Thelma Bedell School
Parent Handbook
2026-2027



Spirit Day:

Every Friday students are encouraged to wear school colors to promote school spirit and/or clothing for special events!

School Color:

Forest Green

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Santa Paula Unified School District
Elementary School
Dress Code Guidelines

Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code.

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, gang related apparel or other illegal activity.
2. Appropriate shoes must be worn at all times. Closed toe shoes with a back strap are recommended and open toed shoes/sandals are not recommended. Crocs are not recommended. Athletic shoes preferred.
3. Hats, caps, and other head coverings shall not be worn indoors except as permitted for religious or cultural observance, health conditions, or other circumstances approved by the principal or designee.
4. Clothes must conceal undergarments. Dresses, shorts and skirts must be of modest length (finger-tip length) as determined by school officials. See-through tops and bare abdomen are prohibited. Clothing must fit properly. Oversized garments and pajamas are prohibited.
5. Dress or appearance should not distract the school or learning environment. Clothing should be neat, clean and in good taste.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

<u>Not Allowed on School Campus</u>

1. Clothing and/or jewelry which advocates or encourages drugs, alcohol, tobacco, violence, gangs.
2. Slogans or symbols which devalue education, are lewd, profane, prejudicial, violent, or gang related.
3. Shoes with open toes or heels, i.e. sandals, shoes with heels or platforms. Shoes with wheels are not allowed on campus.
4. Clothes must conceal undergarments. See-through tops and bare abdomen are prohibited. Distractive clothing is not permitted, i.e.: See-through clothing is prohibited, Tops that are crop, strapless, halter or have straps less than 2” wide are prohibited. No bare abdomen.

5. Body piercing, with the exception of ear lobes. For safety reasons, only stud earrings with a post less than ½" in length or hoops ½" in diameter or less are allowed.
6. Hats are only to be worn outside only. Students are not permitted to wear hats in the classroom or buildings.

<u>To Facilitate Monitoring of the Dress Code:</u>

1. The minimum length permitted for skirts, dresses and shorts must be at least finger-tip length when standing with arms fully extended.
2. Clothing must be worn in the manner the manufacturer designed it to fit. Clothing is to be of the correct size and length. Pants must stay up without a belt and must not sag at the waist.
3. Dress Code requirements must be met when jackets, coats, sweaters, or zipper sweatshirts are on or off.

Students should use good judgment and not wear shorts when the weather is cold. Students should bring a sweatshirt or jacket for cool months.

Schools are not responsible for lost clothing, broken jewelry, watches, chains, etc., along with other personal items that are brought to school.

BEDELL SCHOOL DISCIPLINE PLAN

Discipline Means "to Teach or Train" by building trust, showing respect, listening, and acknowledging feelings. At Bedell School we believe that discipline should be training that supports academic achievement, develops self-control and responsibility, and promotes positive student self-esteem. The ***<u>School-Parent Compact</u>*** outlines important responsibilities of students, parents, and staff members. This compact concentrates on an assertive plan of discipline which involves a set of rules, a system of rewards and a system of corrective measures. The emphasis of the compact is the responsibility taken by each student, parent, and staff member. The cornerstone of the compact is that each person takes a responsible part in the program, understands each of its components, and supports them to the fullest. There will be an emphasis on the positive and hopefully students will be noted for positive behaviors more frequently than negative ones. However, the consequences for misbehavior may include the loss of privileges, including special events, activities, parties, assemblies, and study trips.

Student behavior will be monitored in the classroom based on school-wide classroom standards and specific procedures established by the classroom teacher. The ***<u>CHAMPS</u>*** program sets expectations for various locations and activities throughout the school. Students will be recognized for excellent attendance, work and behavior in trimester awards assemblies. Additionally, students will be given ***<u>BEDELL BUCKS</u>*** by members of the staff for being "caught" following the rules, doing a good deed, etc. Tickets can be redeemed at the student store that is open 2-3 times a year.

Teachers use a variety of methods to encourage students to adhere to classroom standards and school rules. If positive means of encouragement are not effective, teachers may incorporate alternate forms of action, such as placing the students in another classroom for a portion of the school day, removing a special privilege,

reducing time from recess, assigning a written activity or assigning after school detention. Teachers will utilize classroom interventions and schoolwide behavior supports before referring students to the office when appropriate. Serious behaviors may require immediate administrative involvement.

