

Bonita Unified School District

Arma J. Shull Elementary School

A National Blue Ribbon School
A California Gold Ribbon School

Parent and Student Handbook and School Rules 2017-2018

School Colors: Blue and Gold
School Telephone: (909) 971-8208
Web Page: <http://sh.bonita.k12.ca.us/>
School Principal: Mrs. Chris Ann Horsley
School Health Clerk: Mrs. Kimi Estrada
Day Custodian: Francisco Nolasco

School Mascot: Shully Shark
Fax No.: (909) 971-8258
E-mail Address: horsley@bonita.k12.ca.us
School Secretary: Mrs. Monica Moore
Librarian: Mrs. Kay Piotrowski
Night Custodian: Joe Boscorino

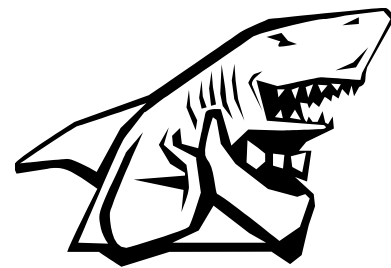


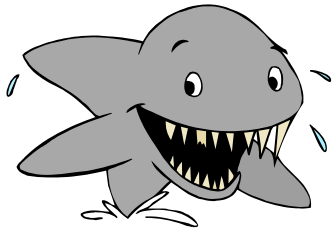
SHULL MISSION STATEMENT

The staff members of Shull School believe in the enormous potential of our students. We have established high standards of learning that we expect all students to achieve. It is our job to create an environment in our classrooms that engages students in academic work that results in high levels of achievement. We are confident that with our support, students can master challenging curricula and become thoughtful, caring citizens.

TABLE OF CONTENTS

Principal’s Message	3	Playground Hours.....	16
School Hours, BUSD Phone #s, School Staff.....	4	PTA.....	16
School Calendar	5	Report Cards.....	16
Acceptable Use of Computers.....	6	Response to Intervention (rti).....	16
Accidents and Injuries.....	6	School Site Council.....	17
Animals.....	6	Smoke Free Zones.....	17
Appointments.....	6	Social Networking.....	17
Arrival Time.....	7	Student Government.....	17
Attendance.....	7	Tardy Policy.....	17
Awards.....	7	Technology.....	17
Behavior Expectations.....	8	Volunteers.....	17
Bicycle Safety, Skateboards, Roller Blades	8	Uniform Policy.....	18
Birthdays.....	9	BUSD Dress Code.....	18
Breakfast.....	9		
Bullying.....	9		
Buses.....	9		
Calendars.....	10		
Cell Phones.....	10		
Closed Campus.....	10		
Communicable Diseases.....	10		
Communication with Shull Staff.....	10		
Contacting Your Child during School Hours.....	11		
Curriculum Standards.....	11		
Dangerous Objects and Nuisance Items.....	11		
Discipline Plan.....	11		
Early Release.....	11		
Education Codes.....	11		
Emergency Contacts.....	12		
Emergency Drills.....	12		
Emergency Procedures.....	12		
English Language Development (ELD).....	13		
Field Trips.....	13		
Fifth Grade activities.....	13		
Health Problems.....	13		
Homework Policy.....	13		
Independent Study.....	14		
Learning Readiness.....	14		
Library Policy.....	14		
Lockdown Procedures.....	14		
Lost and Found.....	14		
Lunch and School Nutrition Policies.....	14		
Medication At School.....	15		
Music Program.....	15		
Noon Supervisors.....	15		
Parent Conferences.....	15		
Parking.....	15		
Pick Up and Drop Off.....	15		





A Message from Mrs. Horsley, Shull Principal

It is with pleasure that we welcome you and your child to Shull School. You will find that our staff is eager to provide your child with excellent instruction and a warm, caring environment in which to grow. Our school is continuing the programs and traditions that make us a successful school. The following four areas highlight Shull's unique offerings:

1. **Excellent, Experienced Teachers**

Our certificated staff teaches curriculum which meets the California State Common Core Standards. They are experienced in assessing student progress and in working with students to ensure academic progress. The majority of the staff holds advanced degrees in education. Teachers are partners with the children and their parents on the child's path to discovery and achievement. Shull teachers go above and beyond the call of duty to provide a rich experience for Shull students.

2. **A Curriculum Designed for Success**

Shull provides an enriched, innovative and challenging curriculum which includes the Common Core Standards integrated, whenever possible, for richer curriculum. The curriculum, while planned with an awareness of Common Core standards and guidelines, also utilizes individualized learning environments through differentiated instruction in small groups and independent computer learning programs. The school is renowned for its strong reading intervention programs. The curriculum is designed to teach and reinforce phonemic awareness, phonics, fluency, vocabulary and comprehension until all children reach or exceed grade level reading ability.

3. **Parental Involvement**

Parents are recognized for the important role they play in their children's education; we encourage regular communication between home and school. Teachers encourage a partnership with parents, which includes helping parents be instructors within their homes. Parents are an integral part of the child's learning team and as such, are also regularly invited to help out in providing support and instruction in the classroom, computer lab, or with on-campus programs. Our PTA coordinates much school support and parents are highly encouraged to participate.

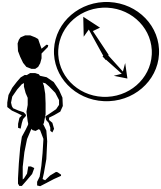
4. **Diverse Student Body**

Shull Elementary School student body has many students of different cultures and backgrounds. At Shull School, teachers and staff provide students with a respectful appreciation of each other's experiences and perspectives.

Arma J. Shull Elementary

.....SCHOOL HOURS.....

