

ALBERT BAXTER ELEMENTARY SCHOOL

GIVE ME FIVE!

**Be Safe
Be Kind
Be Respectful
Be Responsible
Be Ready to Learn**

**BAXTER
FIVE**

**PARENT/STUDENT HANDBOOK
2023 - 2024**



ALBERT BAXTER ELEMENTARY SCHOOL
14929 S. Cerritos Ave.
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Bellflower Unified School District Mission

The mission of the Bellflower Unified School District is to provide the pathway for all students to attain the expertise and develop 21st century skills of academic excellence that will empower them to:

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

Albert Baxter Elementary Mission

The mission of Albert Baxter Elementary is to empower students to become lifelong learners and responsible citizens through a challenging curriculum in a positive and supportive atmosphere.

Albert Baxter Elementary Vision

It is the vision of the Albert Baxter community to closely work together toward continuous academic excellence in a safe and rigorous learning environment. We strive to have every student progress and achieve measurable growth in all academic areas. All students are taught by highly qualified teachers who skillfully use best instructional practices to ensure that all students learn. As a learning community, we work collaboratively to expand our knowledge through professional development, parent education, and public outreach to strengthen the partnership among all community members.

Notice of Non- Discrimination

Notice of Non- Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, mental or physical disability, gender, gender identity, gender expression, genetic information, nationality, race or ethnicity, religion, sex, sexual orientation, immigration status, marital status, parental status, pregnancy status, medical information or association with a person or a group with one or more of these actual or perceived characteristics. Parents/students who have questions or concerns about the policy can contact William Avila, Assistant Superintendent of Educational Services, Title IX and Equity Compliance Officer, 16703 S. Clark Avenue, Bellflower, CA 90706, williamavila@busd.k12.ca.us, (562) 866-9011 ext. 2017. For more information, visit the Non-Discrimination Title IX section in the Quick Links or the U.S. Department of Education website.



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Our calendars, current news and events available online at
<https://www.busd.k12.ca.us/albertbaxterelementary>.

Instagram: #wearebaxter

ALBERT NATHANIEL BAXTER

Albert Baxter Elementary School was named after the late Albert Nathaniel Baxter, a veteran school official with the Bellflower Unified School District. Mr. Baxter's association with the school district began in 1926, when he was appointed teaching principal at Lincoln Elementary School. He spent the next eight years at Lincoln serving concurrently as the principal and a fifth-grade teacher.

In the years that followed, he became principal of Ramona Elementary School and taught sixth grade on a full-time basis. In 1936 he was assigned as principal of two elementary schools, Las Flores and Lincoln. Lincoln was later closed, sold, and the property redeveloped. The next year he returned to Ramona where he remained as teaching principal until he became the district's business manager. After 31 years of devoted service to the community of Bellflower, he retired in 1957. He died five years later, on June 15, 1962.

Albert Baxter School, situated on approximately five acres of land, was first occupied on January 18, 1960. The original Baxter School was composed of eight classrooms and an administration building. There were 314 students enrolled in kindergarten through grade six. A year later, two additional classrooms and a multi-purpose building were added.

Albert Baxter Elementary School served the community for many years thereafter, until declining enrollment forced the district to close the school. Soon after, Baxter School was rented out for private education, and years later was converted and reopened as Bellflower Adult School.

On September 10, 1996, Albert Baxter reopened its doors as an elementary school with the adult school operations relocated to Somerset High School. The school was remodeled and its original design was expanded to include 18 classrooms, an instructional media center consisting of the library and the computer lab, a cafeteria and an administration building. A new bathroom facility and two classrooms were added during the summer of 1997. The school has continued to expand. Eight new classrooms, including a two-story building, were added in the summer of 2000. In 2013, a state-of-the-art performance stage was added to our cafeteria.

In 2022, Albert Baxter Elementary was awarded the California Pivotal Practice Award for an innovative practice that was implemented during the 2020-2021 school year.

ALBERT BAXTER ELEMENTARY SCHOOL
BELL SCHEDULE
2023 - 2024

REGULAR DAY SCHEDULE

Grades Kindergarten through 6 8:30 a.m. – 3:00 p.m.

BEFORE SCHOOL

Grades Kindergarten through 6 8:15 a.m. – 8:27 a.m.
(Playground supervision begins at 8:15 a.m. Children are NOT to be on the playground prior to 8:15)

Warning Bell (time to get in line) 8:27 a.m.

SCHOOL BEGINS with patriotic Flag Ceremony and Announcements **8:30 a.m.**

MORNING RECESS

Grades K, 1, 2 10:00 a.m. – 10:15 a.m. (15 min)

Grades 3 and 4 10:20 a.m. – 10:35 a.m. (15 min)

Grades 5 and 6 10:40 a.m. – 10:55 a.m. (15 min)

WEDNESDAY MORNING RECESS

Grades K, 1, 2 10:00 a.m. – 10:10 a.m. (10 min)

Grades 3 and 4 10:20 a.m. – 10:30 a.m. (10 min)

Grades 5 and 6 10:45 a.m. – 10:55 a.m. (10 min)

LUNCH SCHEDULES

Regular Day Schedule

Run 1 > Grades K 11:20 a.m. – 12:05 p.m. (45 min)

Run 2 > Grades 1 and 2 11:45 a.m. – 12:30 p.m. (45 min)

Run 3 > Grade 3 12:10 p.m. – 12:55 p.m. (45 min)

Run 4 > Grade 4 12:10 p.m. – 1:05 p.m. (55 min)

Run 5 > Grades 5 and 6 12:35 p.m. – 1:30 p.m. (55 min)

WEDNESDAY LUNCH SCHEDULE

Run 3 > Grade 4 12:10 p.m. – 12:55 p.m. (45 min)

Run 4 > Grades 5 and 6 12:35 p.m. – 1:20 p.m. (45 min)

AFTERNOON RECESS

Regular Day Schedule

Grades K *(on kindergarten yard)* 1:40 p.m. – 1:50 p.m. (10 min)

Grades 1, 2, 3 1:55 p.m. – 2:05 p.m. (10 min)

DISMISSAL on Regular Days 3:00 p.m.

WEDNESDAY dismissal 1:36 p.m.

MINIMUM DAY 12:45 p.m.

SPECIAL DAY SCHEDULES

RAINY DAY LUNCH SCHEDULES

Run 1 > Grades K 11:20 a.m. – 11:50 p.m.

Run 2 > Grades 1 and 2 11:50 a.m. – 12:20 p.m.

Run 3 > Grades 3 and 4 12:20 p.m. – 12:50 p.m.

Run 4 > Grades 5 and 6 12:50 p.m. – 1:20 p.m.

