

Bellflower Unified School District
ERNIE PYLE ELEMENTARY SCHOOL

**PARENT AND STUDENT
HANDBOOK
2017-2018**



Panther Pride

14500 Woodruff Avenue
Bellflower, California 90706
(562) 804-6528
FAX (562) 804-6530

www.erniepyleelementary.org
www.busd.k12.ca.us
Follow Us On Twitter @pylepanthers

**Lisa Paioni
Principal**

ERNIE PYLE ELEMENTARY SCHOOL

14500 Woodruff Avenue
Bellflower, California 90706
(562) 804-6528 ♦ Fax (562) 804-6530

Welcome to Ernie Pyle Elementary School. We invite you to join us in our commitment to providing an environment of educational excellence. A child's journey through school requires dedication from the parents, child and the learning community (school). For the journey to be a success, parents must support the importance of life-long learning. We are excited to have you as part of our school team and look forward to a most productive year.

The mission of the Bellflower Unified School District is to open the doors for all students to acquire the knowledge and develop the skills and attitudes that will empower them to:

- Become lifelong, active learners
- Demonstrate respect for themselves and others in a dynamic, diverse, and global society
- Become informed, productive, independent, and contributing citizens
- Perform successfully in their chosen field and in society

We Believe that

- Every student deserves to learn everyday
- Positive relationships and a strong sense of community connect students to learning
- All staff who challenge and care for students make a significant impact on students' lives
- Standard of Excellence, Nothing Less will be achieved from every individual in our learning community

We Commit To

- Providing each student with an appropriate and challenging educational experience
- Maintaining a respectful environment that fosters learning through positive relationships among students, adults and our diverse community
- Hiring and retaining only the best educators and paraprofessionals while investing in their success
- Providing quality education based on high standards, effective practices, continuous improvement, and innovation

ERNIE PYLE'S MISSION STATEMENT

We are a premier learning community that builds bright futures.

Vision Statement

- We will provide a positive learning environment focused on high achievement for all students.
- We will implement a variety of instructional strategies, state of the art technology, and on-going assessments.
- All stakeholders (parents, students, staff and community) will contribute to the responsibility of achieving high expectations for all students.

Ernie Pyle

Ernie Pyle Elementary School was named after the famed World War II correspondent, Ernie Pyle. Pyle's columns appeared in 400 daily and 300 weekly newspapers worldwide, earning him a Pulitzer Prize in 1943. Someone called him "the best buddy the G.I. ever had." Because he was their buddy, he was able to report the soldier's life as no one before or since has done.

Pyle was born Ernest Taylor Pyle on August 3, 1900 in Indiana. An historian for the Pyle estate says he was "sensitive, complex, humorous and deeply interested in unimportant people." He died on the tiny island of Ie Shima near Okinawa on April 18, 1945 and was awarded the Purple Heart 28 years later.

Ernie Pyle School was opened in April 1954 in his honor with six classrooms.

Student's Pledge

We are the students of Ernie Pyle! We choose to have a brilliant day by following P.A.W.S.

Be Proactive

Act Respectfully and Responsibly

Make Wise Choices

Be Safe

We are positive panthers. Our choices determine our success.

School Song

I'm an Ernie Pyle Panther.

A Pyle Panther do or die.

A real great student and I love to learn.

I'm always willing to try.

Ernie Pyle was a hero; I can be one too,

Pyle's the best school in the west.



We are Pyle Panthers: Watch Us Climb!

SCHOOL SCHEDULES



SCHOOL OFFICE HOURS 7:30 a.m. – 4:00 p.m.

REGULAR DAILY SCHEDULE	Kindergarten through 6th	8:20 a.m. - 2:45 p.m.
SHORTENED DAY SCHEDULE	Kindergarten through 6th	8:20 a.m. - 1:26 p.m.
MINIMUM DAY SCHEDULE	Kindergarten through 6th	8:20 a.m. - 12:35 p.m.



BREAKFAST SCHEDULE 7:45 a.m. – 8:05 a.m.