Office Hours: 7:30 a.m. to 4:00 p.m.
 School Hours:



Kindergarten Aug. 21 - Sept. 15 - 8:00 to 11:20 a.m. every day
 Sept. 18 through March 23 – 8:00 to 1:05 p.m. except Wednesdays – 12:55*
 March 26 through June 7 – 8:00 to 2:00 p.m. except Wednesdays – 12:55*

Grades 1, 2, 3 8:00 to 2:00 every day except Wednesdays 12:55*

Grades 4, 5 8:00 to 2:45 every day except Wednesdays 12:55*

Minimum day schedule: On minimum days - all grades 1 through 5 dismiss at 12:20. (Includes kindergarteners after Sept. 18th)

.....IMPORTANT BUSD PHONE NUMBERS.....

School Age Care Office 909 971-8200 ext. 5361
 Bus Transportation 909 971-8200 ext. 5261
 Student Services 909 971-8200 ext. 5321

Shull School Age Care 909 971-8368
 Educational Services 909 971-8200 ext. 5301
 Special Education 909 971-8200 ext. 5341

.....SCHOOL STAFF.....

KINDERGARTEN		3 rd Grade	
JoAnn Vicino	Room K1	Terry Hugar	Room 15
Sheila Morrissey	Room K2	Nicole Grant/Lisa Petersen	Room 16
Robin McConathy	Room 2	Robert Conditt	Room 5
Marki Cordero	Room 1	Amber Kolbeck	Room 6
Somer Estrada	Room 3		
1 st Grade		4 th Grade	
Katie Stidham/Michelle Litwin	Room 4	Ciara Richards	Room 20
Kirsten Garibay	Room 7	Karen Ruelas	Room 19
Lynda Knowles/Lisa Yauchzee	Room 8	Susan Hsiung/Toria Skarich	Room 14
Kim Schneider	Rm RC10		
2 nd Grade		5 th Grade	
Michelle Litwin	Room 22	Nichole Hotaling	Room 9
Sharon Jacks	Room 21	Lindsey Smith	Room 11
Kim Moursalian	Room 23	Alyssa Ferree	Room 12
Julie Pasquarella	Room 24	Linda Kolbeck–education specialist	Room 18
Stacey Olmsted/Lisa Yauchzee	Room 25	Mikara Gallegos -intervention – education specialist	Room 17

Arma J. Shull Elementary

.....SCHOOL CALENDAR DATES.....

School Calendars are sent home on the first of every month. Below are key dates for this school year. Please note that the dates of some school events are subject to change.

8/21	School Begins
8/23	Back-to-School Night 6pm
8/25	Minimum Day - 12:20 school release
9/4	No School – Labor Day
9/5	School Picture Day
9/19	School Picture Makeups
9/29	Walk-A-Thon
10/4, 10/5 & 10/6	Parent Conferences - (minimum days on the 4th and 5th, no school on the 6th)
10/13	Fall Carnival
11/3	Staff Development Day – No school for students
11/10	Veterans’ Day - no school
11/20-11/24	November Break
12/22	Minimum Day - 12:20 school release
12/25 – 1/5/17	Winter Break
1/15	No School – Martin Luther King Birthday
2/12	No School –President’s Day
2/19	No School –President’s Day
2/27	Spring Pictures
3/6-8	Minimum Days - Parent Conferences
3/9	Staff Development Day – no school
3/29	Open House 5-8 p.m.
3/30	Minimum Day -12:20 school release
4/2-4/6	Spring Break
5/28	Memorial Day – no school
6/7	Minimum Day – LAST DAY OF SCHOOL- 12:20 school release



.....POLICIES, PROCEDURES AND PLANS FOR THE SUCCESSFUL STUDENT.....

On the following pages, we have included very important information to help your child be successful at school. We ask that you take the time when you receive this handbook to review these pages with your student. Feel free to contact our office or your child's teacher should you have any questions.

ACCEPTABLE USE OF COMPUTERS

The Bonita Unified School District provides employees and students with access to the internet and the World Wide Web (www). All school computers, the computer network, and internet access shall be used in a responsible, ethical, and legal manner consistent with the policies, curriculum, and educational program of the Bonita Unified School District. Students are responsible to report any misuse of the network to a staff member. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to abide by acceptable rules of network etiquette, which include, but are not limited to, being polite and using appropriate language. Students may not engage in social media on school computers/technology tools. Parents should be aware that almost all social media sites recommend or expect account holders to be older than 13-16 years of age.

ACCIDENTS AND INJURIES

In the event that your child has an accident or becomes ill at school, first aid will be administered by a staff member. In the event of a serious medical emergency, it is important that you have provided our school with accurate and adequate information in your child's emergency contacts so there will be no difficulty or delay in reaching you or another adult as specified by you. Those adults you select to respond to our school in the event that you cannot be reached should always bring photo identification with them. In the event that you or your designated adults cannot be reached, school administration will make the necessary decisions to render aid to your child, including but not limited to contacting the school nurse, contacting the paramedics, and/or transporting your child to the hospital via ambulance. Children who are ill or injured will not be released to walk home.

ANIMALS

Animals, other than those brought specifically for class purposes or which are in-training as police or reading dogs or already possess those credentials, are prohibited on the school grounds during class sessions. Children must have their teacher's written permission before bringing pets to school, and parents must submit a Pet Waiver to the office for approval at least 48 hours in advance of bringing the animal. Any animals, reptiles, or insects brought to school must be properly housed and transported to school by parents. Animals are not permitted on school buses. Any animal found on the school grounds during class sessions is subject to impoundment by Animal Control.

APPOINTMENTS

We urge families to schedule medical and other appointments on non-school days and in the afternoon of compact days and minimum days. If it is necessary for students to leave school before dismissal, parents must sign their child out from the main office. If the parent or adult is unknown to office staff, photo identification will be required. If a child returns to school following an appointment, they must check in at the office to be readmitted to class. Students who leave early are not eligible for perfect attendance awards at the end of each month or at the end of the year.

