

Patricia Kay Beaver Elementary Student and Parent Handbook

BEAVERS BUILD CHARACTER ONE LEADER AT A TIME

2017-2018
Libby Holmes, Principal



C E R E S
Committed to Excellence, Responsive to Every Student

Our students will achieve mastery of academic standards in a safe and supportive environment. We will provide a quality, balanced education that result in academic excellence, and career preparation with attitudes and skills necessary to produce self-directed, productive citizens.

4927 Central Ave.
Phone Number: (209)556-1730
Web: <http://ceresbeaver.sharpschool.net>

**PATRICIA KAY BEAVER FACULTY
2017-2018**

<u>Grade:</u>	<u>Teacher:</u>	<u>Email Address:</u>
Kindergarten	Gaylyn Barker	gbarker@ceres.k12.ca.us
Kindergarten	Dawn Apodaca	dapodaca@ceres.k12.ca.us
1 st Grade	Sarah Wells	swells@ceres.k12.ca.us
1 st Grade	Candace Looney	clooney@ceres.k12.ca.us
2 nd Grade	Josie Mireles	jmireles@ceres.k12.ca.us
2 nd Grade	Suzanne Valenzuela	svalenzuela@ceres.k12.ca.us
2 nd Grade	Rachel Stump	rstump@ceres.k12.ca.us
3 rd Grade	Jessica Garcia	jegarcia@ceres.k12.ca.us
4 th Grade	Linda Colasito	lcolasito@ceres.k12.ca.us
5 th Grade	Katie Daniels	kdaniels@ceres.k12.ca.us
6 th Grade	Liz Pannell	epannell@ceres.k12.ca.us
6 th Grade	Heather Houtchens	hhoutchens@ceres.k12.ca.us
4 th -6 th Grade SDC	Shauna Barringer	sbarringer@ceres.k12.ca.us
7 th - ELA/SS	David Wells	dwells@ceres.k12.ca.us
7 th - Math/Science	Kelli Conner	kconner@ceres.k12.ca.us
7 th - Spanish	Nancy Gomez Cervantes	NGomezCervantes@ceres.k12.ca.us
7 th - Music	Ashley Briar	abriar@ceres.k12.ca.us
7 th - Art	Olivia Vigil	ovigil@ceres.k12.ca.us

PATRICIA KAY BEAVER SUPPORT STAFF 2017-2018

Name:

Libby Holmes
Pedro Macias
Kathy Dominguez
Fernando Marron
Lorena Garibaldo
Sonia Linarez
Belinda Brambila
Eduardo Gander
Angie Castro
Kaye De La Cruz
Anayency Fontes
Kim Richter
Jessica Hines
Lynn Hardy
Nicole Sablan
Shelli LaFountain
Brittany Corvello
Monica Silva
Brian Turner
Gabriela Leal
Crystal Balderas
Karina Valencia
Cheryll Knox
Elvira Maldonado
Luis Urena Pimentel
Alexis Avila
Katie Vasquez
Lupe Duarte

Position:

Principal
Administrative Assistant
Office Manager
Custodian II
Library Media Clerk
Secretary II
Community Liaison
Custodian I
Student Support Specialist
Nurse
Health Clerk
Instructional Coach
ELTA
Resource Specialist
Special Education Psychologist
Program Specialist
Speech and Language Pathologist
Music/Band Teacher
P.E. Teacher
Kindergarten Para/SSA
Kindergarten Para
Para III
Para III
Para III
Student Supervision Assistant
Student Supervision Assistant
Cafeteria Worker II
Cafeteria Worker I

PATRICIA KAY BEAVER ELEMENTARY BELL SCHEDULE 2017-2018

General Information

School Hours - 8:40-2:55
Kindergarten release 2:45
Minimum Day Hours - 8:40-12:55
Early Release Hours - 8:40-2:00
Breakfast - 8:00- 8:30
Yard Open - 8:25-8:37
Warning Bell-Students Line Up - 8:37
Tardy Bell-Students not in class are tardy - 8:40

AM Recess (Covered by Teachers)

1st – 3rd 10:30-10:40
4th – 6th 9:55-10:05

Lunch (Covered by classified SSA)

Grade 6 11:15 - 12:00
Grade 5 11:15 - 12:00
Grade 4 11:25 - 12:10
Grade 3 11:25 - 12:10
Grade 2 11:35 - 12:20
Grade 1 11:45 - 12:30
Kinder 11:45 -12:30

PM Recess (Covered by Teachers)

1st – 3rd 2:00-2:10
4th - 6th 1:45-1:55

PE Prep Schedule

Monday

Grade 4 - 12:10-12:55
Grade 6 - 1:00-1:45
Grade 5 - 1:55-2:40

Tuesday

Kinder - 1:30-2:15

Friday

Grade 1 - 9:00-9:45
Grade 2 - 9:45-10:30
Grade 3 - 10:40-11:25
Grade 4 - 12:10-12:55
Grade 6 - 1:00-1:45
Grade 5 - 1:55-2:40

PATRICIA KAY BEAVER 7TH GRADE BELL SCHEDULE 2017-2018

General Information

School Hours - 8:40-3:10

Minimum Day Hours - 8:40-12:55

Early Release - 8:40-2:00

Breakfast - 8:00- 8:30

First Bell - 8:37

Tardy Bell-Students not in class are tardy - 8:40

REGULAR SCHEDULE		
First Bell	8:37	
1	8:40 AM	9:31 AM
passing	9:31 AM	9:34 AM
2	9:34 AM	10:18 AM
Nutrition	10:18 AM	10:28 AM
passing	10:28 AM	10:31 AM
3	10:31 AM	11:15 AM
passing	11:15 AM	11:18 AM
4	11:18 AM	12:02 PM
passing	12:02 PM	12:05 PM
Lunch	12:05 PM	12:49 AM
passing	12:49 PM	12:52 PM
6	12:52 PM	1:36 PM
passing	1:36 PM	1:39 PM
7	1:39 PM	2:23 PM
passing	2:23 PM	2:26 PM
8	2:26 PM	3:10 PM

