such as Chromebooks, laptops, and cell phones may be brought to school and used with approval under direct teacher supervision for instructional purposes. If a student brings a cell phone to school, it should be turned off and put away (not simply on vibrate.) as students are not permitted to make or receive phone calls during the school day. iPods or handheld gaming systems should not be brought to school. Students who bring electronic devices to school do so at their own risk, as the school is not responsible for loss/theft/damage of personal electronic devices. When electronic devices are found to be disruptive to the learning environment, they may be confiscated. The first time an electronic device is confiscated, the student may pick up the device from the office at the end of the day. On a second offense, the device must be picked up by a parent.

EXTRA CURRICULAR ENRICHMENT OPPORTUNITIES

Cross Age Tutoring – a school based citizenship opportunities for our upper grade students to tutor our lower grade students.

Elementary Band: Every fourth and fifth grader is eligible to participate and receive free instruction in a variety of instruments. Students meet two times per week with varying levels based on skill.

Early Act – EarlyAct™ is a school-wide service club for elementary students and is sponsored by our local Rotary club. It provides young students the opportunity for gaining an increased awareness and knowledge of their community and the world. EarlyAct™ also engages students in character-building activities and prepares them for leadership roles to identify and carry out projects which benefit their school, local and global communities.

Friday Night Live Kids – a program designed for elementary school-aged youth in 4th and 5th grade. FNL Kids incorporates the teaching of such critical life skills as leadership, character development, critical thinking, and decision-making while providing participants with the value of membership and belonging.

Running Club - a group that meets before school and teaches boys and girls the importance of being physically fit. Both students and parents are encouraged to participate. Kindergarten and 1st grade students must participate with a parent.

Hawk Choir- is a group that meets throughout the year to learn songs to perform for school events and our school community.

FOOD

Per board policy any food brought to school for parties, must be store bought. When bringing food, be aware that many of our students have food allergies.

HEALTH OFFICE (INJURIES/ILLNESS/MEDICATION)

If a student becomes ill or injured he/she should immediately notify the teacher or aide for permission to go to the health office. Under no circumstances should a student go home without the knowledge of the teacher or school office. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school. Except for first aid at the time of an injury, school personnel cannot treat injuries. Medical treatment is the responsibility of the parent and physician.

Students with cuts, splinters, injuries, and illnesses received at home, **MUST BE TREATED AT HOME**. We do not have a registered nurse on duty to check and/or treat health problems. It is the parent's responsibility to obtain treatment and to keep the child home if necessary. Do not send your sick child to school (unless your child is on an attendance contract; this exposes others to the illness and hurts those students who aim for perfect attendance.

Students may not have ANY medication (prescription or over the counter, including cough drops) in their possession.

If a student requires medication at school, the parent/guardian must:

- Submit prescription medication in the original bottle, which has the name of the child, physician, drug contained therein, and expiration date. It must also include the amount of medication, or dosage to be taken and the time schedule.
- Sign a form authorizing school personnel to give medication in the dosage prescribed by the physician.

All medication is to be locked in the school health office at all times. Your child will be responsible to report to the health office to take his/her medication, under the supervision of the Principal or her designee only. You will be contacted if your child is found with medication in his/her possession.

HOMEWORK POLICY

Per Board policy, homework is assigned by classroom teachers to reinforce or practice applications of a skill which has been learned or is in the process of being learned. These homework assignments are to be completed beyond the classroom instructional day. Outlined below are some suggestions to help parents and students complete homework regularly.

Although the district recognizes that quality is more important than quantity, the following guidelines related to time are suggested:

Grades 1-3: 10-30 minutes up to 4 days per week

Grades 4-5: 30-60 minutes up to 4 days per week

Homework assignments are to reflect the same high standards of legibility, neatness, content, and completeness as expected in the classroom.

Parent Responsibilities:

- Establish a daily homework routine.
- Provide a place where your child can work productively.
- Assist in the acquisition of basic resources; contact your child's teacher if help is needed in obtaining materials.
- Regularly review homework to see that it is neat and complete.
- Maintain regular communication with the teacher.

- Encourage and support your child.

Student Responsibilities:

- Listen to directions and ensure that assignments are understood before leaving school.
- Take home all materials available from school, which are needed to complete assignments.
- Take proper care of school books and equipment and return them in good condition.
- Complete all assignments according to school standards and turn them in on time.
- Make up work missed due to excused absences from school, including suspensions.
- Communicate any specific problems with teacher or parent.

Teacher Responsibilities:

- Communicate clear directions to students in order to accomplish the task.
- Collect and record homework on a daily/weekly basis.
- Communicate with parents when homework is not turned in.

