

# Benchley-Weinberger Elementary

Student / Family Handbook  
2020-2021



6269 Twin Lake Drive  
San Diego, CA 92119  
(619) 344-4000

[www.sandi.net/bw](http://www.sandi.net/bw)

**"A School with Heart"**  
(c2012)

## Communication and Information

Communication between home and school are very important. In an effort to help the environment, we will be utilizing electronic communication systems to keep you informed. It is very important that you are connected to these systems so you can receive the latest information. We will communicate with you using the following formats:

- BW website: <https://www.sandiegounified.org/schools/benchley-weinberger>
- BW-PTA App for Smartphones, search the AppStore, Benchley-Weinberger
- Facts for Parents: <https://www.sandiegounified.org/node/89>
- Emailing our staff is also a great way to stay in touch!

**Always update us immediately with any changes to your email or phone number.**

## ATTENDANCE DAILY SCHEDULE

### School Office Hours

School office hours are 7:00 am to 3:00 pm daily. A telephone answering machine will record your message if you call the school outside of these hours. You are most welcome to visit the school anytime. If you plan to visit a classroom for more than a few moments or would like to speak with the principal, please schedule a time to meet. For security reasons, and in accordance with city ordinance, we ask that you sign-in at the office and get a visitor's badge before proceeding to any other part of the school.

<p><b>Breakfast:</b> 7:20 – 7:40 Daily</p> <p><b>Monday, Tuesday, Thursday, Friday</b> 7:40 a.m. – 2:20 p.m.</p> <p><b>Wednesday</b> 7:40 a.m. – 11:45 a.m.</p> <p><b>Tardy Bell:</b> Daily @ 7:45 a.m.</p>	<p><b>LUNCH &amp; RECESS</b> <b><u>M., T., Th., F.</u></b></p> <p>11:15 – 12:00 T/K 11:25 – 12:00 Gr. 1 11:45 – 12:20 Gr. 2 - 3 11:50 – 12:25 Gr. 4 – 5</p> <p><b><u>Wednesday</u></b></p> <p>10:45 – 11:05 Gr. 3 11:00 – 11:20 Gr.4 - 5 11:10 – 11:30 T/K 11:20 – 11:40 Gr. 1 - 2</p>
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## **MORNING ARRIVAL**

Supervision is provided for running club beginning at 7:20 a.m. For safety reasons, do not send children to school prior to this time, unless your child is enrolled in YMCA. If students arrive on campus before 7:45, they must run/walk laps. Students need to go directly to the playground and join the morning running club by running or walking laps or report to the cafeteria for breakfast. Family members are encouraged to join the morning family running activity. Playground and play structures are closed in the morning. All parents should be off campus by 7:50 unless signed in as an approved volunteer.

## **ATTENDANCE**

Regular and prompt attendance is required and is the responsibility of both student and parent for students in all grade levels (TK-5<sup>th</sup>). Students who are absent fall behind in their academic skills and miss important learning opportunities. If a student is absent, his/her parent must call the attendance office at (619) 344-4000 before 7:30 a.m., or use the BW PTA app to submit their absence. When leaving information, state your child's name, room number, reason for absence, and your relationship to the child. Any absence not cleared by phone requires a note delivered to the front office and written by a parent. Students who will be absent from school for 5 days or more due to religious or personal reasons should obtain a contract for independent study from the front office one week prior to the absence.

## **CHILDCARE**

**YMCA** is available before and after school each weekday for a fee. Contact the program directly for their current time schedule and for required pre-registration: Phone: 619-273-4475 E-mail [www.eastcounty.ymca.org](http://www.eastcounty.ymca.org)

## **LEAVING DURING SCHOOL HOURS**

**Leaving during the school day is discouraged** and will reflect as a partial absence on the student's attendance record. We understand that there are times when you will need to take your child home early, but encourage you to make appointments for your child outside of school hours. Any person picking up a student from BW during school hours **must present a photo ID and their name must appear on the current enrollment card.** For the safety of your child, they will not be released during school hours to any adult that you have not listed on the emergency card. Adults (18 and older) must come to the office and complete required documentation before the student will be released. Students will not be called to the office until the adult picking them up has arrived in the office.

## **BIRTHDAY CELEBRATIONS**

**If you choose to have your child celebrate their birthday at school, you need to arrange to do so with the teacher at least one day ahead of time.** In support of the district's healthy schools initiative, birthday celebrations will only be celebrated with **non-food items.** Parents can bring non-food items such as pencils, stickers, books, etc. to celebrate their child's birthday. Items need to be dropped off with the teacher before or after school or in the school office during school hours. Balloons should not be brought for birthday celebrations as they disrupt the learning environment.

## TARDIES

The tardy bell will ring at 7:45. Students should be in their seats and working at 7:45. Those who are not in class by the 7:45 a.m. bell are considered tardy; they will receive a tardy slip at the office or be marked tardy by their teacher.