Early Release		
First Bell	8:37	
1	8:40 AM	9:23 AM
passing	9:23 AM	9:26 AM
2	9:26 AM	10:07 AM
passing	10:07 AM	10:10 AM
Nutrition	10:10 AM	10:20 AM
3	10:20 AM	11:01 AM
passing	11:01 AM	11:04 AM
4	11:04 AM	11:45 AM
passing	11:45 AM	11:48 AM
Lunch	11:48 AM	12:32 PM
passing	12:32 PM	12:35 PM
6	12:35 PM	1:16 PM
passing	1:16 PM	1:19 PM
8	1:19 PM	2:00 PM

Minimum Day		
First Bell	8:37	
1	8:40 AM	9:13 AM
passing	9:13 AM	9:16 AM
2	9:16 AM	9:47 AM
passing	9:47 AM	9:50 AM
3	9:50 AM	10:21 AM
passing	10:21 AM	10:24 AM
4	10:24 AM	10:55 AM
passing	10:55 AM	10:58 AM
6	10:58 AM	11:29 AM
passing	11:29 AM	11:32 PM
Lunch	11:32 PM	12:11 PM
passing	12:11 PM	12:14 PM
8	12:14 PM	12:55 PM

GETTING TO SCHOOL. . .

**Students are NOT allowed on campus before 7:30 a.m. There is no supervision.
Please make sure your student/s does not arrive before 7:30 a.m.**

Parents may use the parking lot when dropping off and picking up children, and for all school visits. Patience and respect for fellow drivers is the major key for safety. Our goal is to keep students safe, which means all traffic laws must be followed at all times:

- Please remember to drop students off in the cafeteria every morning before 8:37 a.m. School starts at 8:40 a.m.
- **When exiting the school, you must turn right. This area is monitored by Police and you will receive a ticket for making a right turn. Please remember that we are surrounded by private property. Parents should not be walking through or driving on private property.**
- Obey the speed limit.
- Keep fire lanes open and free of any traffic.
- Do not block the parking lot entrance or park in red zones.
- Do not park the wrong way.
- Do not double or triple park.
- Do not make U-turns in the middle of the street.

When walking to school, children must use the crosswalks. Please help us keep your child safe by encouraging them to follow the traffic laws.

FREE Breakfast for ALL students EVERY DAY.

Patricia Kay Beaver FREE breakfast begins at 8:00 a.m. and ends at 8:30 a.m. daily.

ALL Students that arrive between 8:00 and 8:30 a.m. are to report to the cafeteria to enjoy a FREE breakfast.

Pick Up

School is out at 2:55 p.m. on regular school days for 1st - 6th grade and 3:10 for 7th grade (2:45 p.m. for Kindergarten) and at 12:55 p.m. for 1st -7th grade (12:45 for Kindergarten) on minimum days. Please make arrangements to have your student picked up on time every day. Students are not allowed to use the phone to contact parents about after school arrangements. Please make sure your student knows what he or she is to do after school. Students not picked up by 3:10 in grades K-6 will be sent to ASES, and parents may pick them up in the cafeteria.

MINIMUM DAYS

Please be sure to note the minimum days throughout the school year. Students in grades 1-7 will be dismissed at 12:55 p.m. on minimum days Kindergarten will be released at 12:45 p.m. on minimum days. If you are unable to pick your child up promptly, students in grade 1-6 not picked up by 1:10 p.m. will be sent to ASES and may be picked up in the cafeteria.

EARLY RELEASE/COLLABORATION DAYS

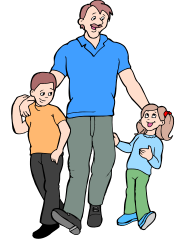
Please be sure to note that there will be ten early release/collaboration days throughout the school year. Students in all grades will be dismissed at 2:00 p.m. If you are unable to pick your child up promptly, students will be sent to ASES at 2:15 p.m. and will need to be signed out from ASES

PARENT COMMUNICATION

Parent Communication is Very Important

Your attitude toward the school is an important ingredient to your child's school success. Children will adjust quickly and happily if they are prepared to enter school with an attitude of anticipation and pleasure. Be interested in your child's reaction to school and encourage him/her to share new experiences with you and the family. You can help your child by:

- Asking about your child's school work and classroom activities.
- Monitoring homework assignments.
- Scheduling a regular time for your child to read or to be-read-to each day.
- Looking for notices and newsletters coming home from school.
- Making every effort to have your child to school on time.
- Notifying the school of changes in your address and telephone number.
- Becoming a member of the School Site Council, Family Engagement Team, PTC and ELAC.
- Checking the Patricia Kay Beaver website at <http://ceresbeaver.sharpschool.net/>



Communication Folders

Parent involvement is important. Our goal is to get information about upcoming events, special services and meeting information home to families so you may be part of the education of your student. Most parent information will be sent home on Wednesday. Please look for an orange communication folder, which will come home every Wednesday with information.

Reporting to Parents

Report cards go home two times a year (at the end of each semester). 1st semester report cards are given right before Winter Break. 2nd semester report card has no scheduled conference, but parents with questions or concerns are encouraged to call the school and schedule a meeting with your child's teacher. Many teachers, send home periodic computer printouts, which let parents know how their child is doing academically. Teachers often phone home or send notes with good news and during times when parental support is needed to solve a problem. We believe effective schools provide regular and frequent communication with the home. Our goal is to be the most effective school possible. To stay informed, parents may visit our school website at <http://ceresbeaver.sharpschool.net/>.