INCLEMENT WEATHER

Rain/Heat/Wind: During lunch, students will eat in our covered cafeteria and then have the choice of spending the remaining time talking with friends in the cafeteria or doing an activity in the MPR. Students have a choice of either area but are not allowed to move back between these two areas as it creates a disruption and safety hazard to others.

INDEPENDENT STUDY

At times students may need to miss school due to health issues, vacation or family emergencies. Independent Study is an option so your child receives credit for schoolwork completed and absences are excused. A student must be absent for a minimum of 5 days or more to qualify for an Independent Study. An agreement needs to be signed and approved by the principal 2 weeks prior to the first day of absence from school. Completed school work must be turned in immediately after the study is over.

INSURANCE (STUDENT)

Since the Beaumont Unified School District does not provide accident medical insurance for school-related injuries, it makes available brochures for insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. Brochures are available in the school office.

LIBRARY

Classes are scheduled to use the library on a regular basis and students are encouraged to check out books. Library books must be returned or renewed by the next week. Students are responsible for the book(s) they borrow from school. As the parent/guardian you will be charged for damaged or lost books.

LOST AND FOUND

Please label all your child's possessions (with name and room #). These items may include lunch boxes, backpacks, coats, sweaters and jackets. Please tell your student to check the classroom and the "Lost and Found" immediately after a personal item has been lost. All unclaimed articles are sent to the "Lost and Found" blue rolling cart on the back stage. Before breaks and at the end of each trimester all unclaimed items will be donated. Students who find objects such as jewelry, money, keys and other small items must turn them into the school office.

MATERIALS - BOOK AND DAMAGED PROPERTY CHARGES

Students and parents are responsible for Chromebooks/textbooks/materials, library books, playground equipment, and any other school property that they check out or are given to use at school. Payment for damaged or lost books, equipment, or

property will be required by the Beaumont Unified School District. Failure to pay for damaged materials will result in the grades, diploma, and transcripts of this pupil being withheld from the pupil and parent according to Education Code 48904.

PARKING and STUDENT SAFETY

Student safety is our main concern at Anna Hause Elementary. We understand that traffic is very frustrating, but we will do everything to insure that our students remain safe. We appreciate your assistance with patient and respectful behavior. Please follow these expectations and the directions of all staff members.

Unloading (Drop-off)

- Drop off by the big gate is no earlier than 8:30am.
- Unload in the appropriate area in the yellow, loading and unloading zone near the big gate, not in the bus or fire zone areas.
- Drivers in loading/unloading zone need to remain in their cars and park in the parking lot if they need to leave their cars. Unattended cars may be ticketed/towed and this may result in parking fines.
- Children should exit the vehicle immediately upon stopping. If your child is not ready, please exit the loading/unloading area to park or circle around and re-enter the unloading lane.
- Vehicles should exit the load/unload lane by pulling forward. Backing-up your vehicle is a safety hazard and should be avoided.

Loading (Pick-up)

- Vehicles pull all the way forward into the loading/unloading area.
- Drivers and passengers must stay in their cars at all times.
- Students must use the sidewalk to approach the vehicle and enter the vehicle from the curbside only.
- As a vehicle leaves, all drivers should pull forward to allow additional vehicles to join the pick-up area.

Before dismissal, cars will be instructed to park in the parking spots in the parking lot. The parking lot will be closed due to fire dept restrictions after all the parking spots are full. There will be “No standing or stopping” in the parking lot. This will also allow cars to get in/out the parking lot.

TK/K-2nd grade students will only be released to an adult/parent/guardian. Parents should park and walk up to pick off their child. TK/K will be dismissed from the kindergarten playground. 1st and 2nd grade will be dismissed in front of the school. Walk to your child’s teacher and let them know that your child will be leaving with you. Parents/guardians can also stay in their cars and loop around to the loading and unloading after the parking lot opens.