Gates open at 7:45 for students participating in the school breakfast program only. Playground supervision begins at 8:05 a.m. **There is no supervision before 8:05**

LUNCH SCHEDULES

Grades K,	11:30 a.m. – 12:10 p.m.
Grades 1ST & 2ND	12:20 p.m. – 1:00 p.m.
Grades 3rd & 4th	11:55 a.m. – 12:35 p.m.
Grades 5th & 6th	12:45 p.m. – 1:30 p.m.
(Wednesday) 5th & 6th	12:45 p.m. – 1:26 p.m.



CROSSING GUARDS

Crossing guards will be stationed at the following locations based on the recommendations of the Los Angeles County Sheriff's Department:



<u>P.M. Cover</u>	<u>Location</u>	<u>A. M. Coverage</u>	
3:45	Rosecrans/Woodruff	7:30 - 9:00	2:30 -

Crossing Guards coverage on shortened and minimum days will be as follows:

1:30 p.m. - 2:35 p.m. on shortened days
1:55 p.m. - 12:55 p.m. on minimum days

SCHOOL ATTENDANCE AND TARDY POLICY

There is probably no more important factor in a child's education than maintaining regular attendance. It is extremely difficult to successfully keep up with classwork if attendance is inconsistent. The State of California compulsory attendance law states:



Education Code Section 48200: Each person subject to compulsory full time education... shall attend school for the full time designated...and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to school for the full time designated as the length of the school day as determined by the governing board of the school district in which the residence of either parent or legal guardian is located.

Children must attend school each day and be on time unless there is a valid reason for them to be out of school. Valid reasons are the student's illness, quarantine, medical or dental appointments or funeral of an immediate family member. **All other absences are "unexcused."** When a child returns to school following an absence, a written excuse must accompany the child. The elements of an absence note must include: the pupil's name; the name and signature of the person who wrote the note (and relationship to the child if other than parent or legal guardian); the date of the note; the date of the absence to which the note refers; the reason for the absence. Telephone calls to the office may be made in place of a written note.

Your child must be in line when the 8:20 bell rings, otherwise your child will be considered tardy. A student arriving more than 30 minutes late is considered truant. An excused tardy would include doctor and dentist appointments accompanied by a note from the doctor or dentist, funerals and court appearances.

Leaving School During the School Day:

When students must leave school before the close of the school day, It is considered an "early out" and can affect your child's attendance. Only authorized adults with proper identification who are currently listed on the emergency card will be allowed to pick up students early. If your child leaves early for a doctor or dentist appointment, please provide a note from the doctor or dentist office upon return to school.

Students will not be released during the last 15 minutes of class due to homework assignments and crucial information from the teacher.

FORGOTTEN LUNCHES AND OTHER ITEMS

If a lunch, homework, musical instrument or other item was left at home, have your child check the office at recess to see if the item has been brought to school for them. The office staff will leave the items on the counter for students to pick up. **Instruction will not be interrupted to inform children of items left for them.** We ask for your cooperation with this so we can minimize interruptions in the classroom.

USE OF SCHOOL PHONE

Students must obtain written permission from their teachers before being allowed to use the school phone and only when the need is urgent.



MESSAGES

The office staff is not always able to get messages to students as students are often not in their classrooms due to P.E., library and computer or science lab time. Additionally, we cannot guarantee that the message will be delivered accurately. Therefore, it is important that you make arrangements with your child before school as to childcare, after school activities, rainy day pickups, etc.

THINK TOGETHER

The THINK TOGETHER Program provides after-school learning and enrichment activities for students with the following goals:



- ★ Improve academic achievement by students
- ★ Improve community and school safety (decreases in crime rates, discipline actions)
- ★ Meet the needs of parents to have safe places with structured and supervised activities for their children during after-school hours each day
- ★ Provides students with enrichment experiences not currently available to them

STUDENT HEALTH



Children who appear to be ill should not be sent to school. If a child has had a temperature, he/she should be kept home for at least 24 hours after the temperature returns to normal.

Please let the school staff know if your child has contracted a contagious disease such as chicken pox, head lice, etc., so that appropriate precautionary measures may be taken.

If a student is required to take medication, (including cough drops) a doctor's written order must be on file. Forms are available in the Health Office. Medication is kept in the health office and is dispensed by the health assistant, with written permission only.