ARRIVAL TIME

Playground supervision begins at 7:50 am. Students should not arrive at school prior to 7:45 a.m. unless they are taking part in a preapproved supervised activity or the school breakfast program which begins at 7:30 a.m. When entering the campus in the morning, at 7:45 am or earlier, please go directly to the cafeteria and wait there until directed to go to classes to deliver backpacks. When the teacher is on the playground, morning recess will begin.

ATTENDANCE

State law requires students to be in school unless they are ill. Please, do not send your child to school with a fever. On the day of the absence, please call the school at 909-971-8208 to report the absence. We are available to assist children and their families with ensuring students have positive attendance, and we welcome you to contact us if you are in need of any support. However, California compulsory education laws require us to monitor and report excessive absenteeism. When children approach ten or more absences and/or tardies within a school year, they will be monitored through the Student Attendance Review Team (SART) process. If attendance continues to not improve, students will be referred to the Student Attendance Review Board (SARB). SARB conducts legal hearings and has the authority to refer students and parents to outside agencies. We encourage you to contact our school at any time to review your child's attendance records so as to avoid these monitoring processes. There is a strong correlation between attendance and academic achievement; therefore, our real interest is having our students present each day. When it is necessary that a pupil be absent, please notify the school by PHONE or WRITTEN NOTE. If a phone call has not been made to the school, the child MUST HAVE A WRITTEN NOTE THE DAY HE/SHE RETURNS TO SCHOOL. The note must include the child's name, teacher's name, date of absence, and the reason. The State of California now uses "positive attendance", which means that any absence other than illness or bereavement is unexcused.

AWARDS

Shull School has many opportunities for students to be recognized for their hard work and positive efforts. The Awards below are used for grades 1-5. Kindergarten does separate recognition programs.

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PERFECT ATTENDANCE: Students with perfect attendance will be recognized by the principal after the end of each month in their classrooms and awarded extra recess. Perfect Attendance is awarded when a student has no absences, no unexcused tardies, no unexcused early outs and no late pick up. Perfect attendance for the year – August through June- occurs when a student has had no absences, no unexcused tardies, or unexcused early releases.

ALL STAR ACADEMIC AWARD: At the Trimester Award Ceremonies, one student per class will be recognized for each month in the trimester. These students will be recognized with a certificate and a prize. Teachers may select the awards winner for performance in reading, language arts, math, science, social science, or for any other project assigned by teachers to their students.

PERSONAL SUCCESS AWARDS: Up to three students from each class (grades 1-5) will receive these awards at the end of each trimester at a student awards program. Students will be recognized for extra efforts or improvements in academics or behavior/citizenship.

"WE CARE FOR CHARACTER" AWARDS – grades 1-3: These awards will be given to students from each class who have done an excellent job in the character areas represented in the months of each trimester: RESPONSIBILITY, TRUSTWORTHINESS, WORK ETHIC, CITIZENSHIP, SELFLESSNESS, FAIRNESS, CARING, ATTITUDE, RESPECT, and SELF-CONTROL. One student will be selected for each Character Area. Students must have only 3 or fewer pyramid pieces pulled during any trimester. Not bringing in homework or not meeting an AR goal does constitute losing a pyramid piece for responsibility. Similarly, detentions for behavior do constitute losing a

pyramid piece. These awards will be handed out at the end of each trimester at the Trimester Award Ceremony. Students wear Character colors on Thursday.

Wednesday Flag Salute ACTS of KINDNESS: every Wednesday at flag salute the principal will select 3 or 4 students to visit the prize box because their teachers have entered their names because of excellence in a because of Acts of Kindness.

AR AWARDS: Students earning levels (independent, super, etc.) in AR are given different leveled prizes and students reaching their reading goals each trimester attend grade level AR parties. Students may participate in the Reading MASTERS Program. They will read books in a series and pass quizzes with an average of 90% correct. Students will be recognized at flag salute.

COLLEGE DIPLOMAS: (grades 1-5) Each class will have a University and will be allowed to wear that University's colors on Wednesdays. Classes will work to earn degrees such as a Bachelor's Degree or Master's degree by reading a certain number of words through the AR program. Kindergarten will have a separate set of goals.

HONOR ROLL: Upper grade students will be recognized three times a year. Fourth and fifth grade students make Honor Roll as follows: Students must achieve all A's and B's in all the major subject areas, and may get one C in a minor area (P.E., Music, Band, Art, etc.). If a student earns a C in a minor area, it must be offset by an A in another subject area. Students must also not have any N's or U's in work or social habits.

COMMUNITY SERVICE: Upper grade students will be recognized each trimester if they have completed 40 Acts of Community or Family Service. Those students who complete 120 Acts by the end of the year will receive additional recognition.

PRESIDENTIAL AWARDS: Exceptional 5th grade students also have the opportunity to receive at year's end the Presidential Academic Award. Students receive Gold for making Honor Roll all 6 trimesters of 4th and 5th grades with at least 4 times being straight "A" Honor Roll and achieving end of 5th grade STAR Reading Scores at or above 7.5 and STAR math scores at or above 8.0; or students receive Silver for making "A" or "A/B" honor roll all 6 trimesters and achieving end of 5th grade STAR Reading Scores from 5.8 to 7.5 and STAR math scores at least in the range of 5.8 to 8.0.