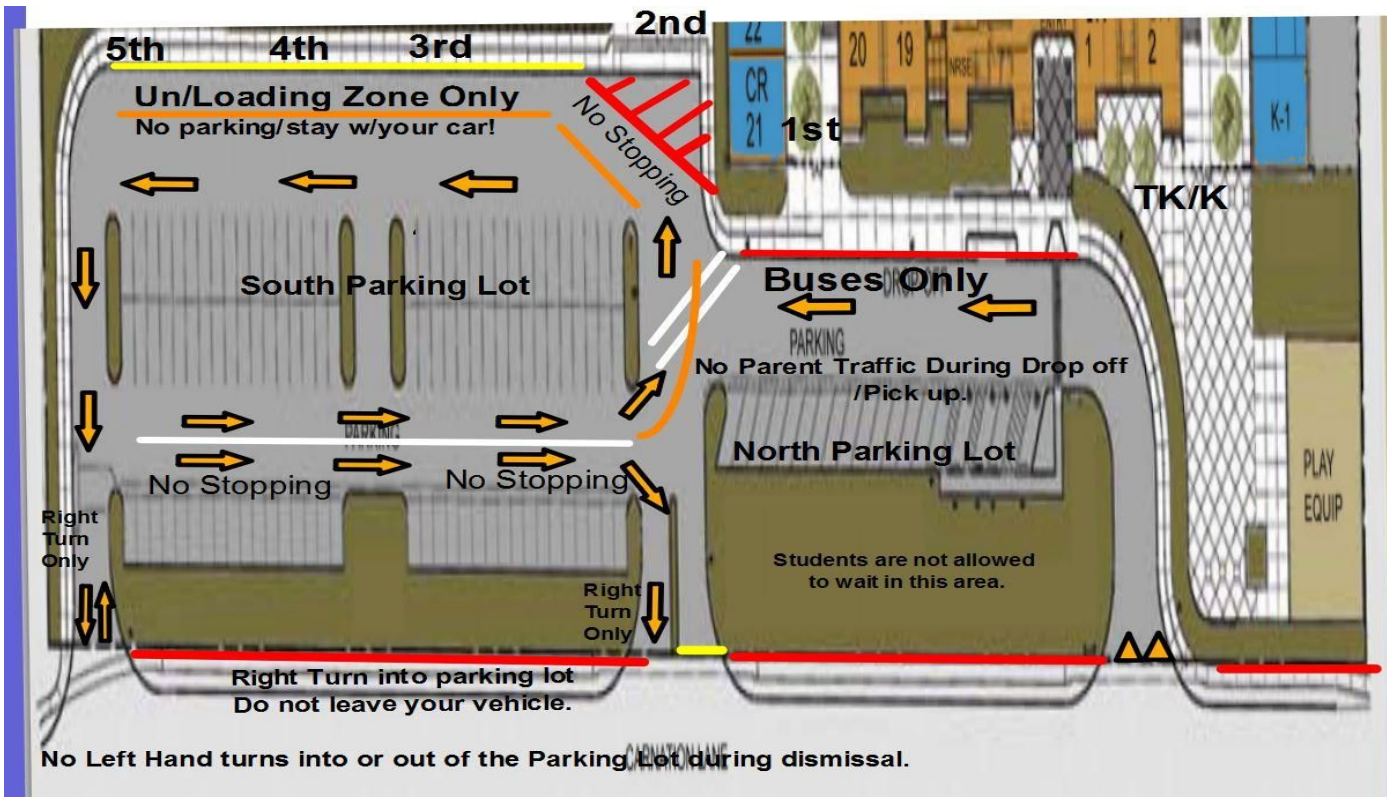
3rd /4th/5th grade will be dismissed in the loading zone towards the South side of the parking lot. Upper grade cars can loop through the first bypass in the parking lot to pick-up their children.

General Rules

- No parking or stopping in bus lane.
- Please do not double or triple park or make U-turns in the parking lot or on Carnation Lane.
- Keep the entrances/exits clear of cars. Do not block.
- Use the crosswalk at all times.
- Pedestrians and drivers should follow all directions given by crossing guards.
- Please do not motion your children to cross in the middle of the street and do not walk with them across the street, rather encourage them to use the crosswalk.
- No left hand turns can be made into the parking lot during dismissal times (3:20pm-3:40pm) No right turns can be made out of the exits during pick-up/drop off

- Vehicles with handicapped placards can park in handicapped parking when available. Do not park in the handicapped loading/unloading zone as this area is for immediate loading/unloading only. Be courteous towards our neighbors by not turning around in and keeping their driveways clear.

The Beaumont Police Department patrols the school on a regular basis to help insure pupil safety around the school, especially at arrival and dismissal times. Citations may be issued for violations, including stopping in the red zone, double parking, illegal U-turns, speeding and failure to make complete stops at stop signs. We urge parents to follow these and all traffic regulations for the safety of all.