News

Articles are published on Wednesdays in the *Ceres Courier*. Students' names are often featured in the column, so be sure to watch for the paper. You'll be able to keep up with the news of the school, and learn about what's happening in various classrooms. We will also be starting an on-line newspaper for parents. Look for more information from your child's teacher.

Spirit Days

Every Friday is School Spirit Day. All students are encouraged to wear his/her Patricia Kay Beaver T-shirt. Students may order a school T-shirt in the office. We also demonstrate our school spirit every Friday morning during Team Builder Assembly. Individual students and classes are recognized.

Parent Volunteers

Due to State requirements and to enhance the safety and well-being of Ceres Unified School District (CUSD) students, CUSD is implementing a new volunteer process for current and future volunteers.

Beginning August 15, 2012, the District will require **all** school volunteers to complete and/or meet the following:
Step 1: Obtain the **School Volunteer Application Form** at any school site office or the CUSD Community Webpage at <http://www.ceres.k12.ca.us/portal/community.htm>.

Step 2: Submit a completed application to each school at which you plan to volunteer. A valid picture I.D. is required at the time of submission.

Step 3: The District will verify compliance with the following:

- Cleared through the Megan's Law website
- Have a valid TB clearance on file with the District (Education Code 49406) . *Free TB clinics for volunteers are offered at the CUSD District Office - a list of specific dates is available*

Step 4: Unsupervised volunteers (e.g. overnight chaperones, athletic/band assistants) will require a Department of Justice and FBI fingerprint clearance (fee covered by CUSD).

For more information & free TB clinic days, please visit school's main office.

Parents must sign in at the office when on school grounds.

PTC

PTC is a parent group that executes family nights, after school events and fundraisers throughout the school year to provide educational enrichment for our children through field trips and educational programs. In order to better engage families in the learning of Patricia Kay Beaver students, it is essential that parents and staff work together. There is no membership fee, and everyone is welcome and encouraged to attend the monthly meetings.

School Site Council

The School Site Council (SSC) is composed of the principal, teachers, parents and other school staff with voting members equally divided between staff and parents. SSC plans, monitors and evaluates the activities and expenditures for programs operated at the school to improve student achievement. All parents are welcome and encouraged to attend.

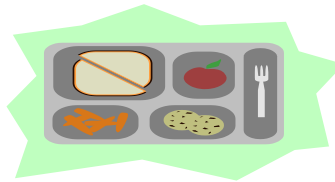
STUDENT SECURITY PROCEDURES

The following information is very important for the safety and security of your child.

Please read this carefully and keep it on hand for future reference.

- **Parents must sign in at the office before entering a classroom or being on campus. Parents without an approved volunteer application will not be allowed to volunteer in class.** It is extremely important that families follow this rule for the safety of the students.
- Parents **MUST** check students out through the office. There is a check-out sheet in the office, which parents must sign before a student is released from school grounds. **NO** child will be released directly from the classroom. Teachers have been instructed not to allow students to go with any adults without an authorization note from the office.
- Parents/guardians must have a picture ID with his/her name and must be on the student's registration card in order to be released by the office. If you send someone to pick up your child and his/her name is not on file, the office **WILL NOT** release your child to that person. No child will be released directly from the classroom without an authorization note from the office.

CAFETERIA



All students will receive a free breakfast daily. All students will enter the school site through the cafeteria in the morning. For more information on the “Breakfast First” campaign, please visit www.breakfastfirst.org. Patricia Kay Beaver free breakfast begins at 8:00 a.m. and ends at 8:30 a.m. daily. ALL Students that arrive between 8:00 a.m. and 8:30 a.m. are to report to the cafeteria to enjoy a free breakfast.

Students may purchase hot lunch in the cafeteria. Students must pay for lunch in the cafeteria before school. Please put money in an envelope and clearly label with: Name(s) of student(s), teacher name, student lunch number and amount enclosed. Parents are encouraged to pay for lunches a week or a month in advance. Students are notified when there is no money on their account. Make sure to check your child/s Wednesday folder for lunch account information.

Daily Student Lunch	\$2.10
Daily Reduced Lunch	40¢
Extra Milk	30¢

***If you think you qualify for the free or reduced lunch program, complete the form, which is available in the school front office. If you need assistance with the form, please call 556-1580.**

Cafeteria rules

Students are to follow the rules at all times during lunch.

- Be respectful to staff and peers.
- Stand in line quietly, one behind the other.
- No talking while in the serving area.
- Quiet/ Inside voices while at your table.
- Stay seated at all times.
- Do not share food with others.
- Raise your hand and ask for permission to leave your seat.
- Make sure the area, table and floor around them is clean.

CUSD Student Wellness Policy

Per California Ed. Code 49431, effective July 1, 2007 schools may not provide or sell non-nutritious snacks or drinks to students at any time during the school day. When planning a reward/celebration for a student (including birthdays), please bring only pre-packaged snacks from the list on the back of this notice. Please contact your student’s teacher in regards to specific seasonal parties.

Student Birthdays

In compliance with Ed. Code we ask that parents make arrangements with the teacher ahead of time and bring a **District approved snack** to celebrate student birthdays. In addition balloons, stuffed animals and/or flowers will not be delivered to the classroom. Therefore, we ask that parents and/or family members not bring or send these items to school.