BEHAVIOR EXPECTATIONS

Shull's PRIMARY CODE OF CONDUCT includes the following:

- Follow adult directions and stay within boundaries.
- Keep hands, feet and objects to self.
- Speak kindly and discourage name calling, profanity, and teasing.
- Use playground equipment appropriately.
- Play safely and do not fight, bully, kick or threaten.
- Use your words to prevent problems.
- Follow established playground game rules.
- Have many Shull friends, no "boyfriends/girlfriends" allowed.
- Having dangerous objects or look-alikes is against the rules.
- Do not throw rocks, grass, pebbles or other items other than playground balls.
- Leave leaves and branches on trees; Leave cell phones, toys, cd players, or gaming technology at home.
- Walk in the hallways.
- Observe door opening safety circles.
- Do not play in the restrooms - three in at a time maximum.
- Use indoor voices and appropriate table manners in the cafeteria.

Shull's UPPER GRADE CODE OF CONDUCT includes the following:

- Follow adult directions and stay within boundaries.
- Follow the Shull Code of Conduct.
- Be role models to younger students showing them correct manners and behavior.
- Provide school leadership through student council and participation in school events.



- Follow the direction of all adults and be polite to all members of the Shull Community.
- Do not enter any upper grade classroom if a teacher is not present.
- Pre-arrange helping in a primary classroom (do not knock on doors).
- Model good sportsmanship.

BICYCLE SAFETY, SCOOTERS, SKATEBOARDS, ROLLER BLADES, SHOES W/ WHEELS ETC.

With written parent permission, students in grades 3 through 5 may ride their bicycles to school. Upon entering the school grounds, students must walk their bikes to and from the bike racks and lock their bikes to the racks. The school is not responsible for lost or stolen bicycles. Parents should discuss bicycle and pedestrian safety with their children. Continual disregard for bicycle safety rules will result in the denial of the privilege to ride a bicycle to school. Please remember, all bicycle riders are required by law to wear a bicycle safety helmet. Scooters, skateboards, rollerblades, or shoes with wheels are not allowed to be ridden on campus.

BIRTHDAYS

Birthday celebrations for your child are not allowed as they detract from the learning environment. Sugary treats do not follow the guidelines issued in our district's Wellness Policy. Students feel subtle peer pressure when other students' parents bring a treat. Deliveries or use of balloons, flowers, cupcakes etc. is prohibited. Recognition of a birthday is better done by having your child hand out a special decorated pencil or eraser. Fancy pencil sets are available in the school office (.25 a piece). Please contact the teacher in regards to passing out any birthday party invitation. This can be a sensitive issue.

BREAKFAST

Breakfast is served in the cafeteria at 7:30am each morning. Students must be in line by 7:50am to be served. Late bus students will also be served. Students who participate must remain with the supervisory staff until 7:50 am, at which time they will be released for recess. Breakfast is available for \$2.00 at 7:30 in the cafeteria.

BULLYING

Bullying is a form of harassment that will not be tolerated at Shull Elementary School. Students and parents are asked to inform a teacher or the Principal if they witness bullying so that the incident can be investigated and handled appropriately. Important information on Bullying is available on our website.

BUSES

Families who wish to use school bus transportation should visit the Bonita Unified School District website for more information on bus fees and schedules. Riding the bus is a privilege. Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. If a student receives a bus citation, the privilege may be removed. Serious violations may also result in disciplinary measures. The following procedures below will ensure your child's safety: 1) All school rules are in effect at the bus stops and on the bus. Children who fail to follow these rules will receive a bus citation and school consequences. 2) Children may not bring friends with them on the bus, unless they are a regular bus rider assigned to that route.

BUS EXPECTATIONS

Student Expectations at the bus stop:

1. Arrive at least 5 minutes before the scheduled departure time.
2. Line up in an orderly manner as the bus approaches
3. Wait until the bus has come to a complete stop and the driver has opened the door before approaching and boarding the bus.
4. Go directly home after the bus drops you off at the end of the day.

On the bus:

1. Be courteous and follow all directions.
2. Sit where the driver directs and remain seated at all times, facing forward.
3. Keep all body parts inside the bus.
4. No food, drink, animals, reptiles, or insects are allowed on the bus. Lunches must be in a closed sack or container.
5. Do not throw objects inside or outside the bus.
6. Exit the bus at the direction of the driver.

CALENDARS

Monthly calendars are provided to all families on the first of every month. Parents are invited to attend school wide events and to participate on parent committees, such as the Parent Teacher Association (PTA) and School Site Council (SSC).

CELL PHONES

While the Bonita Unified School District acknowledges the importance of electronic communication between students and their parents, it must also be noted that instructional time is precious and must be protected from unnecessary disruption. Therefore, the Bonita Unified School District has adopted the following policy and regulations regarding electronic devices:

Elementary school students may not possess or use electronic communication devices on school district property or at school-sponsored activities unless the principal approves a written request to do so by the parent or guardian. Forms allowing students to carry cell phones may be obtained from the school office. Students who possess electronic communication devices may not turn on or use the electronic communication devices on school grounds until the end of the instructional day, unless there is a life threatening situation. (Education Code 48901.5; Electronic Signaling Devices BP 5511) At Shull School, even approved cell phones cannot be used after school unless there is an emergency. For child safety reasons, changes in pick up arrangements have to go through our office staff or teachers.

CLOSED CAMPUS

Shull Elementary School is a closed campus. Once a student arrives at school, he or she may not leave without being checked out through the main office. All visitors are required to sign in through the main office.

COMMUNICABLE DISEASES

Rashes associated with internal illnesses are almost always considered contagious (Measles, Scarlet Fever, Chicken Pox, Fifth's or Slapped Cheek Disease, etc.). The child is not allowed to enter school without a doctor's note stating the student is no longer contagious. Please contact the school as soon as possible if a diagnosis of one of these diseases is made by your doctor, especially measles or mumps. Students may return from Chicken Pox when all pox marks are scabbed over, and no fever or sore throat is present. Rashes to Impetigo, Ringworm, and Scabies need proper treatment before readmission to school. All exposed and treated Ringworm lesions must be covered at school. All students having recovered from any of the above conditions must re-enter school through the health office.