## TRUANCIES

A truant student is one who is absent from class without permission or is tardy to class by more than 30 minutes. Truancies will be reported to the attendance office immediately for parent contact. **State law dictates that truancies, excessive absences and/or tardies be referred to the Student Attendance Review Board Office of the San Diego Unified School District.**

## DISMISSAL

It is important that all students be promptly picked up at **dismissal** or go directly home at the end of the school day unless attending an organized after school program. Those students not with a parent or guardian within 20 minutes of dismissal will be asked to come to the front office to contact a parent. Kindergarten students must be picked up in the classrooms. If they are not picked up within 10 minutes of dismissal, they will be escorted to the front office. Students brought to the front office will be signed in by a staff member and must be signed out by parents. **Please make sure you have updated all of your contact information with the front office and note all minimum days in your calendar.** Phone messages to students about end of the day pick up arrangements should not be made during the last 20 minutes of school. Due to the high volume of activity in the front office at the end of the day, delivery of last minute messages cannot be guaranteed. After-school-programs are independent of BW Elementary, and it is the responsibility of the parent/guardian to communicate directly with the after school program for any concerns or questions related to your child's time and activity in that program. All school rules apply to any person who remains on school grounds.

### After School

- Students must go directly home.
- Use the route planned by your parents.
- Students must be picked up in a timely manner. If you have not picked up your child by 2:30 p.m., they will be sent to wait by/in the office and a phone call will be made. Use of playground equipment before and after school is prohibited, without parent supervision.
- Excessively late or chronically late pickups will result in School Police and Child Services supports being contacted.

### STUDENT PICK-UP

In order to maximize learning time, parents who arrive at school early to pick up students at dismissal are asked to please wait in Family Waiting areas. These areas are situated around the campus away from the classroom windows and doors so students can continue to concentrate. Gates will be opened 5 minutes before the dismissal bell rings. Thank you for supporting student achievement at BW by waiting in the designated areas.

### TELEPHONE MESSAGES / STUDENT MATERIALS / LUNCHES

Occasionally, students will forget items at home and parents may choose to bring the forgotten item to school for them. In order to build the character trait of responsibility in all children, this should be a rare occurrence. If your child is forgetting items at home on a regular basis, work with them to develop the habits and routines that enable them to bring all of their items with

them each morning. In order to minimize the disruption to the learning environment, personal messages for students or staff will be left for teachers to pick up at recess and lunch times. Students will be called to the office at recess or lunch times to pick up any materials which are brought to school for the student after class begins. **Classrooms will not to be interrupted during instructional time except in an emergency.**

### **EMERGENCY PHONE NUMBERS**

Names and phone numbers **must be on file** of those persons who are legally empowered to take charge of an injured child in the event that the parent(s) cannot be reached. Failure to provide this information could result in a call to emergency services. **This information must be kept current.** During the school year, if you have a change of address, home phone, health information, emergency contact, or work number, be sure to notify the office.

### **BATHROOM POLICY**

All students are encouraged to use the restroom before school, during morning recess and during lunch recess. Using the restroom during class time means a student is missing learning time. Students will be allowed to use the restroom during class time if needed. If bathroom use during class time becomes excessive you will be notified so that you may work with your child and their teacher to address the concern. If you have questions, contact your child's teacher.

### **LEGAL PAPERS**

In order for BW Elementary to honor any legal custody orders, copies of all court papers must be on file in the front office. They must be kept up to date; **expired court orders cannot be enforced.**

### **LOST ARTICLES**

Lost articles are more easily returned if they are **marked with the owner's full name**. Sack lunches, lunch boxes, and removable garments are often lost, and should be **labeled with the student's first and last name and room number**. The lost and found cart is located at fence by the running club/PE Office. Lost eyeglasses, keys, jewelry, money, and valuables are kept in the office. The lost and found cart will be cleared out at the end of each semester and all items will be donated.

### **CELLULAR TELEPHONES**

District Policy states that elementary school students may possess and use cell phones and other electronic signaling devices on school grounds while under the supervision of school district employees **before and after school**. These devices must be carried on the student's person, kept out of sight, and turned off during the school day. **Cell phones are carried at students' own risk.** School officials will take the device away from students if used during the times not permitted and parents will be required to pick the phone up. Cell phones that are confiscated will be locked up in the front office. Repeated unauthorized use of such devices may lead to disciplinary action. **The school is not responsible for lost or stolen electronic devices.**

### **RUNNING CLUB**

Students, staff, and community members are all welcome to join us for Running Club every morning. **All students are expected to run/walk a lap daily.** Kindergarteners must be accompanied by an adult through Winter Break. In January they may attend RC on their own. Running Club begins at 7:25 a.m. Students on campus before 7:40 are expected to be at RC. Students may not hang out in hallways or near their classroom door. Running Club is a great way to start the day and to connect with our friends. It is NOT a time to play tag or other games.

### **HOMEWORK POLICY**

San Diego Unified School District has a homework policy. Meaningful homework is assigned on a regular basis to reinforce or extend subject matter, to develop good study habits, to encourage responsibility, and to provide families with an opportunity to monitor their child's work. The amount and kind of homework assigned will vary according to grade level and course material. It is the student's responsibility to strive to do his/her best and to complete all assignments on time. Families should encourage systematic study and provide the proper conditions for doing homework effectively.

### **HOME READING**

**At BW, all students are expected to read a minimum of 15 - 30 minutes at home each night depending on grade level.** Daily reading will significantly increase a student's academic achievement. **Families are asked to encourage students to read at home.**

### **CLASSROOM OBSERVATIONS**

BW urges all families to visit their child's classrooms in order to become more familiar with the teaching methods and materials used. District procedures require that **all visitors report to the main office** before visiting a classroom at times other than during Open House. The San Diego teachers' contract requires a **24-hour notice prior to visits**; make appointments directly with the teachers. In order to maintain the instructional program in the classroom, all observations will be limited to 30 minutes. During the observation, parents are to refrain from conversing with the students and staff, so their focus can remain on the classroom learning. Observations must be approved prior to the visit and teachers and Principal have the right to deny any visits that they determine disruptive.