District Approved Snacks:

Apple, Fresh	Giant Goldfish Grahams	Pepperidge Farms, Giant Goldfish Grahams	Dolphins & Friends	Light Nacho Cheese
Apple/Cin. Graham, Kellogg's	Hot Chocolate, Sugar Free	Pepperidge Farms, Pretzel Goldfish	Elf Grahams	Marshmallow Crispy Squares
Applesauce Rocketz	Ice Cream, Low or Fat Free	Pita Puffs, Baked, Cinnamon	Elfin Magic Bar, Apple	Milk and Cereal Bars
Baked Doritos	Jell-O, Sugar Free	Pita Puffs, Baked, Habanero	Flat Fruit	Mixed Fruit Cup
Baked Lays	Journey Bar, Chocolate	Pita Puffs, Baked, Ranch	Fruit Roll-ups, Betty Crocker, Strawberry	MJM Vanilla Bear Grahams
Baked Ruffles	Juice , Light, 50%	Popcorn	Fruit Roll-ups, Betty Crocker, Tropical Tie Dye	Mrs. Good Cookie Jungle Crackers
Baked Tostitos	Juice Bar, Grape	Popsicles	Fruit Shapes, Betty Crocker, Bugs	Munchies Kid's Mix
Banana, Small	Juice Bar, Lemon	Pretzel Goldfish	Fruit Shapes, Betty Crocker, Elmo	Nature Valley Chewy Granola Bars
Beef Jerky	Juice Bar, Orange	Pudding, Chocolate	Fruit Shapes, Betty Crocker, Pooh	Nature Valley Cinnamon
Carroteenies	Juice, Vegetable 50%	Quaker Chewy Chocolate Chip	Fruit Shapes, Betty Crocker, Scooby	Nature Valley Crunchy Granola Bar
Cereal, Berri Berri Kix	Keebler Elfin Magic Bar, Apple Cinnamon	Quaker Chewy Oatmeal Raisin	Fruit Shapes, Betty Crocker, Sunkist	Nature Valley Maple Brown Sugar
Cereal, Cinnamon Toast Crunch	Keebler Ernie's Animal Crackers	Quaker Oatmeal Bars to Go	Fruit, Dried	Nature Valley Oat n Honey
Cereal, Golden Grahams	Keebler Honey Grahams	Quaker Rice Snacks	Gardetto's	Nuts
Cereal, Honey Nut Cheerios	Keebler Jungle Crackers	RF Chocolate Chip Cookie	Gatorade	Orange, Fresh
Cereal, Rice Crunchins	Keebler Scooby Snacks	Ritz Chips	Cinnamon Applesauce, Mott's	Peach Cup
Chex Snack Mix- All Flavors	Kettle Corn Crunchies	Rold Gold Pretzels, Butter Checkers	Rold Gold Pretzels, Cheddar Tiny Twists	Pears

ATTENDANCE

Office Hours
Monday-Friday
8:00 a.m. – 4:00 p.m.

CUSD uses a computerized attendance system. This enables the district to keep up-to-date, accurate records. Your assistance is needed if this program is to work efficiently.

What Can You Do?

1. Parents, you are legally required to have your child in school, on time, daily. School starts at 8:40 a.m.
2. If your child is absent, please contact the school via phone @ 556-1730, before 9:00 a.m.
If you do not have a phone or are unable to reach the school, send a note with your child when he/she returns.
*After the 8th day of absence (excused or unexcused), you will be required to provide a Doctor's note to excuse any absences.
3. Notify the school of a change of address and/or telephone number.
4. Update emergency contact numbers when there are changes.
Only those specified as emergency contact will be allowed to pick up students.

TARDY POLICY

Your student is tardy if he/she is not in class at 8:40 a.m. Class instruction begins at 8:40 a.m. Students who enter class after this time disrupt the educational program and establish poor work habits. Since regular attendance is required by the law, we will inform you of any problems regarding your child's tardiness.

INDEPENDENT STUDY (IS)

(Revised Jan. 3rd, 2006)

When your child must be absent for reasons other than illness (such as family emergencies, trips, etc.), arrangements can be made to continue studies through assigned work. Listed below are guidelines regarding Independent Study Contracts. An Independent Study contract must be signed in order to ensure that your child has an opportunity to receive academic credit for work completed during time away from the school site.

The office or teacher must be notified in writing at least three (3) days in advance.

1. Contracts will not be written for less than 5 school days or more than 10 school days.
2. All student work must be completed during the time of the contract (no extensions).
3. Contract dates may not be extended. Retroactive contracts are not allowed.
4. Contracts must be signed in advance by the parent, teacher, student, and principal.
5. School issued textbooks/library books may not be taken on vacation.
6. The parent is to receive a copy of the signed contract (the original will be kept in the school office).
7. The contract and the completed work must be returned the day the student returns.
8. The amount of work that the student completes may vary from day to day, but he/she must average at least four hours of work per school day in order to earn full credit.
9. If the student does not return to school within 15 days, he/she will be dropped.
10. If a student is dropped and then later returns to register, there is a possibility that the student will be placed on the waitlist.
11. A student may be denied if he/she has a history of not completing previous independent study assignments.

*** A student will be dropped after 15 consecutive days of absences (this includes independent study days). If a student leaves on an independent study contract, he/she should return after 10 days with work completed. This work must be verified by the teacher. If the work is not complete, the 10 days are counted as absences. If the student does not return after 5 additional days (15 total days), then he/she will be dropped.**

FIELD TRIPS

Students are only allowed to participate in field trips if properly signed permission forms are returned to school within the designated time frame. Siblings are not allowed to accompany parents on field trips. Chaperones must be 18 years or older and must have an approved volunteer application and a current TB on file. Most funds for field trips come from our fundraisers. *Parents may be requested to attend a field trip with their student if there are behavior concerns; this is to assure the safety of the student and others. Please read below in regard to behaviors that may require a parent accompany/ chaperone a student.