COMMUNICATION WITH SHULL STAFF

We value your input in helping us to know your child better in order to provide him or her a more personalized school experience. If major family events occur; i.e., birth, death, divorce, change of job, moving, vacations, etc., please let us know. We do not wish to pry, but these kinds of things have profound effects on the children and their ability to make the most of their school experience. We have a sympathetic and understanding staff, and they can help your child through unusual times. If you have any classroom/student concerns please address the

teachers privately and not during classroom instructional time. Teachers will provide parents with their email addresses. Email and other messages sent to the teacher will typically be answered within a 24 hour period.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Please take the time each day, before your child leaves for school, or the night before, to inform them of after school arrangements. We are unable to interrupt classroom instruction for these common occurrences. Please also be sure that you have provided your children with everything they need for the school day before you drop them off, such as lunch, money, and jacket. Should you need to deliver anything to children once school has started, you may leave it in the front office.

CURRICULUM STANDARDS

BUSD has developed and adopted Common Core curriculum standards as per California state mandates. These curriculum standards provide our students with a curriculum and assessment tools aimed at improving student achievement. Student progress will be monitored using multiple forms of assessment, including SBAC state tests for students in grades 3-5 and district benchmarks.

DANGEROUS OBJECTS and NUISANCE OBJECTS

Gag toys (such as shocking devices), laser devices, bullets, toy guns of any kind, guns, and knives of any kind are considered dangerous objects and are strictly prohibited. Possession and/or use of such items may lead to suspension and/or a recommendation for expulsion. Nuisance objects such as fidget toys or trading cards are also prohibited.

DISCIPLINE PLAN

It is the intent of the staff to provide your child with the safest and most desirable learning environment possible. In order to achieve this goal, it is necessary to establish some basic rules of behavior and consequences. In most areas when the classroom teacher is involved, he/she will be responsible for preliminary consequences (offences that can result in suspension are handled by the principal). After preliminary consequences have been tried (including parent conference) with no appreciable improvement in a pupil's behavior, the principal will be responsible for following up with counseling, community service, lunch/recess/event restrictions, parent contact/meetings, and in-house or at home suspension.

We understand that when people are brought together, there are always possibilities of conflicts arising. We try to help students work through their problems without resorting to physical violence. If a student is having a problem with another student, we will encourage them to work it out by discussing the problem and possible solutions. If a student resorts to aggressive or violent behavior there will be immediate consequences that range from time-outs to suspension.

Study Hall Detention for Excessive Tardies or not following Uniform Policy: Detention or other classroom consequences can be assigned to students after 3 tardies in any month.

EARLY RELEASE

For the safety of your child, a valid photo ID is required when checking out students. Anyone signing your child out of school **MUST** be listed in the student's contacts provided by parents. Please be aware that when students leave early it will affect their attendance, achievement, and awards.

EDUCATION CODES

The Staff and Administration of Shull Elementary School fully enforces the California Education Code. Although all discipline is handled progressively, children may be assigned differentiated consequences based on incident's severity. Although all sections of California Education code 48900 through 48951 are enforced, we have included

information below on some of the key codes we ask families to review with their children. Our goal is to ensure the safety of our students and staff at all times.

48900(a)(1) Children are not permitted to cause, try to cause, or threaten to cause harm to another person. This includes all students, staff, and all people.

48900 (b) Children may not bring knives or other dangerous objects to school.

48900 (c) , (d) , & (h) Children may not have, provide, or be under the influence of controlled substances, look-alikes, or nicotine.

48900 (f) Children may not cause or try to cause damage to school or private property. This includes vandalism and graffiti.

48900 (g) Children may not steal or try to steal school or private property.

48900 (i) Children may not use profanity or vulgarity in any form toward anyone, including all students, staff, and all people.

48900 (k) Children may not be defiant towards school staff, disrupt school activities, or disturb instruction

EMERGENCY CONTACTS

It is important to keep emergency contacts updated in case of an emergency or disaster. Should changes to the information of any contacts occur throughout the year, please notify the office. All changes to emergency contacts must be made in person. Persons listed in the emergency contacts are required to show photo identification when checking out students. Photo identification must be an official, unexpired form of identification, and the name on the identification must match the name of the person listed on the emergency card. Make sure the school is provided with a copy of any court restraining orders so that we can help keep your child safe.

EMERGENCY DRILLS

Emergency drills are part of our regular education program and are scheduled monthly as required by law. Teachers will instruct children on procedures in the event of a fire, earthquake, lockdown or other disaster. Students are asked to follow their teachers' directions quickly, quietly, and exactly.

EMERGENCY PROCEDURES

In the event of an emergency such as an earthquake, fire, or lockdown, please be assured that the staff of Shull Elementary, in conjunction with the Bonita Unified School District, have established procedures in place. Your child's safety is our priority, and monthly drills allow us regular opportunities to prepare for various emergencies. Included in our handbook below are important information points that can assist our school in the event of an emergency.

Keep your child's emergency contacts up-to-date. Remember to let our school know whenever phone numbers change.

Know our student release procedures. In the event students are released from school, we will require you to have your photo identification available. Students will be released from either the front office area or the parking lot, whichever location is the safest for students and staff.

Follow the directions of the Shull Staff. In the event of an emergency, we are required to keep record of all students. Please be calm and patient, so that our staff may focus their attention on ensuring the safety and well-being of all students.