SHORTENED DAY SCHEDULE

Grades Kindergarten through 6 8:30 a.m. – 1:36 p.m.

MINIMUM DAY SCHEDULE

Grades Kindergarten through 6 8:30 a.m. – 12:45 p.m.

RECESS

Grades K, 1, 2 10:00 a.m. – 10:15 a.m. (15 min)

Grades 3 and 4 10:20 a.m. – 10:35 a.m. (15 min)

Grades 5 and 6 10:40 a.m. – 10:55 a.m. (15 min)

ELEMENTARY 2023 -2024 CALENDAR HIGHLIGHTS

Non-Student Day-New Teachers August 7	Lincoln's Birthday Observance February 16
Non-Student Days August 8-9	President's Day Observance February 19
First Day of Student Attendance August 10	End of Second Trimester February 23
Labor Day September 4	School Closed March 8
Back to School Night North..... September 12	End of Third Quarter..... March 14
Back to School Night South..... September 14	School Closed March 15
School Closed October 9	SBAC Window Opens TBD
End of First Trimester November 3	Spring Break March 29-April 5
Veterans Day Holiday November 10	Open House South April 30
Thanksgiving Break November 20-24	Open House North May 2
End of Semester December 21	School Closed May 3
Winter Break December 22-January 8	School Closed May 6
Non-Student Day January 9	Memorial Day May 27
Martin Luther King Jr. Day January 15	Last Day of Attendance June 5
ELPAC Testing TBD	Non-Student Day June 6

ELEMENTARY EARLY DISMISSAL

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Thursday	August 10	Shortened	Wednesday	January 17	Shortened
Wednesday	August 16	Shortened	Wednesday	January 24	Shortened
Wednesday	August 23	Shortened	Wednesday	January 31	Shortened
Wednesday	August 30	Shortened	Wednesday	February 7	Shortened
Wednesday	September 6	Shortened	Wednesday	February 14	Shortened
Tuesday	September 12	Minimum*	Wednesday	February 21	Shortened
Wednesday	September 13	Shortened	Friday	February 23	Shortened
Thursday	September 14	Minimum*	Wednesday	February 28	Shortened
Wednesday	September 20	Shortened	Wednesday	March 6	Shortened
Monday-Friday	September 25-29	Shortened	Wednesday	March 13	Shortened
Wednesday	October 4	Shortened	Thursday	March 14	Minimum
Wednesday	October 11	Shortened	Wednesday	March 20	Shortened
Wednesday	October 18	Shortened	Wednesday	March 27	Shortened
Wednesday	October 25	Shortened	Wednesday	April 10	Shortened
Wednesday	November 1	Shortened	Wednesday	April 17	Shortened
Friday	November 3	Shortened	Wednesday	April 24	Shortened
Wednesday	November 8	Shortened	Tuesday	April 30	Minimum**
Wednesday	November 15	Shortened	Wednesday	May 1	Shortened
Wednesday	November 29	Shortened	Thursday	May 2	Minimum**
Wednesday	December 6	Shortened	Wednesday	May 8	Shortened
Wednesday	December 13	Shortened	Wednesday	May 15	Shortened
Wednesday	December 20	Shortened	Wednesday	May 22	Shortened
Thursday	December 21	Minimum	Wednesday	May 29	Shortened
Wednesday	January 10	Shortened	Thursday	June 5	Minimum

***Back to School – September 12 - Baxter, Pyle, Ramona, Washington, Woodruff (North)
September 14 - Foster, ILC, Jefferson, Lindstrom, Williams (South)**

****Open House – April 30 - Foster, ILC, Jefferson, Lindstrom, Williams (South)
May 2 - Baxter, Pyle, Ramona, Washington, Woodruff (North)**

PARENT AND STUDENT INFORMATION

ACADEMIC HONOR AWARDS

Academic excellence is recognized at Albert Baxter Elementary School. Students in grades four through six who attain outstanding academic achievement during the 1st, 2nd, and 3rd trimesters will gain the distinction of being placed on the school's academic achievement lists. There are two classifications of academic honors: Exceptional Academic Achievement and Academic Achievement. A student must receive 3's and/or above to be recognized for Academic Achievement. Students who receive all 4's will be recognized for Exceptional Academic Achievement. A certificate will be presented to each student during an awards assembly.

ARRIVAL AND DISMISSAL FROM SCHOOL

Children are welcome to have a nutritious breakfast before the start of the school day. The cafeteria opens daily at 7:45 a.m. and serves breakfast until 8:15 a.m. The District participates in the California Universal Meals Program. The playground opens at 8:15 a.m. with teacher supervision provided. Children should not arrive at school prior to 8:15 a.m. unless they are participating in the breakfast program or special before-school activities. Once your child has arrived at school they are to remain on campus until dismissal or they are checked out through the office. Leaving campus without permission is a safety issue. If you are having someone pick up your child early, please call the office beforehand. At the end of the school day, children should go directly home, unless they are enrolled in an after-school program.



ATTENDANCE

There is probably no more important factor in a child's education than maintaining regular attendance. Regular attendance at school is essential for satisfactory educational progress and is required by law. The State of California's Education Code (Section 48200) compulsory attendance law states: *'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 the parent or legal guardian is located...'*

Children must attend school each and every day and be on time unless there is a valid reason for them to be out of school. The only excused absences are for illness, quarantine, medical or dental appointments or attendance at a funeral of one's immediate family. All other absences will be marked "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 absent pupil's name
- the name and signature of the parent or legal guardian
- the date of the note
- the date of the absence to which the note refers
- and the reason for the absence

The absent note should be brought on the day the child returns to school. Telephone calls to the office may be made in place of a written note. There is a 24-hour answering machine available for your convenience. All absences must be cleared within 10 days. Unexplained absences are considered unexcused by the state and are recorded as "unexcused" absences in student's school records.

Arriving at school on time is also extremely important to a child's educational progress as the principal and teachers often use the opening minutes of the school day to make announcements concerning the day's activities, to discuss lessons, as well as to begin an important lesson in which a key concept or skill is being introduced. This often puts the child who is tardy at a disadvantage by starting the day off with playing catch-up, or catch-on to lessons or learnings that have already begun. Please be sure your child arrives at school each and every day on time.

BACK-TO-SCHOOL NIGHT

Back-to-School Night gives parents a better understanding of what is expected of their child as a student at Albert Baxter Elementary School. As a parent, it is important that you know the homework requirements, the courses of study, the technology-based computer instruction programs, the school and classroom standards, the grading policy, the parent-teacher conference schedule, and ways in which you can help support your child's education. Back-to-School Night is an opportunity for parents and teachers to cooperatively work together to provide the best possible educational experiences for children. Please remember that this night is designed to incorporate all parents in one evening and not for individual assessment of children. Appointments can be made with teachers for personal conferences at other times.