### **CLASSROOM CONCERNS**

**All classroom concerns must be discussed with the classroom teacher before seeking assistance from the principal** per the San Diego teachers' contract. Contact the teacher directly to schedule an appointment to discuss any classroom concerns. **It is important to make a scheduled appointment to discuss concerns to make sure the teacher sets time aside to hear your concerns and help problem solve any situation.** A conference does not include "drop-in" conversation or a conversation during drop off or pick up to discuss concerns. These should be avoided since they usually lead to misunderstandings.

### **PARENT CONFERENCES**

Fall Parent Conference Days are in **November**. **All parents should schedule a time to meet with teachers during this conference time.** Spring Conference Days are in **March** on an as needed basis. Teachers may need to meet for additional conferences; parents are urged to initiate conferences by sending a note to the teacher or by leaving a message at the office. Students are encouraged to be a part of the parent teacher conference meeting.

## HEALTH OFFICE

Each year the school nurse must perform state and district required health assessments and collect mandated health forms. BW is staffed with a health technician or a nurse five days per week. Students must have a pass to visit the health office. Please contact the health office if you have questions regarding the mandated tests that need to be conducted each year.

## MEDICATION

**Prescription medication can only be given at school if the following guidelines are met:**

- For medications to be given at school you must obtain a "Physician's Recommendation for Medication" form from the health office which must be completed by parent and physician. **A new form must be completed at the beginning of each new school year and before a new medication or a different dosage is given.**
- For inhalers to be given at school, you must obtain an "Asthma Action Plan" form from the health office, which must be completed by the parent and a physician.
- Medication is in the original container and kept in the health office until medication is gone or discontinued.

## HEALTHY SNACK PROGRAM

BW Elementary staff cares about students and is encouraging families whose children bring snacks to make sure that the food provided is nutritious. Below is a suggested list of healthy snacks that students can eat during the first five minutes of recess, as well as a list of snacks that students are discouraged from eating. Snacks should be limited to an amount that can be consumed in 5 minutes. **Students are not permitted to bring soda or candy to school**

**Encouraged:** Fruit, Vegetables, Nutrition Bars, Cheese & Crackers, Low Salt Pretzels, Nuts, Yogurt

**Discouraged:** Donuts, Chips, Cookies, Candy, Cupcakes, Hot Cheetos, Pork Rinds

## STUDENT DROP OFF & PICK UP

There is a drop off zone in the front of the school on Gloria Lake Avenue and Twin Lake Ave. This zone is for immediate drop off and pick up of students (**DO NOT wait for children in this zone or leave your car unattended during posted hours**). Two gates are open each morning for parents that wish to park and walk their child onto campus. There is no parking or dropping off of students in any red zone around the school or in the front staff parking lot. San Diego Police will ticket drivers with a moving violation who are dropping off students in a red zone. THERE IS NEVER any stopping, waiting, pausing, or even slowing down at a red curb. Student safety is our first priority, so please remember that making a U-turn in school zones is not only unsafe but also a traffic violation and police will ticket offenders. PLEASE REMEMBER THAT THESE POLICIES ARE IN PLACE TO ENSURE THE SAFETY OF ALL STUDENTS.

It is suggested that you park a block or two away from school and walk over. Slowing down to 5-10 miles per hour is recommended.

## **CAFETERIA**

Breakfast is served each morning starting at 7:20. The cafeteria will close at 7:40 each morning. Hot lunch is served daily. New certification applications for free and reduced lunch will be sent home at the beginning of each school year or you can apply online at [www.sandi.net](http://www.sandi.net). **It must be completed each school year.** Send all checks (clearly marked with your child's name in the memo section) to the front office or pay online using the Paypams system found at [www.sandi.net](http://www.sandi.net) (select 'School Meal Info/Application' under 'Site Shortcuts' in the left column). Each student is given a pin number, which they enter into a computer at mealtime. All students are expected to eat lunch daily. If there is a reason your child will not be eating lunch, please contact the office. All questions concerning food service should be directed to the cafeteria manager. Students are not allowed to consume carbonated drinks or coffee at school. If you choose to bring lunch for your child, please remember these guidelines.

## **VIDEO/AUTOTAPING PHOTOGRAPHY**

Video/Audio taping and photography by parents/guardians/visitors is prohibited on campus except during public school events such as award programs, ceremonies and special events. Photos that are taken on campus during these events, containing images of children other than your own, should only be shared on social media with the permission of those children's parents. Administration has the right to prohibit videotaping, audio taping and photography at any time.

**Please note:** We are a global communication focus school and we request that you sign the Universal Form you receive in your packet to allow students to be photographed and video-taped for school projects, performances, yearbook, KRBW (our news station), the B-W website... We never use full names of students when publishing photo or video projects. The boxes that need to be checked have an asterisk (\*) in front of them under the Photo/Video/Media release. If you give permission for outside news media, you would also check the first box.