At no time should medication be in the possession of children at school unless a written authorization from a physician is on file in the health office reflecting medical need to carry and self-administer a rescue medication. The doctor must also certify that the student is trained and capable to do so.

Please administer medications to your children at home and do not send any medications to school with your child, unless you have followed the proper procedures.

SCHOOL CALENDAR

The school calendar is available on the school's website at www.erniepyleelementary.org

Every Wednesday is an early dismissal day (1:26 PM).

LOST ARTICLES



Parents are encouraged to label all backpacks and articles of clothing, etc., with their child's name. Your help is greatly needed in teaching children to care for their own belongings. Many items go unclaimed on the "Lost and Found" cart. After the close of the school year, unclaimed articles will be given to a local charity. Please check on lost items as soon as possible after they are found to be missing. Most items are kept in the Lost/Found area for a few days after being turned in. The school is not responsible for any lost items.

HOMEWORK



Homework is viewed as an opportunity to extend the classroom experience and to reinforce learning. Equally important is the work habits your child will be developing: the ability to take an assignment, follow the directions, complete the work independently and return it to his/her class on time.

We hope that a parent's role will be one of encouragement and providing a place and time for their child to complete his/her own work. Parents will be notified when students are not completing assignments and consequences will be given which may include exclusion from extra-curricular activities or a detention afterschool.

The daily amount of time required for homework will vary depending upon the grade level. Individual teachers will send homework policies for your information. Homework is always a review and practice of work already presented in class. It should be completed independently, with a minimum amount of help needed. If your child is struggling with homework please make an appointment to speak with their teacher.

Homework will not be provided for a one day absence. If homework is desired for an absence that exceeds one day, the request may be made before 9:00 a.m. on the second day of absence. Homework should be picked up in the office.

INDEPENDENT STUDY CONTRACTS

Sometimes, because of unexpected family needs, a child may need to be absent from school for reasons other than illness. Such absences are considered unexcused by the state and are recorded accordingly. As an alternative to these unexcused absences, we can arrange for your child to be placed on an Independent Study Contract if they will be absent from 5-10 days. This contract must be arranged 1 week prior to the absences. By doing so, you will ensure that your child does not fall behind in their class work nor will their absences be considered unexcused. Any absence that will extend 10 days will need district approval for Independent Study.

An independent study contract consists of the following:

1. **The parent must make an appointment with the principal to discuss Independent Study contract.**
2. The parent agrees to supervise the child's completion of study/work assignments.
3. The teacher makes up a packet of appropriate work for the duration of the time away from school.
4. The student brings the completed work packet back to school on the **first** day he/she returns to class.

Please contact the school office or your child's teacher for further information.

SCHOOL SAFETY

Parents, students and staff expect school to be a safe place. Please help us maintain a safe school by adhering to the following policies and practices:



BEFORE SCHOOL

Students should not arrive to school before 8:05 unless they are coming for the school breakfast program. **There is no supervision for students dropped off early.** Parents are welcome to join us for our flag ceremonies on Mondays and Fridays. For the safety of all students we ask that parents remain behind the red line between the 50 and 60 wings. **Parents are not to be on the playground or in line with students.**

On non-flag ceremony days, parents are requested to say goodbye to students at the gates.

DISMISSAL

All students, with the exception of Kindergarten, are dismissed from their classrooms and are to exit the campus promptly or report to THINK TOGETHER after-school program. Students are not to play on the playgrounds after dismissal. Kindergarten students **MUST** be picked up by a parent/guardian at their classroom. Middle and High School students are not allowed on campus to pick up siblings with the exception of a kindergarten sibling. Students may not wait for parents on school grounds. **All students waiting for parents will be directed to wait in the pickup zone and will be supervised by staff.** Students are not to enter the parking lot unless accompanied by a parent. **Students exiting at the McNab gate are to cross the street at the crosswalk.**

VISITORS

In accordance with district policy, parents and other individuals authorized by parents are welcome to observe classes with prior approval by the principal and at a time agreed upon with the classroom teacher. Visits are limited to 20 minute unless prior arrangements are made with the principal. In order to ensure an uninterrupted instructional program, conversations with the teacher or students are not allowed during a classroom visit. Parent –teacher conferences are held before or after school. Visitors should come to the office to sign-in and obtain a visitor badge.

