

Tyrrell Elementary School



Student Handbook
2023-2024

HAYWARD UNIFIED SCHOOL DISTRICT

WELCOME TO TYRRELL SCHOOL

This is the beginning of a very exciting part of your education.

These years of your elementary grades at Tyrrell will provide you an opportunity to explore new ideas and meet new friends. You will have a variety of experiences that will be positive and rewarding. We are an academically focused school and, as such, promise to create the best possible learning environment and to help all students reach their fullest potential. In return, we expect each student to act in a positive, responsible manner at all times. With all of us working together, we can accomplish these goals. Have a wonderful year!

In addition to your classroom teachers, listed below are some of the staff members at Tyrrell who are available to help you throughout the school day:

Stacey Butler**Principal**
Tesha Holt.....**Assistant Principal**
Katherin James **Office Manager**
Kaleena Collazo**Attendance Clerk**
Mike Sanzeri**Day Custodian**
TBD **Night Custodian**
Chris Bryant.....**Mid-Shift Custodian**

TYRRELL'S SCHOOL TIME SCHEDULE

Mondays, Tuesdays, Thursdays and Fridays

School starts (Grades 1-6).....8:15 AM

School dismissed at (Grades 1-6): 2:45 PM

Kindergarten Classes: 8:15AM-12:55PM (M-F)

WEDNESDAYS

Grades 1-6

School starts at..... 8:15 AM

School dismissed at 1:05 PM

MINIMUM DAYS

(Grades 1-6)

School starts.....8:15 AM

School dismissed at.....1:05 PM

KINDER MINIMUM DAYS

(First 15 days of School/ plus 7 additional minimum days)

School starts.....8:15 AM

School dismissed at.....11:55 AM

KINDER WEDNESDAYS

School starts.....8:15 AM

School dismissed at.....12:55 PM

ACADEMIC EXPECTATIONS

Tyrrell is an academically focused school and we have high expectations for our students. Instruction is aligned with the Common Core Standards. We believe that each student at Tyrrell can and should be successful.

We believe that each parent and classroom teacher shares the responsibility to academically support the student. We are a team.

Students are asked to come prepared to learn.

HOMEWORK

Homework is an important part of the academic program at Tyrrell. Students may expect to spend from 1 to 1 ½ hours of each evening completing homework. Reading is an essential part of homework. Parents should ensure that students are reading at least 20 - 30 minutes daily.

Some homework assignments may be for long-range projects with a due date several weeks in the future. Students should attend to these daily and not expect to satisfactorily complete them at the last minute. Students who have been absent are responsible for getting their assignments from their teachers.

REPORT CARDS

Report cards are issued to students at the completion of each trimester in December, March and June. Progress reports are sent home four-and-a-half weeks into each trimester to indicate academic or behavioral deficiencies.

ATTENDANCE

Students who are successful in school are usually those who have good attendance and attend school on time regularly. If students are to get the most from their education, they need to attend school 100% of the time.

The only valid excuses for absences from school are defined by state law as:

- Illness or quarantine.
- Medical, dental, or optometric appointments (all appointments should be made after school hours).
- Attendance at funeral services for a member of the immediate family.
- Court appearances.

All other absences are unexcused.

TARDY PROCEDURE

Students are expected to arrive at school on time. Students who are tardy to class interrupt the teacher's instructional program and the learning process for all students in the class. Be on time. Tardies are excused for medical purposes only. A note from a parent or guardian must be brought to school for an excuse to be considered. Students with unexcused tardies will be expected to make up the missed class time at recess. Students who are repeatedly absent or tardy to school will be referred to the school district's Child Welfare and Attendance office and/or the School Attendance Review Board (SARB).

TRUANCY

Truancy is a serious offense at Tyrrell and will be dealt with severely. Parents may be fined and referred to the District Attorney for serious truancy offenses.

CLEARING ABSENCES

A parent or guardian must clear all absences with a note or a telephone call to the attendance office at 723-3935.

GENERAL INFORMATION

SCHOOL UNIFORM COLORS

Tan pants

White polo shirts

Black sweaters or sweatshirts

SCHOOL MASCOT

Dragon

CAFETERIA

Lunch will be served daily. In the cafeteria/outdoor lunch area, the expectations are:

- All students are to use their best manners and speak quietly.
- There will be no running, shoving or cutting in line.
- There will be no throwing of food.
- Students are to keep their hands to themselves.
- Food is not to be taken out of the cafeteria, onto the playground, or off school campus.
- Students are to eat lunch at their assigned tables unless they earn special privileges.
- Students are to leave the eating areas clean. Students raise their hands before being dismissed so that their tables can be checked before leaving the cafeteria.
- Once a student leaves the cafeteria he/she is not permitted to return without special permission.