If a student is referred to the office, disciplinary action may involve more serious measures. The site administrator or Teacher in Charge in the Principal's absence may remove a student from the classroom, assign detention, limit recess time, assign Saturday School, impose suspension, place a student in an alternative study program, or recommend expulsion from school. California Education Code contains specific infractions that warrant suspension and/or expulsion from school with due process. Parents will be notified of office referrals by means of a ***phone call or Parent Square Message.***

At the beginning of the year and during the week immediately following winter break and spring break, students are reminded of the following rules:

SCHOOL RULES

1. Early start time is 7:00 a.m.
2. When the bell rings, stop what you are doing, walk to your classroom line area.
3. Get drinks and use the restroom ***before*** the bell rings.
4. Enter the restroom; attend to your needs, and leave.
5. Writing or drawing in the restrooms and on school property is not allowed.
6. Wrestling, tackling, karate, play-fighting, etc. are not allowed.
7. If a ball goes over a fence, tell a playground supervisor. Stay inside the fences and gates at all times.
8. Throwing of sand, dirt, grass, rocks, sticks, etc. is not allowed, and may result in suspension without a first warning.
9. Walk in the hallways at all times. Walk outside the yellow safety lines to avoid doorways.
10. ***Eat only in designated areas. Snacks are not allowed on the playground. Students are encouraged to bring healthy snacks. Foods that create excessive stains, messes, or disruptions may be restricted during instructional activities. Food may not be shared due to health and allergy concerns.***
11. Wrappers, eating utensils, straws, cans, etc. are to be thrown in the trash can.
12. Use "two fingers" when playing tag. "Chase and grab" games are strictly forbidden. Absolutely no tag on the Big Toy.
13. Games involving bats or racquets are only to be played under direct adult supervision, such as during P.E. When playing football, absolutely, no tackling.
14. Avoid running through other students' games.
15. Athletic equipment from home is not allowed at school, unless specifically requested by the teacher and if requested may only be used during P.E.
16. Games involving throwing and/or kicking of balls are to be played in the grass area on the far side of the basketball courts only.
17. Departure time is immediately upon dismissal by the teacher or other supervising adult. Students should proceed to the pickup area or walk home.

Students may stay after school for scheduled programs, go to the library, or at the request of a staff member. Parents of students who are habitually picked up late will be required to attend an attendance meeting with the Principal.

18. Keep all inappropriate non-school items at home (gum, candy, toys, radios, weapons, etc.).
19. All games are open for any student to join, unless otherwise specified by an adult.
20. Follow directives from adults the first time ***without argument.***

CELL PHONES AND SOCIAL MEDIA

Student cell phones are to be stored in backpacks. Students are not allowed to take them out during class, recess, lunch or at dismissal for recreational purposes. Thelma Bedell School assumes no responsibility for lost, stolen, or damaged cell phones.

Be advised that elementary aged students do not meet the minimum age requirement of many social media websites. That being said, some students in the past have belonged to various social media groups. Problems created at home from the use/abuse of social media that spills over into the school setting is punishable under the same rules and laws as if it occurred at school. Families are encouraged to monitor their child's online activity and social media use. Conduct occurring off campus that substantially disrupts the educational environment may be subject to school discipline in accordance with applicable law.

TOYS AT SCHOOL

Unless a toy relates directly to a classroom activity or is for "Show and Tell", please do not allow your child to bring a toy or Pokemon cards to school. Children become upset when special toys or Pokemon cards are lost. Most importantly, toys and Pokemon cards distract students during instructional time.

BIRTHDAY AND CLASS PARTIES

Board Policy, "The Governing Board recognizes that class time should be dedicated to student learning. The Board believes that classroom interruptions which are not related to the educational program should be kept at an '**absolute minimum'**. In an effort to comply with the Board Policy, ***birthday parties will not be allowed at school.*** **Please do not bring food (ex: pizza or cupcakes), flowers, or balloons for your child's birthday.** Parents are permitted to send pencils, stickers, bookmarks and goodie bags.

Teachers may elect to have two class parties per year. If you are providing treats for a class party, please keep in mind student health and wellness. **All treats must meet School District Guidelines and should be store bought and wrapped.** Home cooked or baked treats are not permitted.

SELLING ITEMS AT SCHOOL

Per Board Policy, students are not allowed to sell items for personal gain. PTO or PTA are permitted to fundraise (pending Board approval) with a goal of contributing to school field trips or making school improvements.