STUDENT PARTICIPATION

Participation in **non-curriculum based** special activities sponsored by Patricia Kay Beaver Elementary is a privilege. Therefore, it is limited to students who exhibit the Seven Habits, follow school rules, and cooperate with one another and their teacher. Students will be excluded from participation in **non-curriculum based** special activities for one or more of the following reasons:

1. Consistent disregard of the school or classroom rules. This includes students who have received an excessive number of citations from the playground and/or cafeteria, or students who have been sent to the office for discipline reasons more than two times during the three weeks prior to any **non-curriculum based** special activity.
2. Severe disruptions or behaviors, which result in suspension from school and/or classroom. Students suspended from the classroom, detained or sent home within the period of three weeks before any special activity will not be allowed to participate.
3. Demonstrate inability to cooperate and respond appropriately during previous special activities.
4. In some cases, students who are under suspension from bus riding privileges may also be ineligible for activities involving transportation.

Students who are excluded from participation in a **non-curriculum based** special event for any of the above mentioned reasons may participate if they are accompanied by a parent or legal guardian AND if the principal and teacher have given prior approval.

STUDENT STUDY

Our site has a Student Study Team, which consists of a variety of professionals from our school/district. Meetings are held on Mondays. Parents and teachers may refer students to the Student Study Team if problems that interfere with the child's learning exist. The team will make recommendations to help each student be successful. Students may be recommended for testing, resource, counseling, speech, language development, or GATE.

G.A.T.E. (Gifted and Talented Education)

G.A.T.E. students are identified each year through testing in grade 3. If your child qualifies, you will be contacted and given further information.

SPEECH AND HEARING

Children who need assistance in speech and language development are served by our Speech and Language Pathologist. Please feel free to call the school to discuss any speech or hearing difficulty your child may have.

DISTRICT HOMEWORK POLICY

Homework can help students succeed in school. It is an integral part of the school program, and it should help the student become an independent learner. Teachers assign regular homework that is appropriate to the subject area, objectives and the achievement levels of the students. (CUSD Board Policy #6154) At our schools, we believe homework is an important part of the learning process. Homework is an extension of learning that has taken place in the classroom. It gives students a chance to practice independently what has been previously learned. Equally important to the practice is the fact that homework is an exercise in developing responsibility and good study habits.

The purpose of homework is to accomplish the following:

- A. Develop a sense of responsibility in the child
- B. Reinforce skills taught in school
- C. Allow the child to practice age-appropriate skills
- D. Develop a love of literature
- E. Broaden vocabulary
- F. Give the child and parent an opportunity for positive interaction
- G. Keep parents aware and involved in their child's progress and education
- H. Teach the child to complete work independently
- I. Prepare the child for upcoming lessons
- J. Extend concepts or new ideas and provide for creative enrichment
- K. Assist the child in continuing the development of sound study habits and skills
- L. Prepare the child for life's self-directional needs

As part of the Ceres Unified School District's emphasis on the importance of homework, staff has developed clear homework expectations for each grade level, K-5. Each teacher will be sharing their own classroom homework policy with parents at Back-to-School Night. We hope you will pay special attention to the homework expectations, discuss them with your child, and work with him/her to make sure homework is completed and returned promptly.

TIPS FOR HELPING WITH HOMEWORK

As a parent, you are your child's first teacher. Research shows that when schools and parents work together, students achieve more. Here are some ways you can help your child with homework.

1. Set up a comfortable workplace for your child.
2. Set a consistent homework time.
3. Reinforce that homework is a student's responsibility, but that you are there to help.
4. Think of yourself as a consultant, not as a proofreader or editor.
5. Make sure electronic devices are off.

ACADEMIC SUPPORT AND AFTER SCHOOL PROGRAMS

Patricia Kay Beaver Elementary School, in conjunction with the Educational Options Department, offers academic and other student support services beyond the regular school day.

The Academic Intervention Program (AIP) -We are pleased to offer Ceres Unified School District's Academic Intervention Program (AIP) for students in grades 2-5. The goal of AIP is to give students who are "at-risk" of not passing the California High School Exit Exam (CAHSEE) the extra academic support needed for promotion to the next grade level. Students who are at risk of retention, or in need of some extra help in reading, writing, or math are encouraged to take advantage of the program. Classes are offered for 1 ½ hours per day after school, three days per week (Tuesday, Wednesday, and Thursday) and during the summer for Summer School. Your child's teacher will be contacting you about these programs if they believe your child is in need of the service. Additional

classes are offered with extra support for students who are learning English. Feel free to discuss your child's participation in this with his/her teacher.

After School Program (ASES) -is open to all students in grades K-7. ASES runs Monday through Friday beginning right after school and ends at 6:00 PM including minimum days. Students may be signed out before 6:00 PM in accordance with our early release policy. Students receive a snack and the program is supervised by CUSD recreational leaders who provide homework support and recreational, enrichment activities in a safe and structured environment.

STUDENT COUNCIL

Student Council is a way to involve the children in school decisions, to teach responsibility, and to help students understand procedures. Our Student Council is an active group that supports the school's activities. Student leaders are elected yearly. Each classroom of students (grades K-6) elects a Student Council Representative and an alternate. Some of the activities of Student Council include: dress-up days, assemblies, and involvement in many school-wide events. Some of the many activities and events sponsored by our Student Council could include school beautification projects, canned food drives, and other community service projects.