BICYCLES

Children in grades 3-6 may ride bicycles to school as long as they use safe riding practices. Students riding bicycles to school must wear helmets. Children are required to walk bicycles on the school grounds, and on the driveways and sidewalks adjacent to the school. The City of Bellflower requires that students walk bicycles when crossing at intersections supervised by a crossing guard.

In order to protect bicycles from theft at school, they are to be placed in the bicycle rack and locked with your own lock. Children should leave at home those accessories which might easily be removed such as handle grips or pads. The school is not responsible for stolen bicycles or stolen accessories. A Bicycle Rider's Contract form, signed by both the parent/guardian and student, must be on file in the school office. A Bicycle Rider's contact is available in the school office. Bicycle privileges will be revoked for students who do not follow safety rules.



Students are NOT permitted to ride skateboards, scooters or rollerblades to school.

BREAKFAST AND LUNCH PROGRAMS

The district will continue to participate in the California Universal Meals Program and will implement the Community Eligibility Provision (CEP), which provides free nutritious meals to the enrolled students of the district. The district will establish eligibility through alternate means. A Household Income Survey will be found in your Data Confirmation to determine eligibility. This means that all TK-12 BUSD students will receive one Breakfast and one Lunch during the school day at NO CHARGE. Second meals will be available for purchase at our school sites.

The cafeteria serves breakfast daily from 7:45 a.m. to 8:15 a.m. Students participating in the breakfast program must remain in the cafeteria until the playground area opens at 8:15 a.m. with teacher supervision. **Please do not bring outside food into the cafeteria during the breakfast hour. Commercial or fast food items are not to be brought on campus for or by students.**

Cafeteria menus are available on the district website and our Instagram page.

BUS INFORMATION

Riding the school bus to and from school is a privilege extended to those students who live beyond the designated walking distance from school, for eligible special education students, and for students participating in school-related activities. Since this is a privilege, it can be revoked at any time if proper conduct is not shown on the bus or at the bus stop.

The following rules govern students who ride the bus:

1. Students are responsible for being at the bus-loading zone when the bus arrives. They should not arrive at the bus stop more than ten minutes prior to the scheduled arrival of the bus.
2. At the bus stop, students are to line up properly and are not to play in the street or on private property.
3. Other students or personal articles may not be used to save a place in the bus line.
4. While on the bus, the driver is in charge and courteous respect towards the driver is expected.
5. Warnings will be issued for infractions of rules and bus privileges may be revoked.
6. Students may not leave campus after they arrive at school.

CROSSING GUARDS

The parents/guardians of a child attending Albert Baxter Elementary School need to emphasize the importance of following safety rules when walking to and from school. If a child walks to school, be certain that he/she crosses the street with the help of the crossing guard. Please discuss all traffic and pedestrian regulations with your child. The City of Bellflower has assigned crossing guards at the following location: *Cerritos and Somerset*.

DAILY FLAG CEREMONY

The school's daily flag ceremony is conducted every morning at 8.30 AM, except on rainy days. Flag salute is held on the playground area where students line up with their class. During the patriotic observance, the flag is raised ceremoniously, and students recite the Pledge of Allegiance, repeat the school pledge, and receive schoolwide announcements. In accordance with Article 8, Section 73.5 of the Administrative Code, Title V. there shall be a daily Pledge of Allegiance to the flag of the United States in each public school. In accordance with Board of Education policy, there is a daily Moment of Silence.

DETENTION POLICY

The Board of Education detention policy and procedures (AP 5144.1) state: *"Detention shall be defined as requiring a student for disciplinary reasons to be in school longer than the specified attendance day. For elementary students, the detention program shall be conducted after school... Detention shall be conducted as a school-planned program or as an individual teacher requirement supervised by that teacher. If the program is a schoolwide program, an instructional aide under the supervision of a certificated person may provide the supervision for the detention program."*

1. *Involuntary detention for disciplinary reasons shall not exceed one hour per day (Title 5, CAC, 353).*
2. *If more than twenty minutes detention is being assigned to an elementary pupil, a parent or guardian shall be notified in advance. A parent or legal guardian shall receive notice of the detention assignment and the reasons for the detention.*
3. *Transportation to or from school for elementary students to satisfy the extension of the normal attendance time shall be the responsibility of a parent or guardian.*

Parents/guardians will be notified one day in advance of the assigned detention. No detention will be served unless parent notification is verified. Detention notices will be sent home with the child for information purposes, not for permission to serve detention. The first time that a student fails to attend an assigned detention, a double detention may be served.

DISASTER PREPAREDNESS

Emergencies happen unexpectedly at any time during the day or night. Confusion that may exist at that time can be reduced by carefully planning what must be done before, during, and after the emergency. School staff have developed emergency plans in the case of an earthquake, fire, natural disaster, or criminal activity. Drills are conducted regularly to ensure that all children and school personnel know and are able to follow the appropriate safety procedures. In the event of an emergency during the school day, the best place for students is to remain at school. School staff members will put into effect the prearranged disaster plan that will ensure the safety and welfare of all students during the duration of the emergency. Students will not be released from school unless the emergency has ended or they have been picked up by the parents/guardians or authorized persons on the Emergency Contact List.

DRESS CODE

To provide for the safety and welfare of all students at Albert Baxter Elementary School, and to support student participation in all instructional activities in a safe, wholesome environment, the following standards have been developed as a cooperative effort of parents, teachers, students, and administration. These Board approved standards apply at school and all school activities.

- Clothing, jewelry, or accessories may not pose a threat to the physical well-being and safety of the student or others (for example, open-toed shoes, dangling pierced earrings). Students should not wear jewelry of any significant monetary or sentimental value.
- Clothing should fit reasonably well and present a neat modest appearance (no bare midriffs, low-cut shirts, sagging pants, holes/rips in jeans can be no bigger than 6", fishnet stockings, spaghetti straps, straps must be at least 1" wide, length of shorts and skirts must be past fingertips when arms are down straight and cover leggings or tights) — and allow the student to participate fully in all school activities, including running, playing, and physical education activities.
- Clothing, jewelry or accessories/backpacks may not advertise, display, or promote any products, substances or behaviors that are prohibited at school (including but not limited to: group or gang-type wording, drugs, tobacco, alcohol, violence, obscene, disrespectful gestures, or pictures.)
- Clothing or articles of clothing or methods of grooming (including, but not limited to, gloves, bandannas, hats, wristbands, belt buckles, chains, extreme hair styles, tattoos) related to a group or gang, which could possibly disrupt the educational process shall not be worn on campus or at any school activity.
- Extreme hair styles (such as Mohawks, faux-hawks, etc.) are to be no more than 1 inch in length and should not disrupt the educational process.
- Students may not wear make-up, hats, or other head coverings at school unless given permission for a school-sanctioned special activity.