RESPECT OUR NEIGHBORS

Parents and students are asked to be respectful of our neighbors. When parking, please be certain not to block their driveways, or double park in front of their homes. Be mindful of their trash cans and mailboxes. **Drive slowly and carefully through the neighborhood during drop off and pick up to ensure safety of students and adults.** Please note that there is no "left turn" at the intersection of Hawthorne and Laurel Road 7:30 a.m. - 8:00 a.m. and 2:00 p.m. - 3:00 p.m. Children are to stay off private property such as walls or fences and are to refrain from leaving trash in front of their homes.

VISITORS AND ACCESS TO SCHOOL

Safety (physical and health) is a top priority at Thelma Bedell, therefore, all visitors must enter the school site through the Front Office and complete the check-in process before campus access is permitted for special events. All Ventura County Health Guidelines will be followed on a needs basis.

Please Note: All visitors must check in through the front office and comply with district visitor procedures. Classroom visits may be permitted with prior approval from the school administration and teacher.

Non-student, pre-school and school-age student visitors are not allowed to visit or attend activities when students are present. In the event of an emergency, we must be able to focus our attention on our students and not on other pre-school and school-age children. Visitors must be a minimum of 18 years or older.

Pets are not permitted in classrooms, playgrounds, or other student areas without prior authorization. Service animals are permitted as required by law. The principal may restrict animals that create safety, health, or disruption concerns.

ARRIVAL FROM HOME

Morning supervision does not begin until 7:00 AM. Students are allowed on the school site 60 minutes before classes begin. If you have to be somewhere early in the morning, you will need to make arrangements with a friend or family member to take care of your child. Parents of students habitually arriving early will be contacted by the Principal. Students who walk to school or are dropped off outside of campus should always cross at the corners and use the crosswalks. Bicycles, scooters, skateboards, and similar devices may be used to travel to and from school but must be walked at all times once a student enters school property. Riding these devices on campus is prohibited. All bicycles should be parked and secured in the designated bicycle rack. Students are required to wear helmets as required by California law. Skateboards and scooters are the student's responsibility and must be kept in the classroom during the school day. The school is not responsible for lost or stolen bikes, skateboards or scooters.

Parents dropping students on campus must enter through the right side of the front gate and proceed around the circle to the designated drop off areas. Students should exit on the curb side of the car. Please do not create double and triple lines of cars as it is ***very***

dangerous for students and other pedestrians to walk between cars. ***Do not have students exit the vehicle until they are at the drop off area.***

DEPARTURE FROM SCHOOL

Students being picked up must wait inside the fence to be picked up. Please follow the following guidelines if you drive on campus:

1. Enter through the south, right side, entrance.
2. Form one single line of traffic starting at the designated student pick up point.
3. Students are ***expected*** to watch for their ride and move down to the "ready line" once their car has entered the Thelma Bedell Campus.
4. Once your vehicle pulls forward and comes to a complete stop students will be assisted to their car.
5. Do not leave your car unattended while in the pick-up line.
6. Safety of all students and family members is of utmost concern, therefore any violation of the above rules may result in students being picked up from the school office.

Since there is no off campus supervision, parents who direct their children to be picked up in other than the designated pick up area will assume all responsibility in regards to their child's safety and damages to private property resulting from their actions. Students who walk home must do so immediately from release by their teacher. Parents must follow parking lot rules for pick-up and follow the directions of the staff on duty.

Please be sure to complete the form informing us of your child's regular after school arrangements. A child who deviates from his/her normal "go home" procedure must bring a note from a parent, or the teacher will follow the normal procedure. ***Each student should come to school with a clear understanding of whether he/she is to ride the bus, walk, or will be picked up.***

If circumstances change, please call the school office. ***All messages will be given to students during the last fifteen minutes of class***. Teachers know they must be in their classrooms at this time to receive messages. A child who is to go home with a friend or to a baby-sitter other than normal, must bring a note from parents.

Students who walk home from school should always cross at the corners and use the crosswalks.

Please be prompt in picking up your children after school. ***Students who are not picked up promptly may be dropped off at the Santa Paula Police Department***, if parents or emergency contacts cannot be reached, or if they are not picked up within a reasonable length of time after attempting to notify parents or emergency contacts to pick them up. This is especially a problem on early dismissal days. **During the 2026-2027 school year, students will be dismissed @ 11:50 a.m. every Monday.** Early dismissal dates and times can be found on your yearly District calendar, as well as on your monthly school calendar. Students who are not picked up within 20 minutes

must wait in the office. Parents will be required to come into the office and to sign them out, noting the pick-up time.