SCHOOL SAFETY- CONTINUED

VOLUNTEERS

Parent volunteers are welcomed and encouraged. In accordance with district policy, volunteers are those individuals who have made prior arrangements with teachers to volunteer on specific dates and times. Volunteers must complete a volunteer application available in the office and must be listed in the teacher's volunteer log located in the office. Our PTA also is in need of volunteers to help with PTA events and to fill vacant positions on the PTA.

ITEMS INAPPROPRIATE FOR SCHOOL

Personal items are not to be brought to school without prior permission from the student's teacher. When a personal item is at school, it should be left in the classroom during all recess breaks and taken out in class only at the time that has been approved by the teacher. Some items (knives, weapons, matches etc.) are illegal on school grounds and possession of these items will result in severe disciplinary action.

EMERGENCY INFORMATION

For your child's safety, it is your responsibility to see that the school office has a correct home address and telephone number for each child, the place of employment and telephone numbers of parents or others who may be called if a child becomes ill or injured at school.

Please help us keep this *information that may be vital to your child's well-being* current by visiting our office if you move and/or if your contact numbers change.



BICYCLE RULES

The school district provides bicycle racks on the grounds so that students of grades 3-6 may have a place to put their bicycles while they are in class. Bicycles must be kept locked when parked on school grounds. For the pupil's own protection, it is recommended that the bicycle be licensed with the Sheriff's Department (L.A. County Ordinance 3027). *Students must bring a helmet & pass a test in the office before riding a bike to school.*

Our bicycle regulations are:

1. No bicycle riding is permitted on the school grounds or corridors, parking lot and sidewalks.
2. Only students in grades three through six may ride bicycles to school.
3. Double riding is not permitted.
4. Vehicle code regulations are to be followed.
5. **Helmets are required. (State law)**



***PLEASE NOTE: SKATEBOARDS SCOOTERS ARE NOT ALLOWED.**

BUS RULES



Riding the bus to school is a privilege extended to certain students who live beyond a line designated by our district board. This privilege can be revoked at any time if proper conduct is not shown on the bus or at the bus stop. The following rules apply to bus students:

1. Students may not leave campus after they arrive at school
2. At the bus stop, students are not to play in the street or in the neighbors' yards.

3. Students are responsible for being at the bus loading zone when the bus arrives. They should not arrive at their bus stop more than ten minutes ahead of the scheduled pick-up.
4. Students are expected to follow regulations established by the bus driver. While on the bus, the driver is in charge and courteous respect towards the driver is expected.
5. Bus citations will be issued for infractions of rules and bus privileges may be revoked.

UNIFORM DRESS CODE

The Board of Education approved a mandatory school uniform policy for the students attending the Ernie Pyle Elementary School which will be strictly enforced.



Pants, Shorts, Skirts and Skorts: Navy blue (not faded) standard uniform style, fitted at waist or elastic waist. Shorts should be Bermuda-style length. Cotton, cotton blend or twill fabric suggested. Sweatpants, jogging suits, jeans, jeggings/leggings or oversized pants are not acceptable. No stripes on sides of pants. Shorts, skirts, skorts and jumpers must be longer than the student's fingers when hands are at their sides. Shorts or leggings must be worn underneath skirts.

Shirts or Blouses: Navy blue, light blue or white, one solid color. Plain blouses, shirts, or polo shirts with collars or turtlenecks. Long or short sleeved. Shirts may not be longer than the longest finger when hands are at their sides. Shirts may not reveal midriff when hands are raised above head.

Accessories: Plain, solid colored navy blue or white socks or tights. No hats or caps except the plain District approved "bucket style hat" as per school board policy. Earrings, necklaces, bracelets and hair accessories may not be a distraction or safety issue. Staff members may ask students to remove the item and not wear it again if it is considered to be a distraction.

Shoes must be closed toed that fit securely on the foot. No sandals or flip-flops permitted.