PBIS – Positive Behavior Interventions & Supports/STUDENT BEHAVIOR EXPECTATIONS/DISCIPLINE

BUSD embraces the philosophy of Positive Behavior Intervention and Supports (PBIS) and is based on the idea that students learn appropriate behavior in the same way they learn to read—through instruction, practice, feedback, and encouragement. Each teacher will create a system consistent with our school behavior expectations to reinforce the school behavior code. A set of student behavioral expectations has been established, listing appropriate behavior by location on campus (e.g. playground, classroom, MPR). These expectations can be found throughout the behavior pages of this handbook.

Here are the **16 Classroom Behavior Skills** we will be addressing with our students:

- Getting the teacher’s attention
- Accepting “no” for an answer
- Accepting criticism/consequences
- Working with others
- Using appropriate voice tone
- MYOB - Mind Your Own Business
- Staying on task
- Listening

- Asking for help
- Disagreeing appropriately
- Following instructions
- Waiting your turn
- Making an apology
- Resisting peer pressure
- Staying on task
- Giving criticism

General Rules of Behavior

1. Students must keep hands, feet, and objects to themselves. No hitting, kicking play fighting is not allowed.
2. Students will observe appropriate standards in all forms of expression such as speech and writing. Habitual profanity and vulgar language will not be tolerated.
3. Students will call other people by their given name or an acceptable family nickname. Any other name is not allowed.
4. Gum, seeds, and nuts in shells are not allowed at school except at designated school activities.
5. Orderly behavior in corridors and near buildings is mandatory and vital to the safety of students and the smooth functioning of the school.
6. Sitting, swinging, or leaning on railings is prohibited.
7. Good behavior is required at all functions held at the school including activities scheduled at night or on weekends. Standards and regulations are the same as those during school hours. The dress code will be observed as well.
8. Possession of any substance, object or container (e.g. glass container, aerosol cans)_dangerous to the health, safety or welfare of students, is forbidden on school grounds, buses and at bus stops.
9. Students may not loiter in or around the restrooms, students must keep voices down, and students should always flush the toilets. Causing damage to the bathroom is a suspendable offense.
10. Selling of items between students is not allowed.

Recognition for Good Behavior

Students who demonstrate appropriate school behavior will be recognized on a daily, weekly, and/or monthly basis, in the classroom and/or at school assemblies.

Discipline

It is expected that individual students will assume responsibility for self-discipline in accordance with the expectations previously listed. However, when violations do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment. We use a progressive discipline model with consequences serving as opportunities to teach the expected behavior.

Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

Students who have not followed the rules of the classroom or school behavior expectations may sometimes receive a referral stating the infractions. If so, they must return it signed by their parent/guardian the next day to avoid receiving an

additional consequence. It is the student's responsibility to give the referral to the parent/guardian, discuss the situation with their parent or guardian, and return it signed.

Possible Consequences:

- Parent/teacher and/or principal conferences
- Denial of privileges
- Behavior referral resulting in reflecting on behavior during morning recess and/or lunch
- Going to a "buddy teacher" during recess or lunch
- On campus-community service, (ie. pick up trash, straighten books, work in the office)
- Restitution
- Suspension
- Referral to Administrative Hearing Panel with recommendation for expulsion.

PLAYGROUND EXPECTATIONS

Students are expected to follow all playground expectations:

- Students must respect and follow all instructions of the playground supervisors. They are expected to stop, look and listen, be polite, wait their turn to speak, answer questions and be honest.
- Always walk on the blacktop unless actively participating in an approved activity.
- When the first bell rings, students are expected to walk to their lines.
- No "special" game rules; only the usual game and safety rules agreed to by aides and teachers may be used.
- Play equipment may not be brought from home. No toys!
- Equipment is to be used for the purpose for which it is designed and in consideration of the surface beneath it.
- Students must remain on the playground during recess; they may not go to classrooms or hallways. No playing or running in the multi-purpose room or on the stage.
- **NO TAG, NO CHASE GAMES, NO FIGHTING GAMES.**
- Hands, feet, and objects must be kept to yourself.

PERSONAL PROPERTY

Students assume the responsibility for lost or damage to their personal clothing, equipment, books, and instruments. The school endeavors to protect all personal properties, but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school.

PETS

Due to district policy and to create a safe, comfortable for our students and school community do not bring your dogs, cats or other family pets on campus during school hours, especially during arrival or dismissal. Some students may be frightened or allergic. If you must bring your pet to pick up or drop off your student, please make arrangements to do so at a point off campus.