PLAYGROUND

The playground is a wonderful place to be if everyone shows respect for each other. All students must observe the rules carefully for everyone's safety. The expectations are:

- All noon supervisors and other supervising adults are to be obeyed immediately without question when a direction is given.
- There will be no eating or gum chewing on the playground, in classrooms, or in the hallways; before, during or after school hours. Students are encouraged to bring healthy snacks, which are only to be eaten while at the lunch tables.

- Students are expected to play in designated areas. Restrooms, hallways, between the buildings and in the courtyards are not appropriate places for play.
- Students may not intentionally disrupt other students' games.
- Students are to play appropriate games. There will be no fighting, play fighting, tackling or "keep-away".
- Two hand touch football is allowed on the soccer field. Balls are not to be kicked or thrown against school building walls.
- Students are expected to walk at all times. Running is permitted in the field/on the basketball courts.
- Soccer and football are only permitted in the field.
- Students should not be in the school garden without adult supervision.
- Healthy snacks must be eaten in the designated snack area (lunch tables). For safety reasons, students must be seated while eating snacks during recess.
- When the bell rings, students are to stop playing immediately, return equipment to appropriate collection bins, and line up for class.
- **BECAUSE THERE IS NO PLAYGROUND SUPERVISION UNTIL 8:00 A.M. STUDENTS ARE NOT COME TO SCHOOL BEFORE THEN, UNLESS THEY ARE EATING BREAKFAST, WHICH STARTS AT 7:45 A.M.**

Play Structure Rules

1. Be respectful and careful
2. Walk on the structure, no running or tag.
3. No walking up the slide.
4. Do not throw tanbark or sit, dig or build.
5. No pushing, shoving or hitting on structure. (Hands to yourselves)
6. No eating or drinking.
7. No other P.E. equipment on structure.
8. No standing or sitting on the crossbars
9. No cherry drops or any drops or flips.

10. Go one direction of the monkey bars and only use your hands (no feet/legs).
11. There is no access to the play structure before or after school. Students are only allowed to play on it during school hours at recess.

USE OF THE OFFICE TELEPHONE/CELL PHONES

The office telephone is to be used only in the case of a real emergency, with the permission of the office staff. It is the student's and parent/guardian's responsibility to plan ahead so that use of the telephone will be kept to a minimum.

VISITORS

Parent/guardians are permitted to be a visitor 1-2 times, under the supervision of a Tyrrell staff member. However, visiting must be scheduled with the classroom and office staff in advance. All visitors are required to sign in and obtain a visitor's badge in the school office, before access to campus will be granted.

ITEMS NOT APPROPRIATE FOR SCHOOL

Problems arise when students bring items to school which are hazardous or interfere with school procedure. Items such as Ipods/MP3 Players/Walkman radios, beepers, tape recorders/players, toys, fidget spinners, laser pointers, and computer games etc, and any other electronic devices are not allowed on campus and will be confiscated if brought to school. No Heelys, skateboards, scooters, or bikes may be ridden on campus. ***In addition, playground equipment from home is not permitted at Tyrrell. All personal property/items must be left at home.***

PARKING LOT

It is extremely important that students not walk through the parking lot on the way to school or on the way home. We are also asking that parents be very careful when they pick up students after school, and not congest the driveways or block the sidewalks. Everyone is being asked to help with this safety issue.

STUDENT BEHAVIOR

Students must conduct themselves at all times in a way that will promote the best possible climate for learning and achievement. Any conduct that interferes with the instructional process will not be tolerated and will result in disciplinary action. Positive behavior leads to academic success which is our primary focus at Tyrrell.

In order to maintain a school climate which is positive, safe and academically focused, our expectations for student behavior must be very high. Every possible effort will be made to involve parents in the process of guiding students to become responsible citizens at school and in the community.