Students not in uniform will first receive an infraction notice. The second time the student is not in uniform she/he will be sent to the office and parents called for a change of clothing. Student maybe assigned a detention.

Every Friday is spirit wear T-shirt day. Free dress days will be announced during the year for school-wide rewards. District dress code must be followed.

The responsibility for the proper attire of all students attending the Bellflower Unified School District rests with the parents or legal guardians. The principal, or his/her designee, shall make the determination whether or not the student is violating the school dress code. As per Board Policy 5142.1, repeated violation of the District or School dress policy shall be subject to discipline procedures.

All clothes must be neat, clean, not frayed, in good repair. Please help model responsibility, fairness and good citizenship by adhering to the uniform policy.

CELL PHONES/ELECTRONIC DEVICES ON CAMPUS:



Students may not use or display phones during the regular school day or during participation in school activities, unless specifically authorized by school administrator or designee. Cell phones must remain out of sight and powered "OFF" throughout the school day and while on school grounds.

Failure to comply with any portion of this policy will result in immediate confiscation of the cell phone.

Parents will not be notified of confiscated items that are brought to the school office.

Confiscated items may be picked up in the office by a parent/guardian only.

The school is not responsible for lost, stolen, or confiscated property.

NO ANIMALS ALLOWED



Dogs, cats or other pets are not permitted at school unless specific permission has been given by the teacher or administrator. (Stray animals on the school grounds must be sent to the animal shelter so please do not let your pet follow children to school). This is board policy.

BELFLOWER UNIFIED SCHOOL DISTRICT SCHOOL WELLNESS POLICY

The Bellflower Unified School District is committed to providing safe and healthful school environments that promote and protect student's health, well-being and ability to learn by supporting healthful eating and physical activity. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Schools will provide nutrition education and physical education that foster lifelong habits of healthful eating and physical activity. Schools will establish linkages between health education, school meal programs, extracurricular activities, and other related services such as counseling.

OUTSIDE FOOD AND SNACKS

Fast food items are not to be brought on campus for or by students to be eaten or sold. Only healthful Snacks such as fruit, crackers, vegetables etc. should be sent with students. Unhealthful snacks such as chips, candy and cookies are not recommended. Per the USDA Smart Snacks and Guidelines, flavored and/or carbonated beverages are not permitted. Snacks sent with students are for the consumption of the student only. Food may not be shared with friends. Snacks from home must be individual serving size.

BIRTHDAY CELEBRATIONS

The Bellflower Unified School District acknowledges the special occasion of each child's birthday. In lieu of food items such as cupcakes, punch and other unhealthful snacks, a positive way to celebrate a student's birthday is to recognize their birthday by donating a book to their classroom library. Happy Birthday pencils given to the student's teacher to distribute might also be a fun way of sharing the happy day. **Cupcakes, cookies, balloons etc. that are brought to school will be kept in the office until the end of the day.**



NATIONAL SCHOOL BREAKFAST/LUNCH PROGRAM

The district participates in the National School Breakfast/Lunch Program that provides nutritious meals on a voluntary, low-cost basis to students. The program offers free or reduced-price meals for students who meet the standards for participation.

- ☆ Applications for the free and reduced lunch program are sent home the first day.
- ☆ These forms must be completed and returned to the school for processing.
- ☆ Each family needs to complete one application by listing all students and household members on one application.
- ☆ Applications must be completed by each family annually.
- ☆ Completed applications are processed by the Food Services Manager and families who qualify are notified.

FEDERAL REGULATIONS REGARDING THE SCHOOL LUNCH PROGRAM

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

- ☆ Students who do not qualify for the free or reduced lunch program may bring cash to pay for

meals.

- ☆ Please be sure the money is in a sealed envelope with the student's name and room number.
- ☆ It is strongly recommended that parents take advantage of the pre-paid lunch account.
- ☆ Parents may submit a check made out to BUSD Food Services or use a credit card. To use this service you would call the Nutrition Services office at (562) 866-4192 ext. 7803.
- ☆ Balanced breakfasts, lunches, milk and orange juice are sold daily in the school cafeteria. Prices are subject to change.
- ☆ If a child forgets their money, they will be provided a small meal that will be charged to their account.