The responsibility for the proper attire of all students rests with the parents/guardians. The principal, or his/her designee, shall make the determination whether or not the student is violating the school dress code. Violators of this policy shall be subject to school and/or district discipline procedures, including suspension and expulsion. If a student is wearing an article of clothing/shoes that is deemed unsafe, the parents will be contacted and appropriate clothing will need to be brought to the school. For their safety, students who are not wearing appropriate shoes will not be allowed to participate in physical activities.

ELECTRONIC DEVICES/CELL PHONES

Students may not use or display cell phones or smart watches during the regular school day or during participation in school activities, unless specifically authorized by a school administrator or designee. Cell phones or smart watches must remain out of sight and powered "OFF" throughout the school day. Failure to comply with any portion of this policy will result in immediate confiscation of the cell phone. Confiscated items may be picked up by a parent or guardian only. Ongoing violations may result in further disciplinary action. The school district is NOT responsible for lost, stolen or confiscated property.

Personal electronics, including cell phones, that are permitted by school administration, and that have the capability of taking photographs or recording audio or video data, shall not be used for such purposes while pupils are on campus, while attending school sponsored activities, and in accordance with guidelines specified in EC 48900, unless specifically authorized by school administrator or designee. **Displaying the cell phone, whether it is being used or not, will result in confiscation. The second incident will result in confiscation and 1 week of community service. The third incident will result in confiscation for the remainder of the year. The cell phone will only be returned to a parent/guardian.**

EMERGENCY INFORMATION FOR STUDENTS

For the safety and well being of our students, it is critical that the school office has up-to-date emergency information. Parents/guardians are to confirm/update information through Parent Portal listing their home address and telephone number; including the work phone number; and names and telephone numbers of neighbors or relatives who may be called if a child becomes ill or is injured while at school.

If you change your address, home telephone number, or work number, please notify the school office at once. If you move to an address still within the Bellflower Unified School District's attendance boundaries, and you want your child to remain at Albert Baxter School, you must be granted approval for an intra-district permit from the district office. If, however, you move outside the Bellflower attendance area, you must be granted approval for an inter-district permit. Call our office for details.

EXPANDED LEARNING SERVICES

BUSD's Expanded Learning Program meets the childcare and enrichment needs of all elementary students. This program has three components:

1. after school enrichment (dismissal until 6:00 p.m.)
2. an enrichment program for select non-school days (8:00 a.m. to 5:00 p.m.)
3. before school enrichment (6:30 a.m. until school begins)

Students can join one or all program components, which are at no cost to families. Participating students will be provided daily meals, physical activities, homework assistance, and enrichment activities. BUSD partners with Think Together to provide after-school and non-school days enrichment programs and the YMCA for the before school enrichment program.

All BUSD elementary schools have enrollment information for all three program components. If you have questions, contact the Expanded Learning Program district administrator at (562) 866-9011, extension 2010.

FAILURE TO DO

Failure to complete assigned classroom and/or homework will result in a student using his/her own time to complete missing assignments. Parents will be notified and together with the teacher, strategies for meaningful interventions will be established in building a responsible attitude toward homework and good work and study habits. Subsequent failures to complete assigned work may result in the student serving a thirty minute after school detention.

FIELD LEARNING EXPERIENCES

The Board of Education encourages field learning experiences, which support the knowledge, and educational experiences of the curriculum not available in the classroom. Parents/guardians must complete the *Parent Authorization* form for their child to participate. Students not participating in field learning experiences will remain at school and be provided with proper supervision and a comparable educational program.

HALL PASSES

Classroom instructional time is very valuable. A student is allowed out of class only with a hall pass issued by his/her teacher, or they will be sent back to their classroom. On the playground, except in emergency situations, students need to obtain a hall pass from the duty supervisor before going to the office. The halls are a "**Quiet Zone**" and students need to show appropriate conduct when passing in the corridors (walking, no talking, etc.)

HEALTH SERVICES

Our highly trained health assistants are on campus to assist students with their health needs and provide a healthy school environment. A district nurse monitors the health office, assists the health clerks, and conducts state-mandated health screenings. The district nurse is available as a resource to parents/guardians and students.

Children who appear ill should not be sent to school. Students who become ill or injured at school will be isolated from others as soon as the accident or illness is noted. Your child will be sent home from school if he/she has a temperature above normal and/or has vomited while at school. If an injury is more serious than a simple bruise or a scrape, the health office will contact the parent/guardian.

Medical insurance is available through a private insurance company. There is a minimum charge for coverage, which generally is supplemental to any other family insurance policy. Information is provided through data confirmation and interested parents are to return the completed form with payment directly to the carrier - not to the school.

It is very important for the school to have up-to-date emergency information with a list of phone numbers of adults who can come for your sick or injured child. Please let the school know if your child has contracted a contagious medical condition such as chicken pox, measles, mumps, head lice, COVID-19, etc., so that precautionary measures may be taken.

Head lice are a serious concern in an elementary school, particularly during the winter months. If a student is found to have head lice, he/she will be sent home immediately. The remainder of that child's classmates will all be checked. Letters will be sent home notifying parents/guardians of students in the affected child's classroom that they have been exposed to head lice.

Medication at School

According to the California State Education Code, definite procedures must be followed with regard to students taking medicine at school. If a student is required to take medication, the appropriate school form (Medication at School) must be completed which

includes a written statement from both the doctor and the parent/guardian. The physician must clearly specify the name of the medication to be given, the condition for which the medication is to be given, dosage, time, and specific instructions for emergency treatment in case of an adverse or allergic reaction, including all over-the-counter medicine. Anytime the medication, the dosage, or the time is changed, a new written order is required. Forms may be obtained in the school office.

Medication must be in a prescribed container properly labeled by the pharmacist. Medication is dispensed by authorized school personnel only. At no time should medication be in the possession of children while on the playground or in class, including over the counter medicine.

HOMEWORK POLICY

Homework is an integral part of the educational process. In addition to reinforcing specific knowledge and skills in the classroom curriculum, homework can:

- Develop responsibility and good study habits.
- Encourage growth of the individual student to his/her full potential.
- Exercise communication skills.
- Logically connect or challenge facts and ideas.
- Provide each individual student an opportunity to develop independent judgment, think critically, and solve problems.
- Provide for the application of learning to real-life situations.