In addition, the REMIND System and e-mail may be used in the event that we need to contact families. We strongly recommend that you regularly update our school in the event that there are changes in your phone number or e-mail address.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

An ELD aide assists identified second language learners in the classroom and in a pull out program if needed. The program includes individualized instruction, and the aide communicates regularly with the classroom teacher, the principal, and the district's bilingual coordinator.

FIELD TRIPS

Field trips are funded through the hard work and dedication of our PTA and through parent donations. Students are provided with off campus educational experiences that relate to curriculum being taught. Teachers will organize chaperones and provide chaperone guidelines.

FIFTH GRADE ACTIVITIES

During the school year fifth grade students participate in a number of activities, including Science Camp and the fifth grade party. Participation in these activities is based on the completion of assigned work and good behavior. Students who have not completed the assigned work, received three or more behavioral referrals, or have been suspended from school may lose their privilege of attending these activities. Parents will be informed in advance should a child be in danger of losing the privilege.

HEALTH PROBLEMS

If your child has any special health problems we should know about, please inform your child's teacher and the health clerk. Send two notes if the illness impacts participation in P.E.: one for the PE teacher and one for the health clerk.

HOMEWORK POLICY

Administrative Regulations: Homework is a valuable tool to help students maximize the school experience. It reinforces classroom learning, builds responsibility, and develops essential study habits. Homework is one vehicle for homeschool communication and must be planned to strike a balance between academics, family life, and the child's needs.

Makeup Work: Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonable provided.

Administrative regulations:

1. Assigned homework is to be clear and relevant to ongoing class studies and provides needed practice, remediation or enrichment. It is to be a factor in assessment and grading.
2. The total amount of homework, **NOT including independent reading** (as outlined below) is based on the following recommended guidelines:
 - a. Kindergarten should be assigned homework no more than four times per week, requiring an average time of ten (10) minutes each night to complete.
 - b. First grade students should be assigned homework no more than four times per week, requiring an average time of ten (10) to fifteen (15) minutes each night to complete.
 - c. Second grade students should be assigned homework no more than four times per week, requiring an average time of twenty (20) minutes each night to complete.
 - d. Third grade students should be assigned homework no more than four times per week, requiring an average time of thirty (30) minutes each night to complete.
 - e. Fourth grade students should be assigned homework no more than four times per week, requiring an average time of forty (40) minutes each night to complete.
 - f. Fifth grade students should be assigned homework no more than four times per week, requiring an average time of Fifty (50) minutes each night to complete.

In addition to regular homework, students are expected to read outside of school daily. Students are to be given the opportunity to self-select reading materials at their independent reading levels. Below are suggested guidelines for accomplishing this goal.

For grades K-3, 80-120 minutes per week.

For grades 4-5, 120-150 minutes per week

INDEPENDENT STUDY

We have Independent Study contracts available and ask that you please request them in advance for unavoidable absences of five days or longer.

LEARNING READINESS

You can assist your child's learning progress by following a few simple processes:

- ❖ See to it that your child gets a good night's rest on school nights (9-10 hours).
- ❖ Limit television and/or video game play which includes violence.
- ❖ Read with your child every week night and on weekends.
- ❖ Provide a variety of reading material.
- ❖ Be sure your child eats a good breakfast before coming to school.
- ❖ Provide an appropriate place to study away from distractions and TV.



LIBRARY POLICY

If a library book or textbook is lost or damaged, a bill will be issued for replacement. Students will not be allowed to check out books again until payment is made. Visiting the library and borrowing books teaches responsibility, as well as being fun and educational.

LOCKDOWN PROCEDURES

As outlined in the School Safety Plan, defined procedures are in place in the event that the school needs to be secured due to an intruder on campus or unsafe conditions near the campus. These procedures are practiced with students throughout the year. In the event of an actual lockdown, the Shull Elementary School campus will be fully secured and not accessible to anyone other than the police and emergency personnel. Notices will be sent home with students at the end of the day should a lockdown occur. In addition, the REMIND text message system and/or e-mail may be used in the event that we need to contact families.

LOST AND FOUND

Shull School has a large lost and found bin near the cafeteria. Two times a year, clothing not claimed by students is donated to charity. Parents may come to school any time to look for lost items.

LUNCH

In order to not disturb classrooms, students are not called up to receive late lunches in the office. Lunches brought late will be put on a cart for the student to look for outside the cafeteria. Parents must label the late lunch. Lunch money brought late will be left in an envelope for the cafeteria supervisor. Fast food lunches are not an appropriate treat during the school week and are disruptive to our academic environment. Please send a nutritious lunch with your child each day. Sweets, sodas, and fast food are strongly discouraged. See the BUSD Wellness Policy for more information.

We do require all students to eat lunch. You will be notified if your student is not eating. Lunches are available for purchase.

Lunches are \$2.75 per day

You may buy a 10-lunch ticket for \$27.50 or a 20-lunch ticket for \$55.00.

Students may bring lunch and purchase milk for 50 cents.

You may also purchase breakfasts/lunches online at www.ezschoollpay.com. There is a small processing fee when you do so, but the credit is automatically applied to your student's account. You need your student's permanent school ID number (AR Number) when purchasing online. Call the school office and we will be happy to provide you with that number. We encourage students eating in the cafeteria on a regular basis to buy the meal tickets. This reduces the loss of money by children.

MEDICATION AT SCHOOL

All medication must be stored in the Health Office. The school nurse will confer with the parent and physician in regards to the dispensing of the medication. The following procedures must be adhered to by the parent:

1. The Medication Request Form needs to be completed and returned to the school.
2. The medication must be brought to school in the original container. The pharmacist's label must indicate: name of the student, date, name of the doctor, name and dosage of the medication, and method of administration.