PARENT TEACHER ASSOCIATION (PTA)

Anna Hause Elementary School has a Parent Teacher Association (PTA). This organization plans and organizes a multitude of programs for students each year. Programs include Red Ribbon Week, fundraisers, Family Fun Nights, field trips, as well as many other programs. Our families are encouraged to join by completing a membership form and paying a

\$5.00 membership fee and all parents are welcome and urged to volunteer to help with activities/events. You can contact the PTA president by leaving a message at the school office.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued three times per school year. BUSD requires all teachers to meet with every parent for a report card conference after the completion of the first trimester of the school year. At the end of the second trimester, parents will be requested to meet for conferences on an as needed basis. Final grade reports are sent home at the end of the school year. Parents may request a meeting with the teacher at any time.

Many teachers issue weekly, bi-weekly, or monthly progress reports. Please review these reports carefully and contact your child's teacher immediately with questions. Teachers and parents may request conferences or Educational Monitoring Team (EMT) or Behavior Support Plan (BSP) meetings throughout the year as necessary.

SEXUAL HARASSMENT

Beaumont Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Education Code. Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environment by anyone. Any employee who violates this policy will be subject to discipline, up to and including termination, and any students who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs or activities at or through the educational institution. (E.C.200-240, 212.5, 231.5 & 230, 48980(g) P.P. 5145.7 states

STUDY TRIPS/FIELD TRIPS

Study trips are educational. Students must be prepared to benefit from the experience and not create a liability for other students, teachers, chaperones, and/or the district. Therefore, the following rules are in effect:

- Parents must fill out and sign a study/field trip permission form for each trip in order for the student to attend. Students, who are at school and going on a study/field trip, must use district-provided transportation to the field trip. Phone call permissions on the day of the trip will NOT be accepted.
- Parents/guardians should make arrangements for their child to use district provided transportation to return back to school from a study trip. In the event this is not possible, parents/guardians must contact the school office to obtain the proper paperwork that needs to be submitted and approved from the BUSD district office before the study trip. This paperwork can take up to two weeks to be approved. Please plan ahead.
- Students who misbehave on the bus, campus, or in class prior to a field trip are a poor risk and may be left at school.

- Students who do not participate in the field trip will be supervised at school by another teacher or an administrator. Their attendance will be credited.
- Parents are encouraged to attend field/study trips as chaperones and this should be discussed with your student's teacher prior to the day of the field trip. All parent volunteers, including study trip chaperones, must be approved prior to volunteering with students. This process takes time, requires fingerprinting and a TB test, and must be completed in advance of any study trip. Parents who have not completed the volunteer process will be unable to attend the study trip.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is comprised of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. This team meets five (5) times a year and oversees the Single Plan for Student Achievement (SPSA) which is a funding plan for our school. The School Site Council meets on a regular basis to review site plans and budget issues.

TECHNOLOGY

BUSD is a one to one device district. Each student is issued a Chromebook at the beginning of the school year for their use only. Students are also given a username and password unique to them. Students will participate in accessing their textbooks online, using a variety of software programs and using the internet. Students are expected to use equipment carefully and notify adults of any problems. All students using the internet are expected to follow all the expectations for appropriate use and will be required to review the Chromebook Handbook, and an Internet Use Agreement Contract, which includes a student/parent signature.

VISITORS/VOLUNTEERS

Anna Hause Elementary is extremely proud of the educational programs being carried out on a daily basis. Parents/guardians are invited and welcome to visit the school at any time to observe in a classroom. Visits to your child's classroom should be arranged, in advance, with the teacher. These classroom visits should be between 20 - 30 minutes in duration and in a specific curricular area. If a parent/guardian wishes to talk about a specific problem, an appointment should be made with the teacher.

Volunteers are welcomed and encouraged to help in classrooms and the library. Due to insurance restrictions, state Education Code, and an overall effort to keep students safe, all visitors/volunteers must use the Raptor visitor management system to sign in at the office and obtain a visitor's badge. Visitors are also required to sign out at the end of their visit.

After school begins each day, the school gates will be locked. Visitors must enter through the school office.

Siblings/children of volunteers may not be on campus or visit classrooms before 3:20 p.m.

If you wish to volunteer (field trips, daily, weekly, etc.), please fill out a district Volunteer application. Our district will arrange for you to be fingerprinted and TB tested. Returning volunteers are required to fill out a volunteer application each year. THANK YOU for reviewing these important practices and procedures. At Anna Hause, we take pride in operating a safe, secure learning environment. We're looking forward to a positive, productive year!

2019-2020
Anna Hause Elementary
Student/Parent Handbook Acknowledgement Form

My child and I have reviewed the Anna Hause Elementary Student /Parent Handbook and the behavioral expectations for the 2019-20 school year. This document can be found on the school's website. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook. All students must have this signed form on file at school.

Print name of student: _____

Teacher: _____ Grade: _____

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____