Parent support and supervision of homework are extremely important factors in building positive attitudes and successful study habits regarding homework. Parents are urged to take an active part in the education of their child by keeping themselves informed about the school homework requirements.

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences student's ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

For students to receive full credit, homework assignments must be turned in on the date they are due. For each day the homework is late, the grade may be affected. Each classroom teacher will establish homework guidelines that include credit for completed assignments and consequences for incomplete assignments.

Time set aside for homework serves several purposes. It provides opportunity for practice where students reinforce newly acquired skills or apply recent learning. Homework may also consist of assignments that help students prepare for class participation and activities. Homework assignments including projects, problem solving or individual research takes the student beyond work begun in class. Equally important is the fact that homework is an exercise in developing self-discipline, self-reliance, and effective time management skills. These are skills that are essential to being successful in school.

INDEPENDENT STUDY CONTRACT

Sometimes, because of special family needs, a child is absent from school for reasons other than illness or other excused absences. Such absences are considered unexcused by the state and are unexcused absences. As an alternative to these unexcused absences, the school can arrange an Independent Study Contract for your child if he/she will be absent a **minimum of three days and a maximum of ten days**. In this way, important time is not altogether lost, but keeps your child up-to-date with some of the class work. Also, by entering into such a contract, no unexcused absences will be entered on your child's school records. To allow the teacher adequate time to prepare student work, please notify the school **at least five school days** before requesting an Independent Study Contract.

An Independent Study Contract consists of the following:

1. The parent/guardian notifies the school office before the absence and agrees to supervise the child's completion of study/work assignments. At this time, an Independent Study Contract will be signed by parent/guardian, student, teacher, and principal.
2. The teacher makes up a packet of appropriate work for the duration of the time away from school.
3. The student brings the completed work packet back to school on the first day he/she returns to class.
4. The work is evaluated for credit by the teacher and turned into the office. After review by the principal, the absence is changed from an unexcused absence to excused.
5. The Independent Study Contract with a sample of the work is saved for auditing purposes.

ITEMS INAPPROPRIATE FOR SCHOOL

In general, it is best for students to not bring items from home to school. Things brought to school should be pre-approved by the teacher and left in the classroom during the course of the school day. **Toys, MP3 players, PSPs, Gameboy, or any other handheld gaming systems, radios, sports equipment, cameras and so forth from home are not appropriate for school.** Skateboards, scooters and roller blades may not be ridden to school. "Heelys" (shoes with wheels) may only be worn if the wheels are removed.

Snacks such as gum and candy are not allowed at school. Unapproved items will be taken from the child and returned only to a parent/guardian. Some items (knives, weapons, etc.) are illegal on the school grounds and possession of these items will result in disciplinary action.

Money is easily lost, and it is recommended that students bring only what is needed for breakfast/lunch or other school business. Pets are not permitted at school or on school grounds. Please be sure that pets do not follow your child to school, as stray animals on school grounds must be sent to the animal shelter.

LIBRARY

The library provides a wealth of learning materials for leisure and assigned reading, research, and independent study. The library is open from 9:00 a.m. until 12:00. All classrooms have a designated period of time to enjoy the library resources, and students may obtain a library pass to visit the library. A part-time library clerk assists students with their individual library needs.

Library rules are as follows:

- Library books need to be returned by the date due and/or renewed.
- No food or drinks are allowed in the library at any time.
- Behavior must be appropriate at all times.
- Books need to be kept in proper condition.
- Students are liable for lost or damaged books.



LOST ARTICLES

Parents are encouraged to label all lunch pails and sacks, backpacks, articles of clothing, etc., with their child's name and room number. Your help is greatly needed in teaching children to care for their own belongings. Many items go unclaimed in the school's "Lost and Found". After the close of the school year, unclaimed articles will be donated to charitable organizations.

MAKE-UP WORK

Being absent from class is one of the greatest contributing factors to unsatisfactory progress in school and should be avoided except in emergencies or illness. Schoolwork missed is required to be made up by the student. A request for homework may be made when calling in the absence prior to 8:30 a.m. This gives time for the teacher to prepare the assignments. Homework may be picked up after school in the office until 4:00 p.m.

OFFICE HOURS

The school secretary and clerk are responsible for the office management of the school. The school office provides a business environment to service the educational and administrative needs of parents/guardians and students. English and Spanish are spoken in the office. Albert Baxter Elementary School's office hours are 7:30 a.m. to 4:00 p.m. every school day. The school telephone number is (562) 531-1602, and fax messages may be received at (562) 531-4073.

OPEN HOUSE

Albert Baxter Elementary School has many outstanding educational programs. Open House is a time when our classrooms sparkle with samples of proudly displayed student work and projects that demonstrate high-level thinking and application. It gives students the opportunity to "show and tell" what they have achieved during the school year. Plan to visit your child's classroom and share in the pride, spirit, and academic achievements of the students. Please remember this is not an occasion for parent-teacher conferences.

PARENT PORTAL

Parent Data Confirmation must be completed yearly on your Parent Portal account. The Data Confirmation window is open from July through September. We ask parents to keep contact information up to date, include themselves in the contacts, and include your current cell phone number and email address to receive calls and emails from Baxter and Bellflower Unified School District

Parent Portal will be your access to your student's current and past report cards, attendance, and state test results.



POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The Albert Baxter school community is dedicated to engaging students in rigorous academic learning and the development of social emotional awareness. Our students deserve the most positive learning environment to achieve academic success. A more enjoyable school experience will occur when parents, students and teachers work together toward a common goal. Together, we can foster respectful, responsible and kind citizens.

The Positive Behavior Interventions and Supports (PBIS) process at our school focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing school-wide PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. All staff members will establish regular, predictable, positive learning and teaching environments. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

What is PBIS?

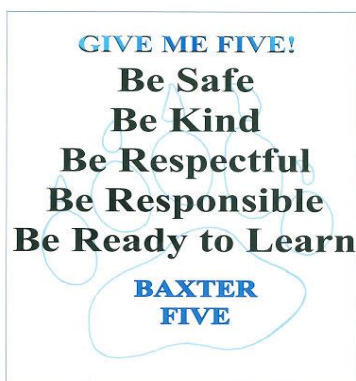
The main focus of PBIS is to provide a clear system for all expected behaviors at our school. Through PBIS we will work together to create and maintain a productive and safe environment in which all school community members clearly understand the shared expectations for behavior. Through positive recognition and continual teaching of expectations, students will experience academic and social growth.

What are the benefits of PBIS?

We believe that through the implementation of PBIS systems and strategies we will increase student academic performance, increase safety, decrease problem behavior, and establish a positive school climate.

Why PBIS?