DISCIPLINE PROCEDURES

We are very proud of our students. We are equally proud of our high expectations for all students. Every student has a right to feel safe at school and to be in a productive learning environment. Every teacher has a right to teach and to expect students to allow others in the room to hear and to learn. If your child has any problems, encourage him/her to contact his/her teacher or the student supervision assistant immediately. As a parent, you should feel free to call or email the teacher, the office, or the principal, at any time, about your child's school behavior or that of another person toward your child. Each parent is requested to review the Patricia Kay Beaver Elementary School rules and the Ceres Unified School District's Conduct Code with his/her child periodically during the school year. It is very important that each parent and child have a clear understanding of the rules for appropriate behavior and the consequences should a child choose to break the rules. If a child continually chooses to break school rules, or is involved in severe disruptions (fighting, defiance of school authorities, etc.), he or she will be suspended and/or expelled from school. The key to our positive learning environment is not just the consistency of applied consequences, but the abundance of positive recognition offered to students who follow school rules.

Patricia Kay Beaver Elementary Rules

GENERAL RULES:

- Always follow the 7 Habits of Successful Kids!
- Be proactive
- Begin with the end in mind
- Put first things first
- Think win-win
- Seek first to understand, then to be understood
- Synergize
- Sharpen the saw
- Students walking from the cafeteria to the playground may only walk on designated areas (white, in front of the cafeteria, to the blacktop)
- Students may not wait in front of the classrooms while unsupervised. (before school, recesses, lunch, after school)
- No sharing snacks or drinks
- Students should only be in office with a pass
- Respect school and private property
- Hands feet and objects to yourself
- Be kind with your words
- Do not hit balls against the walls
- No climbing trees or fences
- Chromebooks are not allowed on the playground or in the cafeteria

BATHROOM RULES:

- NO PLAYING IN THE BATHROOM
- ZERO VOICE VOLUME IN BATHROOM
- Go, Flush, Wash and Leave

RECESS RULES:

- When the whistle blows at end of recess, students freeze then walk to line at 2nd whistle
- Snacks may be eaten in the snack zone at morning recess only.
- No leaving the yard without an office pass
- Zero voice volume in the hallways
- No personal equipment or toys brought to school
- Walk on white
- No candy or gum on the playground

FOOTBALL

- Football is to be played on the grass only.
- One hand touch.
- No tackling.
- Blitz on the 4th down only.

BASKETBALL

- 10 students to one court unless playing knockout.
- Maximum two balls per court.
- Basketballs on the blacktop only.

SOCCER

- Soccer balls on the grass only.
- No kicking soccer balls on to the blacktop.

PLAYGROUND EQUIPMENT

- No running in the bark area.
- Slide one at a time.
- Go down slide facing forward on your bottom only
- No pushing someone down the slide
- Do not climb up the slide.
- Go up the stairs not down.
- Must have two hands on the bars when hanging from them.
- No jumping off, sitting or standing on any bars
- No climbing, sitting, standing on or jumping off the top of play structure
- One person at a time goes across the bars.

BALL EQUIPMENT

- Balls will be used for intended purpose (ie. basketballs for basketball, rubber balls for kick ball, soccer balls for soccer, etc.)
- Balls may only be thrown or kicked while on the field area.
- All balls need to be put away after every recess, in ball bin/cage.
- Students that throw or kick a ball after the bell rings or whistle blows get a citation.
- No kicking balls over fences or wall. Student will receive citation.

WATER FOUNTAIN

- During recess only, use the closest water fountain.
- 1, 2, 3 that is all you need and your turn is over.
- Students in line must wait patiently, keeping their hands to themselves.

PROBLEM SOLVING STRATEGIES PRIOR TO SEEKING ADULT HELP:

- Walk away from the problem & choose a different game
- Talk about problem and make it a win-win - must leave game to do so.
- Use rock paper scissors to solve - best of 3 wins

RECOGNITION FOR MEETING STUDENT EXPECTATIONS

To reward students and classes that consistently show appropriate behavior and exemplary academic progress, many awards are given. Among them are:

Leader of the Week: One student is selected by the teacher from each class for that week to be featured in a unique way. Students will be announced at Friday Team Builder Assembly.

Seven Habit ticket drawing: Students exhibiting one of the 7 Habits will be given a ticket to enter into a weekly drawing.

Monthly newsletter: Students will be recognized for a variety of accomplishments in the monthly newsletter.

Team Builder photo gallery: Students that receive awards and/or recognition will have their photo posted in the photo gallery located in the cafeteria.

1. SEMESTER AWARDS:

Achievement awards will be given out every trimester for the following:

Life Skills/Seven Habits (K-6)

Academic Achievement (grade 3)

Honor Roll (grade 4-6)

Perfect Attendance (No tardies, No absences, No Partial Days)

Outstanding Attendance (3 or less tardies, absences and/or partial days)

2. HONOR ROLL:

This certificate is awarded to 4th-7th grade students that have maintained a grade point average of 3.0-3.49.

3. PRINCIPAL'S HONOR ROLL:

This certificate is awarded to 4th-7th grade students that have maintained a grade point average of 3.5 – 3.99.

4. ACADEMIC EXCELLENCE:

This certificate is awarded to 3rd grade students that have maintained a grade point average of 3.0 or above.

5. 4.0 GRADE POINT AVERAGE:

This certificate is awarded to students in 3rd-7th that have maintained a grade point average of 4.0 during the semester.

CONSEQUENCES

Consequences are connected to the Seven Habits and may include:

- A proactive discussion with parents
- Students evaluating ways to balance work and play
- Developing a win-win plan with all parties
- Blending contributions of parents, teachers, students and principal to support students in making better choices.
- Playground or classroom citation
- Office referral

*Repeated violation of school rules will result in additional disciplinary consequences.

More serious behaviors, such as destruction of property, fighting, profanity hurting others, and threatening, can lead to immediate suspension.