Tyrrell Behavior Matrix

	Be Respectful	Be Responsible	Be Safe
ALL AREAS	<ul style="list-style-type: none"> ◆ Use kind words and actions ◆ Respect others' space and property ◆ Use appropriate voice level ◆ Clean up after yourself 	<ul style="list-style-type: none"> ◆ Follow directions ◆ Be prepared and on time ◆ Use problem solving skills 	<ul style="list-style-type: none"> ◆ Get adult help when needed ◆ Report unidentified visitors ◆ Keep hands, feet, and objects to self ◆ Use materials and equipment appropriately
Hallway	<ul style="list-style-type: none"> ◆ Respect silent zone ◆ Honor others' personal space ◆ Admire displays with eyes only 	<ul style="list-style-type: none"> ◆ Each person holds door for self ◆ Walk directly to your destination ◆ Have hall pass visible 	<ul style="list-style-type: none"> ◆ Walk in a single file line ◆ Walk on your classroom's side of the hallway
Restroom	<ul style="list-style-type: none"> ◆ Respect privacy ◆ Respect community property ◆ Use restroom quickly and quietly 	<ul style="list-style-type: none"> ◆ Throw paper towels into trash can ◆ Turn off water ◆ Always flush 	<ul style="list-style-type: none"> ◆ Wash hands ◆ Keep water and soap in sink
Playground	<ul style="list-style-type: none"> ◆ All games are open ◆ Share and take turns ◆ Demonstrate good sportsmanship ◆ Be courteous of 	<ul style="list-style-type: none"> ◆ Eat snacks at the lunch tables only ◆ Clean up after yourself ◆ Use the bathroom and get water before you play ◆ When the bell rings, 	<ul style="list-style-type: none"> ◆ Report injuries or concerns immediately to adult on yard duty ◆ Play only approved recess games

	other activities	immediately put equipment away and walk to line	<ul style="list-style-type: none"> ◆ Use equipment appropriately ◆ Stay within playground boundaries
Lunch	<ul style="list-style-type: none"> ◆ Follow instructions ◆ Use good manners and kind words ◆ Use restaurant voices ◆ Stop talking when directions are given 	<ul style="list-style-type: none"> ◆ Follow your class' play/eat schedule ◆ Use your time wisely ◆ Eat lunch everyday ◆ Clean up lunch tables/under the tables when finished ◆ Wait until you're dismissed to empty your tray ◆ Pour milk into the bucket/place milk carton in recycling container ◆ Stack tray neatly 	<ul style="list-style-type: none"> ◆ Always walk; move calmly and quietly ◆ Stay seated the entire eating time ◆ Exit cafeteria in an orderly manner ◆ Leave cafeteria area only with staff permission ◆ Handle food appropriately
Main Office	<ul style="list-style-type: none"> ◆ Speak quietly, use good manners and kind words ◆ Answer all questions when asked ◆ Wait your turn 	<ul style="list-style-type: none"> ◆ Always bring a pass written by an adult staff member ◆ Ask permission to open wooden gates 	<ul style="list-style-type: none"> ◆ Gently open wooden gates when you walk past ◆ Always walk ◆ Sit upright in office chairs

Library	<ul style="list-style-type: none"> ◆ Listen and complete assignments in a respectable manner. 	<ul style="list-style-type: none"> ◆ Use book check out time wisely. 	<ul style="list-style-type: none"> ◆ Students are to walk in and out quietly. ◆ Look for book quietly.
Computer Lab	<ul style="list-style-type: none"> ◆ Use digital etiquette when using computers and Online. ◆ Keep personal information private. ◆ Passwords and usernames are private. ◆ Raise a quiet hand when you need help. 	<ul style="list-style-type: none"> ◆ Follow directions. Only use Sites that have been approved. ◆ If a key comes off the keyboard leave it on the podium so it can be reattached. ◆ Headphones and wires lie on the tables. 	<ul style="list-style-type: none"> ◆ Wait quietly in the hall until your teacher says it's time to go in. ◆ Always walk in the Computer Lab.