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors in schools. One of the key components of the system is a focus on prevention. Students are taught clearly defined behavioral expectations for all aspects of the school environment. They are provided with predictable responses to their behavior, both positive and corrective.





Behavioral Expectations

The PBIS Team identified behavioral expectations for our students and named them the Baxter Five: Be Safe, Be Kind, Be Respectful, Be Responsible, and Be Ready to Learn! Students are explicitly taught the expectations at the beginning of the year and throughout the year in each campus setting. The following chart explains the Albert Baxter Elementary School's Behavioral Expectations.

Baxter Behavior Expectations Matrix

Settings	Be Safe	Be Kind	Be Respectful	Be Responsible	Be Ready to Learn
All Settings 	<ul style="list-style-type: none"> -Keep all hands, feet, and other objects to yourself -Ask permission to leave the setting 	<ul style="list-style-type: none"> -Treat others the way you want to be treated -Use kind words 	<ul style="list-style-type: none"> -Follow directions the first time 	<ul style="list-style-type: none"> -Take responsibility for your words and actions 	<ul style="list-style-type: none"> -Do your best
Classroom 	<ul style="list-style-type: none"> -Walk -Maintain personal space -Follow safety procedures 	<ul style="list-style-type: none"> -Work in harmony with others 	<ul style="list-style-type: none"> -Be honest -Use inside voice -Follow class rules 	<ul style="list-style-type: none"> -Return all parent communication -Ask for help when needed 	<ul style="list-style-type: none"> -Use materials and equipment carefully -Complete and turn in all class/homework on time
Hallways 	<ul style="list-style-type: none"> -Walk in a single file line -Walk on right side of the hallway 	<ul style="list-style-type: none"> -Stop to let others pass when needed -Say "excuse me" 	<ul style="list-style-type: none"> -Walk silently to show consideration for classroom learning 	<ul style="list-style-type: none"> -Keep the area neat and clean 	<ul style="list-style-type: none"> -Walk directly to class
Cafeteria 	<ul style="list-style-type: none"> -Stay seated -All food remains in eating areas -Eat your food only -Walk 	<ul style="list-style-type: none"> -Say "please" and "thank you" 	<ul style="list-style-type: none"> -Use inside voice while waiting in line and eating -Listen to and follow directions of noon duty aides 	<ul style="list-style-type: none"> -Clean up after yourself -Report problems to an adult 	<ul style="list-style-type: none"> -Line up on time for lunch
Bathrooms 	<ul style="list-style-type: none"> -Keep water and soap in the sink -Walk carefully -Wash your hands with soap 	<ul style="list-style-type: none"> -Wait patiently if all the stalls are being used 	<ul style="list-style-type: none"> -Use inside voices -Respect others' privacy -Use the facilities for intended purposes 	<ul style="list-style-type: none"> -Put your trash in the trashcan -Always flush the toilet -Report any issues to an adult immediately 	<ul style="list-style-type: none"> -Use at break times
Assemblies 	<ul style="list-style-type: none"> -Walk in a single file line -Remain seated and sit quietly 	<ul style="list-style-type: none"> -Make room for everyone to sit down 	<ul style="list-style-type: none"> -Respond appropriately -Listen when someone is talking 	<ul style="list-style-type: none"> -Enter and exit quietly -Follow directions 	<ul style="list-style-type: none"> -Line up on time for assemblies and return quickly to class
Playground 	<ul style="list-style-type: none"> -Walk on the concrete, run on the grass -Follow the equipment rules -Squat when the bell rings -Stay within the boundaries of the playground 	<ul style="list-style-type: none"> -Allow everyone to participate -Be a good sport -Wait patiently for your turn 	<ul style="list-style-type: none"> -Listen to adults the first time 	<ul style="list-style-type: none"> -Be a problem solver -Tell an adult if someone is or could get hurt 	<ul style="list-style-type: none"> -Walk quickly to line after the whistle

Settings	Be Safe	Be Kind	Be Respectful	Be Responsible	Be Ready to Learn
Library 	-Enter and exit silently and orderly -Walk inside the library	-Recommend good books to your friends -Make room on the rug for others to sit	-Use inside voice -Follow the directions of the librarian	-Take care of library books -Turn books in on time	-Return to class promptly
Enter/Exit Gate 	-Walk to gate -Wait behind gate or in grass area -Arrive at school at 8:15	-Share the sidewalk with your friends as You are walking to and from school	-Follow the directions of the duty teachers -Look for your parents/person picking you up	-Be a good neighbor on the way to and from school -Follow street safety rules	-Take home all books and materials needed to complete homework

Recognition System

An integral part of our PBIS initiative is to recognize the positive behavior shown by our students. Once appropriate behaviors have been taught, they should be acknowledged on a regular basis. Our school has developed a formal system that acknowledges positive and appropriate behavior. All staff members are able to acknowledge students' positive behavior throughout the school day and throughout the school building. Recognition occurs on various levels as described below.

Recognition Level 1

Bear Bucks

- All staff members will issue Bear Bucks to students who have followed the Baxter Five as a form of communication and positive praise.
- Once students have earned 5 Bear Bucks, they bring their bucks to the Bear Store each Friday at morning recess. It is the student's responsibility to keep track of their bucks.
- All staff members will reward individual students with Bear Bucks in all settings throughout the school day for meeting behavioral expectations.

Classroom Goals

- During the second week of school, the class will set a goal to reach for a classroom incentive. Classes that meet their goal may be announced at the end of the two-week period. Teachers will set goals throughout the school year for their class and provide incentives.

Recognition Level 2

Bear Tracks

- All staff members are encouraged to recognize individual students each week.
- Bear Tracks notes go to the office for recognition and home to parents to communicate that students are following the Baxter Five expectations.

Bear Cafe Points Procedures

- Classes earn Bear Cafe points based on the colored behavior cones for following the Baxter Five: green = 20 points; yellow and back to green = 10 points; red = 0 points.
- The class with the highest points for each lunch period earns a special lunch surprise monthly.

Recognition Level 3

Baxter Bear Jamboree

- Monthly school-wide celebration for students who have followed the Baxter Five. (Primary= No behavior violations and no more than 2 missing assignments; Upper= No behavior violations and no more than 4 missing assignments.)
- All school celebration activities could be things such as Bingo over the intercom, special dress days, fancy lunch, extra recess, assemblies, DJ glow party, etc.