SUSPENSIONS

The following behaviors may result in suspension from school and could lead to expulsion:

AUTOMATIC SUSPENSION LAW (State Law 48900)

- Caused, Attempted or threatened physical injury to another person.
- Willfully used force or violence on another.
- Disruption of school activities or defiance to school authorities.
- Committed and obscene act or engaged in habitual profanity.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous objects.
- Offered, arranged, or negotiated to sell any controlled substances.
- Committed or attempted to commit robbery or extortion.
- Possessed, use, sale, or under the influence of drugs, alcoholic beverages, or intoxicants.
- Caused or attempted to cause damage to school or private property.
- Possessed an imitation firearm.
- Stole or attempted to steal school or private property.
- Knowingly received stolen school or private property.
- Committed or attempted to commit Sexual harassment.
- Caused, Attempted to cause, threatened, or participated in Hate violence.
- Engaged in harassment, threats, or Intimidation.
- Terrorist threats against school officials or school property, or both.

1. (E.C. 48900) No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following.
 - (a) While on school grounds.
 - (b) While going to or coming from school.
 - (c) During the lunch period, whether on or off the campus.
 - (d) During or while going to or coming from a school-sponsored activity.
2. Students accumulating 20 days of suspension in one school year are subject to involuntary transfer to an alternative program, or to the Administrative Panel for possible expulsion. Parents and students may be referred to the School Attendance Review Board.
3. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in this Student Conduct Code.
4. In addition to those sections enumerated in E.C. 48900 (a through o) and 48915 (a and c), a student may be suspended or expelled from school for violation of school/classroom rules.

BICYCLE RULES

Riding your bicycle to school is a privilege. If the student chooses not to follow the rules, this privilege will be taken away. Bicycles must be kept in the bike rack. For safety reasons, they should be locked during the day. The school is not responsible for theft or damage.

RULES TO REMEMBER:

1. Only one person may ride a bike at a time.
2. Students must walk their bicycles to the bike rack.

3. Students must leave all bicycles alone except their own bicycles.
4. Students must follow California State law and wear bicycle helmets.

REMEMBER: Bicycles, skateboards, scooters, skates, and skate shoes are not allowed to be used in the school corridors at any time. Students must walk.

LASER POINTERS

All handheld laser pointers (pens, key chains, bullet types, etc.) are not allowed at school in students' possession. Doctors have reported that lasers pointed at the eye can cause serious damage to the retina. If you or your child has one of these pointers, please make sure it is not brought to school.

CERES UNIFIED SCHOOL DISTRICT STUDENT DRESS CODE

K-6 Dress Code
DRESS AND GROOMING
From Board Policy #5132

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footwear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited.

(cf. 6136 Gangs)

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes, and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. Pants must fit at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midriffs, tank tops/racer-back tops or muscle shirts, undershirts, tops that expose undergarments, shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.
6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must be worn at all times. Flip-flops, socks or sock-like footwear, slippers, backless shoes, or shoes with over a one inch heel are not safe or appropriate for school.
8. Clothing, jewelry, and other accessories that present a safety hazard to the wearer or others are not allowed. Facial piercings other than ear lobes are not allowed.
9. Facial makeup is not allowed, nor is non-natural hair color that creates a distraction.
10. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
11. Sunglasses may not be worn in school buildings.

CONSEQUENCES FOR DISTRICT DRESS CODE VIOLATIONS ARE:

First Offense	Warning - and/or 1 day suspension
Second Offense	1-5 days suspension
Third Offense	3-5 days suspension

LIBRARY

We are proud of our library! All students visit the library on a weekly basis and may check out books for school work or pleasure reading. All students who check out books are responsible for keeping the books in good condition and returning them to the library. Students who damage or lose books will be charged for repairs or replacement of the book. If books are not returned or paid for, students may not check out any other materials and report cards will be held in the office. Please visit our library media clerk for details.

All chromebooks are checked out through our library. If a chromebook is lost or damaged, notify the library media clerk immediately. All chromebooks must be returned in good condition.

Reading is an asset to all children. Please encourage reading as a leisure activity at home. Talk with your children about the books they read. Kids like to share a good story with someone else, especially a parent. Help your child to find the joy of reading.

TECHNOLOGY

Technology provides students with access to people and materials from all over the world. We believe that information and interaction promotes educational excellence and is consistent with the goals of the district. The Internet does include some materials that are not appropriate for students. Efforts are taken to protect students from inappropriate materials, but it is impossible to completely protect students from materials that are not consistent with CUSD goals. Students will use the Internet within educational activities, such as performing research, developing projects and disseminating information. An "Acceptable Use Policy" will be sent home with students that do not have one on file. It is important to discuss the rules and consequences with your child. Students will not be allowed to use the Internet until the contract is signed and returned.

**The use of the Internet is a privilege, not a right.
The privilege may be withdrawn if it is not used responsibly.**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will be always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they do with other information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Sending or displaying offensive messages or pictures.

- Using obscene language.

- Giving personal information when using the system, such as complete name, address, phone number, and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes, financial gain, or fraud.

SANCTIONS

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior, including expulsion. When applicable, law enforcement agencies may be involved.

HEALTH

A letter from our Nurses...

Dear Parents,

Welcome to a new school year! Healthy children learn best and your school nurse is here to help each child reach and maintain optimal health. We would like to share some information with you to help insure a safe, healthy year for your student.



Emergency Information: Please keep the office informed of changes in home and work phone numbers. It is also important that you have local emergency numbers for when you cannot be reached. We will always attempt to notify parents first but need the emergency number so an ill or injured child can receive prompt care. Children left after 6:00 P.M. will be turned over to the Ceres Police Department.