SCHOOL DISCIPLINARY POLICY

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (SWPBIS)

Ernie Pyle implements SWPBIS in order to increase positive behavior, academic achievement and social emotional competence. We have established the following SWPBIS Behavioral Statement of Purpose:

The Ernie Pyle Community ensures excellence academically, behaviorally and socially. We motivate, inspire and provide positive learning experiences to help students realize their full potential.

Our school-wide positive expectations are **P.A.W.S.:**

Be **P**roactive

Act Respectfully and Responsibly

Make **W**ise Choices

Be **S**afe

The Ernie Pyle PBIS Behavioral Teaching Matrix on the following page defines the behavioral expectations school-wide. We teach, practice, monitor, assess and provide immediate positive feedback to students regarding the expected behaviors. The Ernie Pyle Discipline Flowchart defines how school staff consistently responds when behavioral expectations are not met

The SWPBIS Acknowledgment System is used to reinforce, reward and recognize positive student behavior. It includes "Golden Paws" verbal praise and feedback, positive notes and phone calls home and Student of the Month.

NO BULLYING POLICY

Bullying is considered to be intentional, repeated hurtful acts, words or other behavior, such as name calling, threatening, or shunning committed by one or more children against another. Bullying can occur physically, emotionally, or verbally.

At Ernie Pyle we have a No-Bullying Policy with the following consequences:

1st Offense: Any student accused of bullying another student will be sent to the principal. The principal will conference with the all students involved to try to get matters resolved. The parents of both students will be contacted to make them aware of the situation. Consequences may be assigned if the student is found to have engaged in acts of bullying.

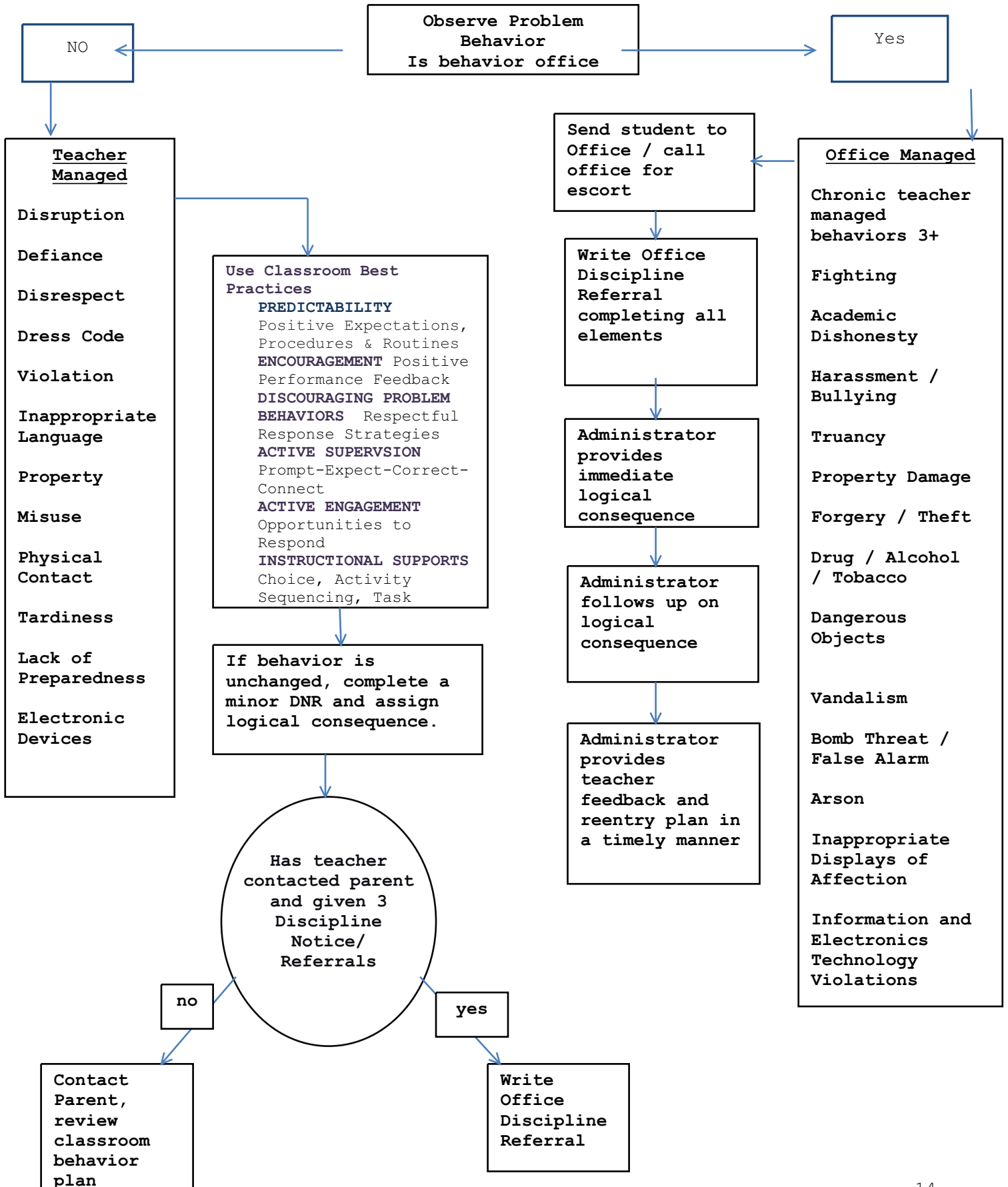
2nd Offense: If the student continues the acts, a formal parent meeting between the parent and the principal will take place. The student may be formally suspended for 1 day. Additional privileges may be revoked.