Bear of the Month

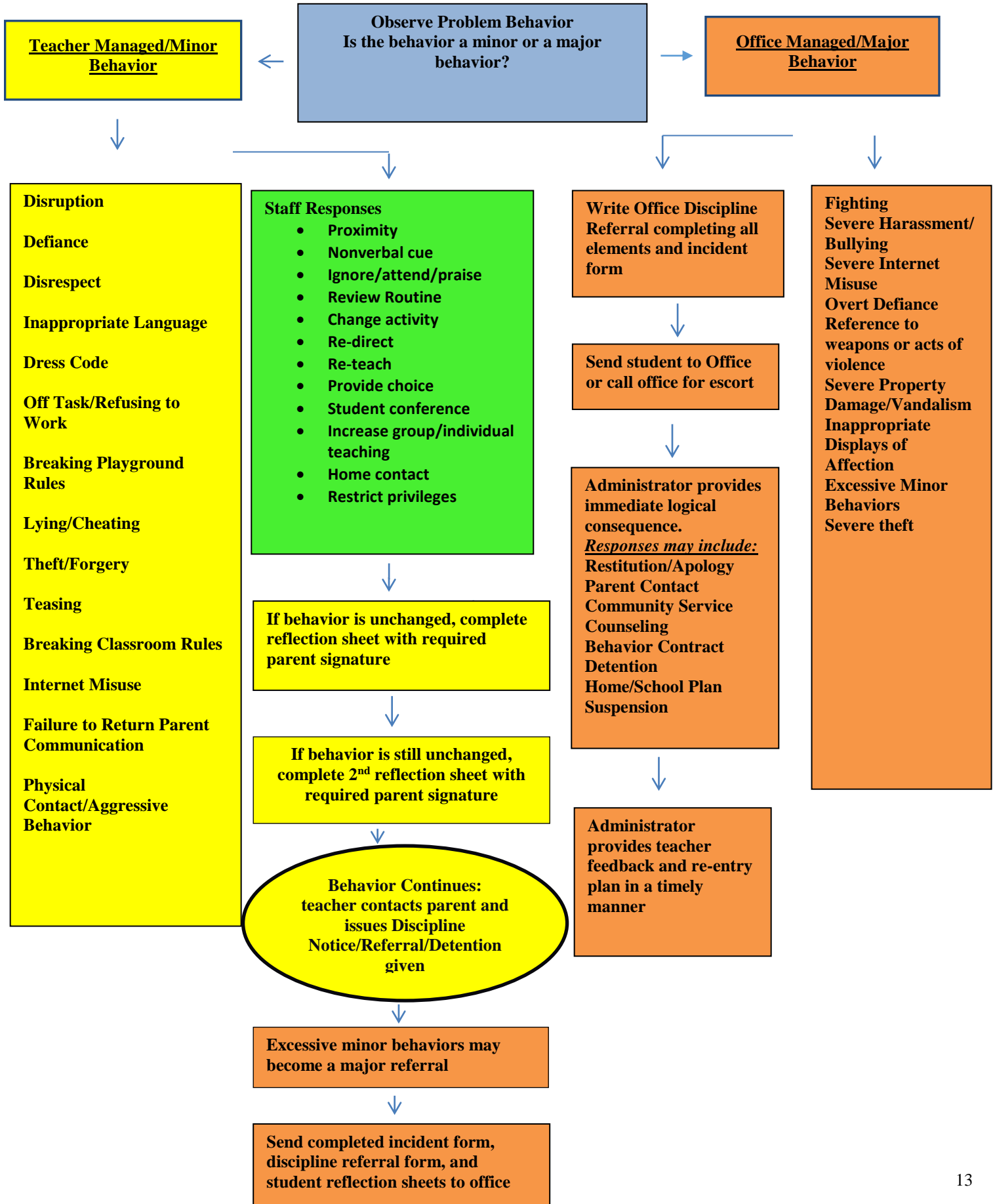
- Teacher nominates one student every month for Bear of the Month to be recognized at a monthly awards ceremony. Parents are invited to attend.
- Bear of the Month can be earned for being a positive role model for other students and showing the Baxter Five.

Consequence System

When students violate the behavioral expectations, staff must intervene in order to inform students of the problem behavior, teach the appropriate behavior for the particular situation, and administer corrective consequences. There is a tiered approach to discipline that includes several teacher and classroom-based interventions as well as administrator intervention. Minor behavior violations will be handled by the teacher. Major behavior violations will be handled by an administrator. The following flowchart outlines how staff will handle reported behavior concerns.



Baxter Discipline Flowchart



PROGRAMS FOR PARENT PARTICIPATION

One of the most important components of an effective school is the partnership of educators and parents working together in the best interest of children. There are many ways parents can volunteer to assist the school in meeting its program goals of providing a quality education for our children. The opportunities for a parent's individual contributions include serving as a parent volunteer, joining the School Site Council or other advisory committees, or becoming a member of the Parent Teacher Association (PTA).

Parent Volunteers: Parents can enhance the academic and social achievement of students by volunteering their time to work at the school. After appropriate training, parents will work closely with an assigned teacher, becoming involved in a wide range of activities which foster children's learning. Parent volunteer applications are available in the office.

School Site Council (SSC): The School Site Council's primary responsibility is to ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and ensuring that students are successful in that program. The School Site Council develops a schoolwide plan, which helps to create new programs, revise existing programs, and is directly involved in planning the expenditures of the School Improvement Program budget.

English Learners Advisory Committee (ELAC): ELAC parents participate in the planning, design, and evaluation of the English Language Development program.

Parent Teacher Association (PTA): The Parent Teacher Association is a way for parents to become actively involved in the education of their children and to contribute to the success of Albert Baxter School. The mission of the PTA is three-fold:

- To support and speak on behalf of all children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to nurture children; and
- To promote parent and public involvement in public schools and communities.

We invite you to join and participate in the activities of the Albert Baxter PTA. The membership drive occurs at the beginning of every school year. Your membership helps support field learning experiences, educational assemblies, schoolwide reading programs, and many other educational activities which benefit the children's education. The PTA needs and appreciates your support.

REPORT CARDS AND PARENT CONFERENCES

Achievement reports give students and parents/guardians an appraisal of the quality of work being done, the attitude displayed toward the class work, and the effort put forth by the student. All students are given report cards three times during the school year, in December, March and June. Some students will receive a "Progress Report" midway between the grading period of the second and third trimester, notifying the student and his/her parents/guardians of the specific subject areas of below grade level effort and/or achievement. This allows students time to make the necessary efforts to improve prior to receiving their final grades. During the fall, parents/guardians will be scheduled for conferences with their child's teacher to discuss their child's progress. Additional conferences may be requested by either the parent/guardian or the teacher to discuss specific issues. Report cards are available to view on your Parent Portal account.