SCHOOL WIDE EXPECTATIONS

- Students must follow the directions of all school staff immediately and without defiance.
- Students must show respect for each other. Malicious language, verbal abuse and “putdowns” are not acceptable. We have a no tolerance policy for racial slurs.
- Students must show respect for school property and for the property of others.
- **Cell phones are to be turned off, kept in backpacks, and not used during the school day, except with teachers’ permission. If they are visible or being used without permission they will be confiscated and parents will have to pick them up after school in the school office. They are for emergency use only and for contacting parents after school. Under no circumstances will students take pictures with their cell phones on campus. Tyrrell Elementary is not responsible for personal cell phones brought onto school property.**
- **TYRRELL IS A CLOSED CAMPUS.** Students are to come into the playground area when they arrive in the morning and are not to leave at any time during the school day.
- Students are not allowed to loiter in front of the school when they arrive in the morning.
- No hats, sunglasses or gloves are to be worn indoors.
- Students must dress in a manner appropriate for an academic environment. No excessively tight or revealing clothing, spaghetti straps, open toed shoes, clothing with drug-related ads, or other inappropriate slogans no gang-related items will be tolerated.
- Bicycles may not be ridden in the corridors or on the playground. Once bike riders reach the school grounds they must walk their bicycles and park them in the bike rack, secured by a lock they have brought with them.
- Students must wear helmets when riding bikes.
- Students must have passes to leave a classroom during class time unless it is to attend a regularly scheduled instructional session.
- Students are to go directly home after school. If they are with their classroom teacher or participating in an after-school program, they must have prior written permission from parent or guardian.

SEXUAL HARASSMENT

The Hayward Unified School District is committed to safeguarding the rights of all students to learn in an environment that is free from all forms of sexual harassment. Tyrrell School prohibits all unwelcome behavior of a sexual nature because such conduct interferes with school performance and creates an intimidating, hostile or offensive educational environment.

Sexual Harassment is defined as unwanted sexual attention from peers, teachers, administrators or anyone. It can be physical or verbal conduct or a sexual nature that makes the environment of Tyrrell School intimidating, hostile or offensive to the student. Sexual harassment includes derogatory remarks and behavior directed towards others based on their sexual orientation, perceived sexual orientation or gender identity. The range of behaviors includes, but is not limited to, the following:

1. Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
2. Writings placed on school property.
3. Uninvited remarks and gestures.
4. Unwanted sexual comments.
5. Spreading sexual gossip.
6. Pressure for sexual activity.
7. Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
8. Homophobic behavior, i.e., gay and lesbian harassment. Tyrrell has a zero tolerance policy toward sexual harassment.
- 9.

In-SCHOOL SUSPENSION/FORMAL (OUT OF SCHOOL) SUSPENSION

Students may be suspended, either in-school or out of school, for one to five days if their behavior is disruptive to the educational process. Students who are suspended in-school will spend their day(s) in a setting other than their assigned classroom. Students who receive formal suspension from school are prohibited from being anywhere on the school grounds or at any school activities during the time they are suspended. They are not to return to wait for anyone after school nor loiter on or near any school campus in HUSD for

the duration of the suspension. Students who do not follow these guidelines will have the suspension period extended.

STUDENT ACTIVITIES

We encourage students to become involved in one or more of the many activities we offer here at Tyrrell. Students who participate in our before school and after school programs seem to be more successful in school than those who do not. Be sure to listen to all the announcements on the school intercom and look for posters and flyers that will be posted from time to time. Our newsletter will also be a source of information about what activities are being offered.

LIBRARY BOOKS AND MATERIALS

Students are issued textbooks, chromebooks, and have the opportunity to check out library books during the school year. In the event any of these items become missing or damaged, the school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid, the property returned, or until completion of a voluntary work program in lieu of payment of money (HUSD's Annual Notification to Parents and Students).

SCHOOL UNIFORMS AND DRESS CODE

Tyrrell Elementary School is a uniform school. Students are expected to wear uniforms every day. Wearing a uniform to school instills a sense of community, unity, and school pride. In addition, uniforms contribute to the overall safety of Tyrrell.

- TOPS – White with a collar (polo shirt, blouse)
- BOTTOMS – Tan (pants, shorts, jumpers, or skirts with shorts underneath)
- OUTERWEAR – Black (sweaters, sweatshirts)

FREE DRESS DAY – the last Friday of every month.

The dress code includes the following:

- All clothing must be free of drug, alcohol or tobacco slogans, gang-related or obscene/suggestive language. Violent or inappropriate pictures or drawings are not allowed.
- Pants and skirts must fit around the waist and be worn appropriately. No sag or low-rise clothing, no baggie pant legs, no short shorts (must be no more than 2 fingers above the knee), or extra long pants. Over-sized pants and pajamas are not allowed. (Pajamas might be

permitted if previously scheduled as a school spirit day, sponsored by our Student Council. They are to be worn over regular clothing.)

- Students must wear shoes safe for running and jumping. No open toed sandals or shoes/boots with a heel.
- Spaghetti straps, tube tops, half shirts, and fishnets shirts may not be worn. Tanks tops with the strap at least 3 fingers wide are allowed.

Thank you for your support in maintaining the best learning environment possible.