Medications: California Education Code 11753.1 allows the school to assist in the administration of medication if requested to do so by the physician and parent. An authorization form, available from the school office, must be completed by the physician and parent. Medications must be brought to school by an adult in the original pharmacy labeled bottle. Medication requests must be renewed each year and any changes in the medication should be reported to the school by the parent. **Inhalers and auto-injectable epinephrine (Epipen) may be carried by the student, as long as the student's parents and doctor give permission and the notes are on file in the nurse's office. As a way to safeguard against students losing or using up their inhalers, the American Lung Association of California recommends that all students with asthma have an inhaler in the health care office, even when that inhaler is in addition to the one the student carries.**

Be aware that the school may take disciplinary action if a student misuses an inhaler or Epipen in any way, including sharing it with anyone, using it inappropriately, or spraying it at anyone. In these circumstances, the question of a student's maturity may be also raised with the physician and your child may lose the privilege to carry their own inhaler.

First Grade Physicals: The California Health and Safety code requires that every child entering first grade in a California school have a health check-up. A certificate signed by a doctor, must be presented to the school by December 1st to verify that the child has received the health check-up.

TB testing: Parent volunteers, as well as staff members, must have a current clearance for tuberculosis. The PPD or Montoux Skin Test is acceptable and may be obtained from your physician, the County Health Department or Ceres School District. Clinics are held once a month. Call your school nurse or staff for information about the

next clinic. The skin test is good for four years. *If you have had a positive skin test in the past, a chest x-ray is required.*

Illness: Your child will be in close contact with many other children in the school setting which allows illnesses to spread easily. Please be alert to signs of illness and keep your child home if you suspect he/she is still not well. If you think, your child might have a communicable disease such as chicken pox, ringworm, impetigo, strep throat, hepatitis or head lice please notify your school nurse right away.

Chronic health problems: If your child has a chronic health problem such as diabetes, epilepsy, asthma, allergic reactions, etc., please notify your school nurse and child's teacher. This allows them to plan for any special needs your child might have.

Lice

Should your child come home with head lice? Understand the problem before it becomes one. A lice infestation can happen to anyone. Socioeconomic background or lack of cleanliness has nothing to do with determining who gets lice. Lice are insects. They are an easily treatable condition that can be eliminated once they are discovered. Know the symptoms of a lice infestation. If your child is constantly itching, check the scalp for lice or eggs. The eggs will appear as white specks stuck to the hair near the scalp.

Growth and Development

The school nurse will be meeting with the 4th grade girls, 5th grade boys and girls, and the 6th grade boys and girls in the spring. Topics related to changes experienced during puberty and HIV/ AIDS will be discussed. A parent preview will be held prior to the presentations. The parents will be notified by mail regarding times and dates for the parent preview. Please contact the school nurse for any questions related to the growth and development presentations.

Kindergarten Dental Requirements

California law requires every kindergarten student to have an oral health assessment prior to May 31st. the law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessment that have happened within the 12 months before your child enters school meets this requirement.

Mental Health Services

Students may be seen by school health or mental health professionals (e.g., school nurse, counselor, social worker, school psychologist, student support specialist, social skills facilitators) without parent notice or consent to ensure that the student is safe or is not a danger to others. District school psychologists routinely assist teachers in planning classroom instruction and monitoring its effectiveness and do not need to notify parents of, or seek consent for, such involvement in student support.

INSURANCE

An insurance policy is available to parents who wish to voluntarily enroll in this coverage for their children. The fee is nominal and there are several plans from which to choose. Information will be sent home the first week of school. The district does not provide paid insurance for students.

TOBACCO FREE SCHOOL

Ample evidence has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in accordance with state and federal law, as well as Ceres Unified School District Policy, Patricia Kay Beaver Elementary School prohibits the use of tobacco anywhere and anytime on district property.

**PERSONAL PROPERTY
WAIVER/RELEASE OF LIABILITY**

The Ceres Unified School district, its officers, agents, or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought onto District premises by students, for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage, or destruction of personal property, which may occur. All bikes, scooters, and skateboards must be locked in the bike rack area. Personal items should not be brought to school. These include toys, **cell phones**, games, radios, skateboards, skates, scooters, balls, skate shoes, and trading cards. Items that are taken from student will not be returned until a parent comes to pick them up.

CERES UNIFIED SCHOOL DISTRICT

P.O. Box 307
Ceres, CA 95307

BOARD OF EDUCATION

Name	Position	Term Expires
Teresa Guerrero	President	2019
Faye Lane	Clerk	2019
Jim Kinard	Board Member	2019
Mike Welsh	Board Member	2017
Betty Davis	Board Member	2017
Valli Wigt	Board Member	2017
Lourdes Perez	Board Member	2017

Board of Education meetings are held at 7:00 PM on the first and third Thursday of each month at the Ceres Unified School District Offices located at 2503 Lawrence Street in Ceres. The public is welcome to attend. To access meeting agendas and schedules, visit their website www.ceres.k12.ca.us and click on Board of Trustees.

DISTRICT PERSONNEL

Superintendent	Dr. Scott Siegel
Deputy Supt. of Personnel Services	Dr. Denise Wickham
Asst. Supt. of Ed. Services	Dr. Amy Peterman
Asst. Supt. of Business Services	Dan Pangrazio
Asst. Supt. of Student Support Services	Jay Simmonds
Director of Special Education	Kristi Britton
Director of Child Welfare/Attendance	Jose Beltran
Coordinator of Student Support Services	Brian Murphy
Director of Technology	Chris Hagle
Director of Child Nutrition	Rhonda Whitehead
Director of Maintenance	Ken Hines
Director of Transportation	Nancy Krigbaum

DISTRICT OFFICE NUMBERS

Superintendent	556-1500
Business Office	556-1560
Personnel	556-1510
Ed. Services	556-1520
Attendance	556-1540
Student Support	556-1530
Transportation	556-1595
Ed. Options	556-1550