3rd Offense: If the student continues the acts even after a formal parent conference has taken place, a 3 day suspension will be given with the possibility of an administrative transfer/expulsion if it is determined that the safety of the victim is at stake.

We appreciate your support in discussing this *No Bully Policy* with your child.

Ernie Pyle SWPBIS Behavioral Teaching Matrix

<u>Behavior Expectations</u>	<u>Dismissal & Arrival Zone</u>	<u>Cafeteria</u>	<u>Restroom</u>	<u>Hallways</u>	<u>Playground</u>	<u>Learning Environments</u>
Be <u>P</u> roactive	Arrive to school on time Exit school promptly at the end of the day	Walk to the line that the adult directs you to Have your money or lunch number ready	Use the restroom responsibly Walk back to your room when you are finished	Walk with a purpose to your designated area Look forward, not down or behind	Follow the playground rules posted on the wall Listen for the bell Use an "I" message to help solve problems	Be ready to learn Participate positively Stay engaged
<u>A</u> ct Respectfully and Responsibly	Use your best manners	Converse appropriately Use voice: level 0 level 1	Use level 0 or 1 voice Respect others' privacy, wait your turn in line. Keep the restroom clean	Keep hands and feet to yourself Keep lines straight and with appropriate spacing Use a level 0 or 1 voice	Squat when the bell rings and walk to line when dismissed. Clean up after yourself Be polite, invite others to join.	Use kind words and actions Listen and follow directions promptly Face the flag during flag salute
Make <u>W</u> ise Choices	Arrive on time Follow directions Go directly to designated area	Eat only your food Throw your own tray and trash away when dismissed Use utensils appropriately	Throw away paper towels in the trash can. Follow the 2-1-1 rule Report all problems and spills to an adult.	Be aware of your surroundings Keep hallways clean Stay off the planters.	Eat your snack on the benches and throw away your trash in the trash can. Get drinks and use restroom during recess times.	Cooperate with others Stay on task Participate
Be <u>S</u> afe	Walk on campus Use the crosswalks	Walk to line or lunch bench Make room for others to sit at your table Have a calm body while waiting patiently	Wash hands with soap and water. Use the restroom equipment properly	Walk in the hallways Use stairs one step at a time Stay to the right	Walk to line Alert an adult if someone is hurt Use equipment appropriately	Use self-control Walk in class Use equipment and materials appropriately



Ernie Pyle Elementary School

Notice of Non-Discrimination: The Bellflower Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, language, ancestry, or marital status in their educational programs and activities or employment practices. Students/parents who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at (562) 866-9011 ext. 3278.