## **CAMPUS VISITATION POLICY**

To ensure the safety of our students and staff, campus visitors and volunteers must directly report and sign in at the office. Visitors and volunteers must wear a visitor's name badge on site at all times. A visitor or volunteer must make a pre arranged appointment with the classroom teacher in order to be allowed in the classroom. If you wish to visit another part of the campus, including the library, cafeteria, or auditorium, you must be given permission from the Principal or designee. Visitors are welcome to join family lunches or student performances, but they must sign in at the office. The teacher, principal, or designee has the right to deny visits or require that visitors are accompanied by another staff member. If a visitor is determined by the principal or designee to be a distraction or disruption to the classroom or school environment, he or she will be asked to leave immediately and may be mandated to stay away from school grounds for a period of time.

### **Parent Interaction With Students**

To ensure the safety of all of our students, please know it is the BW Staff's responsibility to handle disciplinary matters. All parents are expected to abide by the following standards:

- Parents are not permitted to talk to, reprimand, or interact with students who are not their own children while on campus. If a parent has a concern about another child's behavior, they need to bring that concern to a BW staff member.

- When Students are on campus, students should not approach adults with a concern who are not employees or registered volunteers. This is a school rule because it is a safety issue, and students who do not follow this rule will receive progressive discipline.
- Parents interacting with their own children must still follow BW school discipline policy. Screaming or otherwise disrupting a peaceful school environment is never permitted on campus. The principal or designee has the authority to restrict access to the campus to any adults who cause a disruption to a positive school environment.
- Students need to be independent. Excessive visits (more than 1 per month) will usually not be allowed.
- The possession or consumption of alcoholic beverages while on our school campus or during events when students are present is strictly forbidden and is a misdemeanor offense. This misdemeanor offense is applicable to all adults including volunteers and visitors during all times.

## **VOLUNTEERS**

Volunteers are an important part of the BW community. We welcome all adults to volunteer in supporting the educational program at BW. Our volunteer coordinator is located in the front office. A virtual application must be completed. If school is on-site, a TB test is required. All volunteers must sign in and out each day they are on campus to volunteer and wear a volunteer badge.

### **Volunteers are needed in many areas including:**

1. **Classroom volunteers:** All adults are welcome to come and share their talents with students. Classroom volunteers assist with various projects including reading with students, supporting small groups of students as they develop a deeper content understanding and assisting the teacher with classroom projects.
2. **Parent Teacher Association (PTA) and Foundation:** All parents are encouraged to join the Parent/Teacher Association and/or Foundation make a positive contribution to BW and to stay informed about the programs and events occurring. The PTA/Foundation assists with school fundraisers, academic programs, field trips, parent workshops, and other events. Please contact the BW PTA application or BW Foundation.
3. **Governance and School Site Council:** The Governance and School Site Council team/s are collaborative groups made up of the administration, teachers, support staff, classified staff, and parents. The purpose is to consider recommendations and make decisions with respect to developing, reviewing, and monitoring long-range goals and plans that deal with curriculum, instruction, student achievement, school and community relations, and organizational issues. Parents are nominated yearly to serve a two-year term. The SSC/SGT meetings are open to everyone. Minutes and agendas are posted in the display cabinet on the front of the office and in the staff workroom.
4. **Field trip Chaperones:** Field trips are designed to provide an educational learning opportunity for the students. All teachers select field trips with the learning objectives in mind, and they design the parameters of the field trip accordingly. To maintain the educational integrity as well as the safety of all of our students, **siblings are not allowed on any field trip.** If you cannot arrange for alternate child care for your child, please let the teacher know so they can arrange for another chaperone. The following field trip guidelines must be met:
  - All chaperones must have completed the required paperwork and have approval prior to the trip.

- Teachers will determine the number of volunteers needed prior to the trip, and only that number will be allowed to attend. Escorting your child separately is not a part of the field trip experience and will not be permitted. Parents will need to sign their students out as absent if they plan on being separated from the class during the course of the field trip.
- All volunteers must follow the parameters and routes of the field trip set forth by the teacher. It is not permissible to make any additional stops or detours when traveling to, from, or during a field trip.
- Students may be excluded from participation from a field trip if the teacher determines that the student's behavior is a safety concern to self or others. Notice will be given to the parent if a child is unable to participate due to safety concerns.
- BW conduct expectations extend to field trips. Students who display conduct that is not consistent with BW rules or behavior expectations that presents a safety concern, may be excluded from future field trips and the progressive discipline will follow.
- Since this is an educational event, students should not bring money or credit/debit cards on a fieldtrip.

### **SUPPORTS FOR STUDENTS**

Current research emphasizes the need for both preventive and remedial approaches to behavior guidance. BW's preventive program includes activities designed to promote positive behavior incentives, anticipate future problems, and provide early intervention strategies, while our remedial program includes activities that deal with existing problems or immediate needs. There is a counselor on site 1.5 days every week.

- **Spirit Assemblies:** Five times yearly, students that achieve different academic and behavior goals receive recognition for their positive behaviors.
- **Supportive Individualized and group Counseling:** This service may be short-term, or children may be scheduled for regular appointments.
- **Panda With Heart program:** BW has a Pandas with Heart program. This program is designed to teach students about important character traits of respect, perseverance, responsibility, compassion, citizenship, integrity, trustworthiness and fairness.
- **Computer programs:** All students will have access to computer programs designed to enhance and support the common core curriculum. These programs will also be accessible to students to use at home. Parents will be required to sign an internet usage permission slip in order for their child to access the program at school.
- **Small Group Instruction:** Students that are significantly below grade level in reading will be provided with intensive small group instruction focused on their specific needs.
- **Parent Conferencing and Education**
- **Student-led conferences-**students take the lead in celebrating their successes, challenges, and goal setting as part of the educational team.
- **Work Center-**time during morning recess to complete/catch up on assignments or reflect upon behavior.
- **Problem Solving: Classroom meetings, Panda Pals, restorative justice practices, assemblies, peer mediation, school counselor sessions** aid student with behavior guidance, social/emotional challenges, or organization strategies in order to support learning.
- **Restoration Breaks** Students may need time away from the classroom for a temporary change of environment with a chance to think things over. Students will be sent to another classroom for 10 minutes to refocus and then return to their classroom.