REQUEST TO LEAVE SCHOOL EARLY

A written request to have a child excused from school early should be sent with the child on the morning of the early dismissal. The time, reason, and authorized adult for the child leaving early must be included in the note and this person must be on the emergency list as a contact. In lieu of a written note, a telephone call may be made to the school. No child will be released to anyone without prior parent consent or who is under the age of 18 under any circumstances. No child will be allowed to leave campus without first being signed out in the office by an authorized adult. This is a legal requirement for the child's safety. Your child will not be called out of class until the person picking them up has arrived at the school.

RIGHTS AND RESPONSIBILITIES OF PARENTS

On an annual basis, parents are advised of their rights and responsibilities. This information is prepared by the Bellflower Unified School District and includes a summary of the various provisions of the Education Code and other state laws and codes pertaining to schools and children. We encourage you to keep that information, along with this Parent-Student Handbook, handy for future reference, and that you review the provisions with your children as appropriate.

SAFETY

Parents and students expect a school to be a safe place. In collaboration with local community leaders, school staff, and parents, a comprehensive school safety plan is developed each school year. The school safety team meets regularly to ensure the safety of students and staff on campus.

SCHOOL REMINDERS

Monthly reminders are sent home with students in English and Spanish. They contain important information regarding school activities, PTA announcements holidays and other important dates and school information. This may also be viewed online at <https://www.busd.k12.ca.us/albertbaxterelementary>.

SCHOOL PROPERTY

The school provides all textbooks and other materials used by Albert Baxter School students. Students should recognize their responsibility for taking good care of the textbooks and materials entrusted to their use. Students and their parents will be held liable for damage to or loss of textbooks and library books. Parents will be billed for damage to buildings, property, and supplies or equipment caused by their child.

The policies and procedures section of the Bellflower Unified School District (AP 5125) states- *'The records of a student, grades, transcripts or diploma, may be withheld from a student or his parents when the student damages school property or fails to return school property.'*

STUDENT COUNCIL

The purpose of the Student Council is to develop a closer relationship between students, teachers and administrators. The Student Council is a means through which students can experience and learn democratic principles in preparation for adult life in a democracy. The Council builds among the students' awareness of their responsibilities as citizens, and encourages scholarship, sportsmanship, school identity, community pride, and appreciation for others' rights.

Democratic principles are practiced in selecting student council representatives from all classrooms in grades three through six. Students in the fifth and sixth grade have an opportunity to serve in the various elected positions in student government.

President	6 th grade only	Vice President	5 th or 6 th grade
Secretary	5 th or 6 th grade	Treasurer	5 th or 6 th grade

These elected council representatives meet twice a month with teachers to plan schoolwide and fund-raising activities, which benefit the entire student body.

TARDY POLICY

School begins promptly at 8:30 a.m. for all students. A warning bell rings at 8:27 a.m., and all students must be in line when the 8:30 a.m. bell rings. If a student is not in line when the 8:30 a.m. bell rings, he/she is considered tardy. Students who arrive late to school must first go to the school office to obtain a tardy slip before going to class. Excused tardies include medical or dental appointments, court appearances, and illness prior to coming to school. A note from the doctor, dentist or court should be provided when checking in at the school office.

For any student who is tardy to school without a valid reason, the general guidelines will apply:

- A student who has accumulated three unexcused tardies in one school attendance month, parents will be notified by mail of the tardy policy and the consequences for further tardiness.
- The parent(s)/guardian(s) will be scheduled to meet with an administrator for a student who has accumulated more than three tardies/absences.
- Habitual tardiness will result in a referral to the School Attendance Review Team (SART) for outside assistance in getting the child to school on time.

USE OF SCHOOL TELEPHONE AND LEAVING MESSAGES

Because the school phone is a business phone, children will not be allowed to use it except in emergency situations. Therefore, it is important that you make arrangements with your child before school as to after school child care, rainy day pickup, and so forth. When parents/guardians call the school to leave messages for students, the call is relayed via the intercom system to the classroom. The call may be disruptive to the teacher and to the class who may be in the middle of an important lesson or test situation. Near the end of the day, the office staff is not always able to get messages to students because they are often out of the classroom for PE activities or assemblies. We encourage you to make clear after school arrangements for and with your child.

VISITORS

Parents/guardians and family members are always welcome as visitors to the school. Board of Education policy and procedures section (AP 1250) states: *'Immediately upon entering any school building or grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee.'* For purposes of school safety and security, all visitors must sign in at the school office before visiting a classroom or observing on the school grounds.

All visitations and times of visitations must have prior approval by the principal and teacher. The length of the visit will be no more than 20 minutes unless prior arrangements are made with the principal. The office may ask for identification prior to allowing the

visitor on the school premises. Visitors will be given a 'Visitor' badge to wear while on campus. Visitors are not permitted to use a cell phone during a classroom visit or while on campus. Student visitors are not allowed. Visitors and classroom volunteers must be 18 years or older.

Board of Education policy and procedures section (AP 1250) also states: *"While on the school premises, no electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission."* Under ordinary circumstances, the teacher being visited by a parent/guardian should continue with the regular classroom work. It is desirable that parent-teacher conferences be held before or after school in order that normal progress of classroom instruction will not be disrupted.

Any person the principal or designee asks to leave the school grounds shall promptly comply. Any visitor who fails to report his/her presence and the reason for visiting the school within a reasonable time or who fails to leave school grounds upon request of the principal or designee, or who returns after leaving school grounds pursuant to such request has committed an unlawful act and may be prosecuted according to the law.

WELLNESS POLICY AND NUTRITION STANDARDS

Nutrition:

- Free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus.
 - Students will be allowed to bring and carry (approved) water bottles.
 - Per the USDA Smart Snacks Guidelines, flavored and/or carbonated beverages are not permitted.
- The foods and beverages sold and served outside the school meal programs (i.e. "competitive" foods and beverages) will meet or exceed the USDA Smart Snacks in School nutrition standards.
- Fast food items are not to be brought on campus for or by students to be eaten or sold.
- All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards.
 - Includes birthday celebration items, classroom rewards, and incentives.
 - In lieu of food items such as cupcakes, punch and other unhealthy snacks, a positive way to celebrate a student's birthday is to recognize their birthday by donating a book to their classroom library or giving out pencils.
 - **Cupcakes, cookies, balloons etc. that are brought to school will be kept in the office until the end of the day and returned to the parent.**
- Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day
 - It is recommended that schools use only non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.)
- The District will promote healthful food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.
- The District aims to teach, model, encourage and support healthful eating by students through nutrition education.

Physical Activity:

- Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment except cases involving student and school safety in cases involving student and school safety.
- Teachers are encouraged to provide short (3-5 minute) physical activity breaks to students during and between classroom time

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