The Medication Request Form authorizes the school nurse to administer medication or to give instructions to non-medical personnel in the administration of the medication. The principal and the nurse will determine who will administer the medication.

Please note: Students are prohibited from having any medication in their possession. This includes over-the-counter medication, such as aspirin and cough drops.

MUSIC PROGRAM

A credentialed music instructor instructs fourth and fifth grade students once a week in the areas of music appreciation and instrumental music practice. Fourth and fifth grade students may also elect to learn to play a musical instrument through the participation in the Band program. Students may also elect to join the Choir. Both Band and Choir meet after school on Wednesdays from dismissal until 2:45 p.m.

NOON SUPERVISORS

Noon Supervisors provide supervision of the lunch lines and playground during student lunch periods. They are a vital part of Shull Elementary School staff and deserve the same respect that would be given any adult on campus.

PARENT CONFERENCES

Parent conferences provide an opportunity for teachers to explain a student's progress, and it provides parents and guardians the opportunity to ask questions regarding how to support their child's learning. As a reminder, custodial parents or guardians must be in attendance at the conference unless other arrangements have been made with the teacher or principal. Formal parent conferences are held twice a year, with dates noted on the school calendar. The purpose of the conference is to inform parents how their child is progressing and what adjustments, if any, may need to be made for the remainder of the year. Parents may also contact teachers throughout the course of the year should they want to discuss student progress.

PARKING

Parking is available on Auto Center Drive and Amelia Avenue. There are two visitor spots in front of room 9. Visitors and guests are asked not to park in other spaces as Shull's staff is large and some teachers come to us from other schools during the day. Please do not park in the bus drive through or at the back of school. We also ask that you not park on Bradish St. and other side streets connected to the back of school as there are no sidewalks and we lock the gates after the first bell rings in the morning.

PICK UP AND DROP OFF

1. Please have the student backpacks, lunches or lunch money and students ready before entering the Pick Up and Drop Off Zone.

2. Park next to the curb and come to a complete stop. Please do not leave the vehicle.
3. Students should exit and enter on the passenger side of the car only (curbside).
4. The drive through works best as a right turn only exit. For safety purposes please do not make a left out onto Amelia.

Drop Off Options

1. You may drop off on Auto Center Drive in the morning.
2. You may drop off students in the PICK UP and DROP OFF zone in the front of school.
3. If no curb area opens up, go around the block and drive through again.
4. Do not use the bus pick up area for drop off.



Pick Up Options

1. Use the pick up/drop off area in front of school correctly. Do not park in this area.
2. Students will be with their teachers on the front grass.
3. Students will be released by their teacher to go to you when you pull up to the curb.
4. Come to pick up your students right at 2 p.m. or 2:45 p.m. – not early or late.
5. If you want to park and talk to a teacher, or get out of your car to pick up your child, you can park on Auto Center Drive or Amelia and walk in to stand waiting for your students' class on the grass in front of school. Please do not walk through the bus area.
6. Do not wait in front of classrooms.
7. If you park on Auto Center Drive and walk through the halls to get to the grass in front of the cafeteria, please do not stay in the hallways.

Picking Up Children From School Early: Children are not released directly from the classroom to leave school before dismissal times. You must come to the office first and sign out your child. Your child will be sent for and released to you.

Going Home With Friends: In order for a child to go home with another child, he or she must have a written note from the parent and approval from the school office. We do not allow children to make these arrangements over the telephone.

Changes in Authorized Pick-up Person: If your normal procedure changes, please notify your child's teacher and the office in writing or by phone as to who will be picking up and how long the changes will be in effect.

PLAYGROUND HOURS

The Shull School playground is closed to the public from 6 a.m. through 6 p.m. on all school days. During school events, parents who allow their students to play on the playground or play equipment must supervise their play.

PTA (Parent Teacher Association)

The PTA Board is an active group of parents and school staff who seek parental support throughout the year. Meetings are held monthly and everyone is welcome. Anyone interested in volunteering to serve on PTA may speak with the front office.

REPORT CARDS

Grades are based on the student's individual achievement in relation to the established criteria and objectives of the class. The grades earned are indicative of the student's individual achievement rather than a competitive standing in relation to other students.

RESPONSE TO INTERVENTION (RTI)

Students who have academic, behavioral, attendance, or health needs may be referred by a classroom teacher to the Response to Intervention Team (RTI). The team may include classroom teachers, the intervention teacher, the Principal, and other support personnel as needed. The team discusses a student's particular need and provides recommendations to assist the classroom teacher in helping each student reach his or her potential.

SCHOOL SITE COUNCIL

School Site Council is a group of parents and staff who guide the direction of our School Site Plan and provide direct input in regards to our school program. Parents who are interested in being elected to serve on our School Site Council may contact our school office.

SMOKE FREE ZONES

Smoking or other use of tobacco products by students, staff, or visitors is prohibited at all times on school property.

SOCIAL NETWORKING

Parents of elementary school children should be monitoring their child's use of a computer, cell phone, or other personal technology devices at home. Social Networking sites (such as Facebook) are becoming more prevalent, and it is important for parents and guardians to monitor their child's communication and posts. School disciplinary action may occur should a student post inappropriate or threatening messages, e-mails, or other content related to the school, staff or students. Students may not engage in social media on school computers/technology tools. Parents should be aware that almost all social media sites recommend or expect account holders to be older than 13-16 years of age.

STUDENT GOVERNMENT

The Student Council is made up of elected officers and classroom representatives. The Council promotes leadership, initiative, and responsibility. It is the duty of the representatives to report activities to their classes and bring suggestions and concerns to the attention of the Council. All participants must maintain satisfactory grades, behavior, and attendance.