## DRESS TO LEARN POLICY

The purpose of a school dress code is to keep the school environment wholesome, safe, and focused on instruction. Students are to be appropriately dressed at all times. In keeping with that intention, we ask that parents consider carefully what is purchased for school wear. Students engage in physical education activities daily, so clothing should be comfortable and enable participation without being immodest. Please be sure clothing, particularly jackets and sweaters, is identified with the student's name.

1. Caps, clothing or accessories with suggestive or vulgar words, logos, or designs that advertise or promote violence, drugs, gangs, alcohol, tobacco, sex or other illegal items are not allowed. Caps may be worn outside only; and must be worn with the bill toward the front.
2. We recommend wearing **regular athletic shoes** with low heels and soles to allow participation in daily physical activities. All footwear must remain securely on the foot. **Clogs, flip-flops, high heels, open toes, boots with heels, and shoes not fitted or strapped at the heel are not allowed.** Students will not participate in recess or physical education activities until suitable shoes are worn to school. Shoes with wheels are not allowed (**wheels will be confiscated**).
3. Dangling or sharp earrings, long necklaces, chains, body-piercing jewelry, makeup, and glitter are not allowed.
4. Hats must be worn with the brim forward and removed while inside buildings.
5. Clothing which is immodest or tends to disrupt the educational process is inappropriate, including half shirts, halter tops, muscle tops (that do not cover the shoulder), tube tops, mini-skirts, micro-shorts, or clothing made from transparent material. Midriffs may not be exposed and straps on tops must be at least one inch wide. Shorts are encouraged to be worn under dresses to allow for athletics. "Short-shorts" or tight shorts should not be worn.
6. Pants must be of appropriate length/size for the student and must be fitted or belted at the waist.
7. If students are not dressed for success, parents will be contacted and asked to bring a change of clothing to school. If parents cannot be contacted, students will be sent to the health office for a change of clothing, if available.
8. **Teacher/Administrative discretion may be used in determining appropriate school attire.**

## CODE OF CONDUCT

Every student at BW has the right and obligation to learn in a safe environment. When these very important rights and obligations are threatened or taken away, the staff will act to protect students and their rights. BW's discipline code is intended to protect the rights of our students by stating those acts that are illegal and/or threaten the rights of others. **It is every student's responsibility to follow the expected student behavior codes and advocate for themselves and others by reporting infractions to adults.**

## EXPECTED STUDENT BEHAVIORS

### Before and After School

Students are answerable to the school administrators for their behavior on the way to and from school. The following are the behaviors we expect:

1. Use the safest, most direct route without playing or stopping along the way.
2. Cross streets only at street corners and obey safety patrol members at crosswalks.
3. Interact respectfully with people you encounter on the way to and from school.
4. Walk only on the sidewalks and respect community property along the way.
5. Arrive at school between 7:20 - 7:40 a.m. and report directly to Running Club, not the classroom.
6. All students will walk or run laps until 7:40 when the first bell rings. Playground equipment is off limits before and after school.
7. Be in your classroom ready to learn at 7:45 a.m.

8. Leave the grounds immediately after school and go directly home, unless participating in YMCA, or other sponsored activities. Do not play on playground equipment unless directly supervised by after-school activity supervisors. Students still waiting outside of school 20 minutes after dismissal will be asked to come to the office so they can contact parents. To ensure students' safety, parents will be asked to come into the office to pick up students. The police will be contacted regarding children not picked up 30 minutes after school is dismissed.

### **During Recess**

#### **Student Expectations:**

1. Keeping hands, feet and objects to self.
2. Students will leave rocks, bark, sticks, and other dangerous objects alone.
3. Students will use bathrooms during recess before the line-up bell has sounded.
4. At the end of recess students will directly line up without getting drinks or using the bathroom (students may keep a bottle of water in their classroom or use the classroom drinking fountain).
5. Students will show pride in their school by keeping the building and grounds free of litter.
6. Students will play only on the playground, not behind storage sheds or in hallways.
7. Students will place leftover snack items in classroom snack basket.
8. Students may not play games that include imaginary weapons such as guns, arrows or light sabers.
9. Playground Structure expected behaviors:
  - Running is not allowed around the structure or on the matting.
  - Walk from platform to platform, no jumping onto platforms.
  - Tag games are not permitted on or around the structure.
  - Do not hang upside down or do flips on the bars.
  - Do not walk underneath any overhead equipment.
  - No sitting, standing or walking on top of the overhead ladders, parallel bars or chin-up bars.
  - Wait until the person in front of you is halfway across the bars before you start and travel in the same direction.
  - Do not swing or push anyone using the bars.
  - Do not hold the legs of someone that is using the bars.
  - If you cannot reach a set of bars, wait until you grow. Do not have someone lift you.
  - Slide down seated, feet first. Do not go down the slide until the person before you, has stepped away.

#### **In the Restrooms**

1. Use the restroom properly and then leave.
2. Throw paper and paper towels in the trash cans.
3. No writing on the doors or other areas. Vandalism, including graffiti, is an offense that can result in suspension.
4. Respect the privacy of others.
5. Use quiet voices.
6. Do not play or eat in or around restrooms.
7. Use the restroom and get a drink of water before the end of recess.

### **At Lunch Time**

1. Teachers will escort students to recess or lunch (whichever they are scheduled for first).
2. If going to lunch first, all students enter the lunch court in a single file line. Students that brought their lunch should proceed directly to a table. Students purchasing hot lunches will continue through to the cafeteria to purchase lunch. **All students are expected to eat lunch.**
3. If going to recess first, students will line up at the end of recess in the designated lunch line area. The students that are at the appropriate volume and movement level will be sent to lunch first.
4. Students will remain seated at tables until dismissed.
5. Students are responsible for picking up lunch trash and throwing it away once they have been dismissed.
6. Students will wait to be dismissed before leaving their lunch table.
7. Students are not permitted to consume soda, coffee, or any carbonated beverages at school.
8. Glass containers are not allowed.
9. Students are to remain at a level 0 or 1 while in the lunch area.
10. Students are to walk in the cafeteria area (not hop, skip or jump).

### **At Assemblies**

1. Students will sit cross-legged, flat on the floor, facing forward and wait at a noise level zero.
2. Students will demonstrate the appropriate respectful behaviors to all guests and respond, when appropriate, with applause.
3. Students will enter the auditorium at noise level zero and will wait for their teacher's directions for dismissal after the program.

### **At All Times**

1. Gum is not allowed at school.
2. Profanity, name-calling, racial slurs, comments on another's body, and verbal put-downs are unacceptable.
3. Fighting, pushing, and shoving are unacceptable behaviors before, during, or after school. This can result in suspension.
4. Throwing any object is dangerous and can cause serious physical injury and damage to property. This can result in suspension.
5. Inappropriate remarks about someone's body, sexual innuendos, touching or suggestive postures are all considered harassment. If you have a discrimination or sexual harassment complaint, contact your child's teacher. Sexual harassment will not be tolerated and can result in suspension.
6. Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
7. Vandalism is considered a serious offense and will not be tolerated. Vandalism, including graffiti, is an offense that can result in suspension. Parents will be required to pay for damages resulting from vandalism.
8. Animals are not allowed at school except for sharing in accordance with district procedures and with **prior permission of the teacher**. When using a pet for sharing, parents must bring the pet to school and immediately remove it after sharing.
9. Sharing articles (except pets) must stay in the classroom during the school day.

10. **Toys, cameras, electronic games, i-pods, trading cards, Pokemon cards, spinners, etc. are not allowed. If these items are brought to school they will be taken away and will be returned only to the parent. Lost or stolen items are not the responsibility of the school. Staff may deem any item a distraction to learning and request that item is not brought to school.**
11. Leave valuable items and large sums of money at home.
12. No water shooting devices are allowed.
13. There is no running on campus, except on the running track.
14. Students may not go into the staff lounge or staff bathrooms. Parents should not go into the student restrooms. There are single stall restrooms located on the outside of the campus that families are welcome to use.
15. Dangerous objects such as knives, air pellet guns, gun replicas, or any type of guns are not allowed on campus and may result in expulsion. If you accidentally bring an inappropriate item to school, notify your teacher IMMEDIATELY.

### **Standard Classroom Rules**

1. Follow directions the first time given.
2. Keep your hands and feet to yourself.
3. No profanity or name-calling is allowed.
4. Wait your turn to talk.
5. Respect the rights and property of others.
6. Get a pass from your teacher to go to leave the room.
7. Be courteous to and cooperative with your classmates, teachers, and other adults.
8. Use good work habits at all times.
9. Do your schoolwork to the best of your ability.
10. Participate in class activities and discussions, ask questions.

### **Digital Citizenship**

All students are expected to follow guidelines for good digital citizenship. These include:

- Treat others with respect.
- Observe all copyright rules and do not plagiarize.
- Social media sites are never to be visited while on a school device.
- Keep the drama off school devices. If you don't have something nice to say, don't say it.
- Only visit the site you are directed to visit by staff members. Do NOT visit sites where you have no business.
- 

What is Bullying?

#### **BULLYING, HARASSMENT, AND INTIMIDATION PROHIBITION POLICY**

In its commitment to provide all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, The Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

## **KNOW WHAT YOU NEED TO REPORT!**

**Rude**= Inadvertently saying or doing something that hurts someone else.

**Mean**= Purposefully saying or doing something to hurt someone once (or maybe twice).

**Bullying**= Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

## **REINFORCING EXPECTED BEHAVIOR STANDARDS**

The following guidelines assist school staff whenever unacceptable student behavior occurs.