TARDY POLICY

A student is tardy if he/she enters the line up or classroom after 8:00 a.m. Being tardy disrupts the student's learning process. He or she also disrupt the learning of other children because the teacher has to stop teaching in order to provide for the late student. The Shull School policy is for a child who has been tardy more than three times in a month will serve recess detention or have another class consequence for subsequent tardies. Any tardy over 30 minutes constitutes a truancy/unexcused absence. One tardy a trimester may be excused by the parent arranging to work in the classroom or computer lab for one hour. This helps eliminate having students lose awards when there are troubles with transportation etc.

TECHNOLOGY

At Shull School we believe that technology and its use are vital to our students' educational experiences. Every classroom uses computers/technology and our students utilize the computer lab regularly. Because students have access to the Internet for school projects, it is required by the Bonita Unified School District that students enter a contract for the proper access and use of such information. The District's Central Computer Services maintains a "firewall" as a device to prevent students from accessing improper information. However, students can be uncanny in their creativity in getting around rules and figuring out technology/internet accesses. Violating any of the terms of the contract will forfeit a student's privilege of using school technology. A new contract will have to be signed each year. The contract will be sent home to you and must be signed by parents before students will be allowed to use the Internet.

VOLUNTEERS

Shull Elementary School loves volunteers! No experience is necessary. We will train you. If you like working with kids, have a special talent you would like to share, or just want to be of service to the community, we'll find

something you will love to do here. Contact the school at 971-8208, and we will arrange a time that is convenient to you. Please note: Volunteers who regularly work with students are required to have a current TB skin test (showing a negative reading) on file, are screened with a Megan's Law list, and may be required to have finger prints on file with the District. Our office staff will be pleased to assist you with any questions you may have.

UNIFORM POLICY – DRESS FOR SUCCESS

State Law explains that, "Many educators believe that school dress significantly influences pupil behavior. This influence is evident on school dress-up days and color days. Schools that have adopted school uniforms experience a 'coming together feeling,' greater school pride, and better behavior in and out of the classroom." For many years, the Shull School community of parents and staff has agreed that a school uniform, or *Dress For Success* policy, is desirable to maintain consistency in the dress code and to promote attention to academics.

Our *Dress For Success* Policy is as follows:

- Wear blue or khaki pants, jeans, skirts or shorts and blue, red, green, or white shirts, sweatshirts and jackets. We also encourage plaids, decorative patterns, and stripes of these colors. Shull (S) shirts or San Dimas (SD) shirts are fine any day of the week. Hats must be school colors and be plain or with a S or SD.
- On Wednesdays, students should try to dress in Classroom College Colors and on Thursdays in the Character Color of the month.
- Shull School Site Council will require clothing including jackets and sweatshirts to be logo, emblem, slogan, and word free. Logos, emblems, and slogans distract from the academic environment and the consistency of "*Dress For Success*."

School Site Council has also approved that students may wear other colors, but they will not be recognized as being in *Dress For Success* attire. Students require opt out waivers to wear logos, emblems etc. but waivers must be related to financial hardship. Students that do *Dress For Success* wearing correct colors will be eligible for random extra recesses and recognition drawings for rewards such as ice cream or popcorn.

Not Allowed: Holes in clothing including rips and frays, spaghetti strap tops, temporary tattoos, face paint, hair sprayed by coloring that would drip when wet, clothing related to gangs, violence, or illegal activities, shorts, skirts that are too short (mid thigh or at least 3 inches down the thigh), obscene, sexually explicit, suggestive attire, professional sports attire, hats, gloves, hairnets, chains, discriminatory clothing or accessories, oversized (baggy) clothing, clothing that reveals underclothes, clothing and jewelry with spikes or harmful accessories, clothing with skulls, weapons, drugs, blood, or violence.

BUSD STUDENT DRESS CODE

The following Bonita Unified School District guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Thongs, backless shoes or sandals are not acceptable.
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Gym shorts may not be worn in classes other than physical education.

- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code [35183](#)) At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code [35183](#)) Parents/guardians shall also be informed of their right to have their child exempted. The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased. The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms. The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code [35183](#))

Grooming Policy: Research has shown a direct correlation between student's attire, appearance, and their school behavior, attitude, and achievement. With this in mind, the School Site Council has developed the following guidelines.

- Hair and fingernails should be clean and well-trimmed.
- Cosmetic make-up is not allowed.
- Fads in hairstyles designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or campus is not permitted. The children's hair can't be dyed an unnatural hair color, shaved in a non-traditional pattern, worn in spikes, mohawks, or designed in other "punk" styles. Short faux hawks or sculpted bang waves are fine if they are no longer than 1 inch in height.
- Hair must be cut to not be worn in front of the student's eyes.
- Earrings worn must be posts and not dangle as this is a safety hazard during playtime. Students may not have other body-piercing jewelry.
- All jewelry or belts should be worn with safety in mind: no sharp points or large designs.

OPT-Out Waiver: Students, with their parents' and administration's approval, may opt-out of the *Dress For Success* policy. Opt out waivers are only applicable in regards to logos, slogans, and images. Students approved to opt-out must adhere to the BUSD Student Dress Code.

Non Compliance of the dress code for any student will result in the following consequences:

- First infraction:
 - Student wears a loaner uniform (if available)
 - A note goes home
 - Recess restriction is given if no loaners are available
- Second infraction:
 - Student wears a loaner uniform (if available)
 - Parent is contacted
 - Recess restriction is given if no loaners are available
 - Detention is assigned
- Third/subsequent infractions:
 - Loaners are assigned or student's parent brings appropriate clothes to school
 - Detention is assigned, and parent is called