### **Active Classroom Behavior Guidance**

In order to provide a supportive learning environment for all students, each teacher will implement a classroom management system that includes the following:

- a posted set of norms
- counseling the child
- providing appropriate consequences & rewards
- ongoing communicating with parents to institute academic/behavioral support
- documenting the behavior
- sending a child to a break area in another classroom
- suspending a student from class for up to two days for seriously disrupting instruction
- referring a child to Work Center to reflect on behavior
- Collaborating with support staff

### **Refer Student to Guidance Center**

If attempts have been made by the classroom teacher to modify the student's behavior as listed above and expected behavioral changes have not occurred, the student will be given a referral to the guidance staff. This referral will become a permanent part of the student's school record. You will be notified by the teacher if your child receives a referral. Based upon the seriousness of the problem and number of previous infractions, the guidance staff may recommend any of the following:

- restorative practice conversation
- anti-litter campaign
- parent-teacher conference
- written apology
- contracts
- in-school suspension
- counseling
- removal from the regular playground area or assignment to an individual lunch area or assigned recess game
- referral to Student Study Team (SST)
- referral to the principal

### **Refer Student to School Administration**

After the classroom teacher, parent, principal, and counseling staff have made many attempts to modify a student's behavior and expected behavioral changes have not occurred, the student will be referred to an administrator. The administrator may:

- conduct a restorative practice conversation
- remove student from the regular playground area or assign to an individual lunch/recess area
- require academic or behavior contracts
- assign in-school suspension
- suspend students using district guidelines.

### **Suspension Guidelines**

Students who do not choose to behave appropriately in school may be suspended. Repeated incidents of misconduct may increase the length of the suspension and could result in a new school placement. Students may receive a suspension for the following infractions in accordance with district policy:

- possession of weapons (including replicas) or drugs
- fighting
- profanity to a staff member
- bringing, possessing, or using tobacco, marijuana, or alcohol on campus
- sexual harassment
- violence based on race, religion, or ethnicity
- threatening the safety of another person
- theft
- vandalism or graffiti
- continued classroom disruption or disrespect

## **SUPPLEMENTAL PROGRAMS**

### **Special Education**

Our resource specialists and instructional aides assist qualified special education students on an individual and small group basis. Students receive special assistance in basic skills and learn strategies to help them succeed in the regular classroom. The speech pathologist, occupational therapist, physical therapist, psychologist, and adaptive physical education instructors offer services for students with active Individualized Educational Programs.

### **English Language Learners**

Children in grades K – 5 receive specialized English language instruction emphasizing a natural approach to language acquisition from their classroom teacher. Students receive small group instruction from the classroom teacher to increase their English language acquisition.

### **Gifted and Talented Education (GATE)**

GATE cluster classes are offered to identified students in grades 3 – 5. Enrichment activities utilizing higher level thinking skills are implemented in all classes. Students also engage in special activities and events provided by GATE certified teachers.

## **COMMON CORE STATE STANDARDS IN ENGLISH LANGUAGE ARTS**

BW Elementary uses the California Common Core state standards. The Common Core State Standards for English–Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects define what it means to be a literate person in the 21st century. Students who master the standards will be fluent readers, critical thinkers, informative writers, effective speakers, and engaged listeners. They also will use technology as a source of information and a means of communication. The foundational skills standards for kindergarten through grade five foster students' understanding and knowledge of concepts of print, the alphabetic principle, and other basic conventions of the English language. Phonological awareness, phonics and word recognition, and fluency are the focus of these standards.

## **COMMON CORE STATE STANDARDS IN MATHEMATICS**

BW Elementary uses the California Common Core state standards. The Common Core State Standards (CCSS) define what students should understand and be able to do in the study of mathematics. Students who master the CCSS for mathematics will be prepared for college-level courses and possess the skills necessary for success in today's workforce. The CCSS include a focused and coherent set of standards that provide students the opportunity to achieve proficiency in key topics that are introduced in early grades and built upon in successive years. By focusing on central concepts necessary for the study of more advanced mathematics in later years, students gain greater depth of understanding. All areas of study are approached with a hands-on, inquiry method that requires students to justify their thinking and provide evidence for their thinking.

The kindergarten through grade five standards provide students with a solid foundation in whole numbers arithmetic (addition, subtraction, multiplication and division), fractions, and decimals. Mastery of these skills prepares students for learning more advanced concepts and procedures in later grades. The CCSS provide students with time to master topics by developing procedural fluency as well as conceptual understanding. Students who achieve fluency with essential math facts involving whole numbers will be better able to focus on more complex skills and algorithms.

## **COMMON CORE STATE STANDARDS IN LISTENING AND SPEAKING**

New this year are the California Common Core State standards in listening and speaking. The goal of these standards is to help ensure that students gain adequate mastery of a range of skills and applications. Each year in their writing, students should demonstrate increasing sophistication in all aspects of language use, from vocabulary and syntax to the development and organization of ideas, and they should address increasingly demanding content and sources. These skills will coincide with the speaking and listening skills focused on the areas below.

### **Comprehension and Collaboration**

1. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
2. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
3. Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric.

### **Presentation of Knowledge and Ideas**

1. Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
2. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.
3. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate

For more information on the California Common Core State Standards, please visit <http://www.cde.ca.gov/re/cc>

# **ATTENTION PARENTS!**

## ***A message from BW Elementary School***

Safety in and around city schools is an important issue to all of us. In order to ensure the safety of our students, the parking lot is closed during morning entry and after school dismissal. The only exception will be those vehicles that contain a handicapped person with a current handicap placard displayed. No students should be walking in the parking lot during morning entry or dismissal. Thank you!

The following laws, all enforced by the San Diego Police Department, apply on streets in the City of San Diego. This list should clarify any misunderstandings you may have. Questions: *SDPD Juvenile Services Team: Eastern Division at (858) 495-7900 or San Diego Unified School District Police Department at (619) 291-7678*

### **DOUBLE PARKING**

**LAW:** No person shall bring a vehicle to a complete stop upon a street as to impede or block the normal and reasonable movement of traffic unless the stop is necessary for safe operation or in compliance with the law. \* *Do not stop in the road to drop off or pick up passengers!* \*

### **“NO PARKING” SIGNS & “RED CURBS”**

**LAW:** No person shall pull up, stop or park any vehicle whether attended or unattended in violation of any posted signs and or painted red curbs.

### **“WHITE CURB” MARKING/PASSENGER LOADING ZONE**

**LAW:** In passenger loading zones “white curbs,” drivers must remain **WITH** their vehicles.

A white curb indicates loading or unloading of passengers for the time specified.

# BENCHLEY-WEINBERGER PTA

## BWPTA.org

The Benchley-Weinberger PTA supports the school's "**Achievement through Communication**" magnet focus and its three themes: Interpersonal Communication; Media and Global Communication; and Artistic/Alternative Communication, by offering over 20 programs/events that enhance the existing curriculum and create opportunities for families to deepen their connection to their children's school. PTA programs provide . . .

- **Opportunities for Helping Families Support Student Learning:** The PTA hosts educational workshops, including math skills workshops for parents and seminars on various parenting topics.
- **Opportunities for Building Reading Skills and Enjoyment:** PTA programs include: The *Panda Pages* reading challenge, *Everyone A Reader* tutors for struggling readers, and two *Scholastic Book Fairs*. PTA also provides *stipends* for library staff and teachers to use in purchasing classroom enrichment materials.
- **Opportunities for Artistic Expression:** The PTA funds *art instruction* by district-approved consultants. It sponsors the *yearly Art Show*, an arts program in which students express themselves through visual arts, photography, painting or sculpture and showcase their work at the end of the year at our Open House. Another chance for students to showcase their talent is the student *VAPA Visiting Artist Program (Dance, Theatre, Visual Arts, Music)*.
- **Opportunities for Community Outreach:** The PTA organizes and participates in a *Holiday Giving Assembly* and *Career Day for the upper grades*. *These programs help showcase volunteerism as a positive and rewarding part of life.*
- **Opportunities for Intercultural Communication:** The PTA funds *multicultural assemblies* throughout the year and hosts a *Multicultural Fair* to celebrate our ethnically diverse student body.
- **Opportunities for Connecting with Families and Building School Spirit:** The PTA rings in the new school year with *BW Family Night* in September. Be sure to wear your *BW T-shirt* to this event. We also host a fun-filled *Halloween Happening* in late October. Our *Hospitality Committee* welcomes parents and teachers back to school along with celebrating their work throughout the school year. The PTA helps families connect throughout the year through a newsletter, a school-wide *directory*, monthly PTA meetings, an annual PTA *membership* drive to welcome new families, and a host of volunteer opportunities. Check the bulletin board outside the front office for the latest news or sign up for E-Blast and we will remind you via email of upcoming events and volunteer opportunities.

**The PTA funds its work with a few key fundraisers.** These include our Fall Fundraiser gift wrap sale in September, book fairs, cereal box tops, E-script, cartridge recycling, and membership dues. **By becoming a member of PTA**, you help support our programs as well as state and national efforts by the PTA to advocate for your children's education.

**PTA meetings are held the second Tuesday of every month.** Please check in with the Benchley PTA website often for program updates and meetings. The website is: **www.BWPTA.org**. You do not need to be a PTA member to attend meetings, although you must be a member to vote. There are many opportunities to join committees or volunteer at events. We appreciate your volunteer time in any capacity.

**The school year starts off with a bang at Benchley-Weinberger's PTA Family Night.** We welcome you to the school and invite you to join our PTA in helping to make the B/W educational experience a truly exceptional one for students and families alike!

## Benchley-Weinberger Foundation

Let us introduce ourselves...

**What is the Benchley-Weinberger Foundation?** The Benchley-Weinberger Foundation is a registered non-profit foundation, operated by B-W parents. The objective of the Foundation is to fund present and future programs or projects designed to benefit the children enrolled at Benchley-Weinberger. We are the only fund-raising program at Benchley-Weinberger that gives 100% of all donations back to the school.

**What are some of our activities?** The Foundation sponsors several family-oriented fund-raising activities throughout the year including the Benchley-Weinberger Auction, the Jog-a-thon, the Donor Wall Program and Movie Night.

**What has the Foundation accomplished over the years?** The Foundation has been an active support system for many of the critical elements that make our school a superior learning environment. We have remodeled the teacher's lounge, installed grass in the kindergarten area, built the shade structure located on the lower playground, installed a drinking fountain on the upper playground, added computers with software and printers, provide teachers with additional funds so they can get supplies they need in the classroom, built the PE storage shed and bought PE equipment, planted trees near the classrooms, helped fund the reading program, purchased student lunch tables, installed air conditioning for classrooms and the new library, and supplied the emergency backpacks located in all of the classrooms and offices.

**How do I become involved with the Foundation?** The Foundation is entirely made up of parents of B-W children. They volunteer their time to support programs and activities that benefit all of our children. Every year current Foundation board members solicit new members to participate on the Foundation.

We would like to take this opportunity to wish each and every one of you the best in this upcoming school year! Thank you for your past and continued support of your children's educational well-being.