TARDIES/EARLY PICK-UP

It is important that children arrive on time for school. A child is considered tardy if they arrive in class after 8:00 a.m. A "tardy" child not only disrupts the class when arriving late, but he/she misses an important part of the academic learning time. When a child is tardy, he/she must check in at the school office and take a green admit slip to the teacher. Similarly, when you pick up your child early, valuable instructional minutes are lost and the instruction of other children in the class is disrupted.

EVENING PROGRAMS

In order to participate in evening programs, students must have attended school on the day of the evening activity. Children may not attend evening programs without adult supervision from home.

If participating in a performance, such as the Holiday Program, Grade Level Performance, Talent Show, etc., students will not be released to their parents until the end of the entire performance. This is a courtesy to all participating students and their families. If for any reason, your child is unable to stay until the end of the entire performance, please exclude him/her from participating.

ATTENDANCE/ABSENCE PROCEDURES

Regular and punctual attendance is necessary for good scholastic achievement. We realize that on rare occasions it is necessary to keep children home from school. When a child is absent from school, he/she should return to school with a written excuse signed by the parent/guardian, stating the reason the child was not in school and the date(s) of the absence. An absence can also be verified by a telephone call to the school office (805) 933-8952 or (805) 933-8953 or via Parent Square. Please note, it is your responsibility to clear your student's absences by contacting the Front Office. Unverified absences will turn into unexcused absences after three days. Any combination of three unexcused absences or tardies more than 30 minutes, will be reason to receive SARB letter #1. Any additional tardy more than 30 minutes or unverified/unexcused absence after that will require SARB letter #2 be sent home. Any additional tardy more than 30 minutes or unverified/unexcused absence after that will be the basis for a SARB referral to the District Attorney.

If your child needs to be released from school prior to the end of the school day for illness or an appointment, the parent/guardian must check in at the office and sign out the child. Children will only be released to a parent/guardian or a person listed on the emergency authorization card. The only exception would be a written note by the parent to the office giving permission for someone else to pick up their child. Individuals signing students out in the office must be 18 years of age or older. ***Students will not be called to the office until there is someone present to pick them up.***

PLEASE, when deciding whether to keep your child home, use these two criteria as a guideline for the need to be absent: Fever and/or vomiting. In almost every instance,

unless these symptoms are present, your child should be in school. Please make all medical and dental appointments after school. When this is not possible, please schedule appointments after lunch. By having your child at school, you will help improve his or her academic skills and you will also contribute to the academic well-being of the entire school community.

Please inform the school office if you know in advance that your child will be absent for several days. You have the option of having your student complete a short-term Independent Study packet to help keep up with academics and to get attendance credit.

EXCELLENT ATTENDANCE AWARDS

Students who are eligible for this distinction are those who have not missed a single day due to an unexcused absence, have not arrived late, or have not been picked up early for any reason.

BEDELL'S TOP DOG AWARDS

Top Dog Awards are held twice each school year to recognize students who demonstrate positive character, academic growth, leadership, perseverance, citizenship, and other qualities that reflect our Bedell expectations.
For each award cycle, teachers may select 2-4 students to be recognized. Teachers will be asked to submit a short paragraph highlighting each student's accomplishments, growth, or contributions.
Parents/Guardians will be invited to attend Bedell's Top Dog Awards, should their student be receiving a reward.

PHYSICAL EDUCATION EXCUSES

If your child is unable to participate in P.E. activities, he/she is required to bring a note explaining the reason and the number of days he/she is unable to participate. Parents may provide a written excuse for up to one day. Longer periods require documentation from a healthcare provider.

CURRENT CONTACT INFORMATION

It is extremely important for parents to keep the school informed of any changes in emergency, doctor, and home and work phone numbers and addresses during the year. Current information is a necessity for the safety of your children. Parents can update contact information via Parent Connect. Please contact the front office for login and password. If you have court documents that limit custody or visitation, make sure we have a copy on file in the school office. We cannot enforce court orders without having a copy on file. ***Our records must be kept up to date!***

CLASSROOM CONTACT/VISITORS

If contact needs to be made with a child during school hours, it **MUST** be made through the school office. Per current district guidelines, parents and guardians are not permitted to visit classrooms at this point in time. A conference with your child's teacher may be arranged at a mutually convenient time by calling the office or by sending a note to the classroom teacher.

The Federal Breakfast and Lunch program restricts non-school personnel, such as caregivers, parents, and siblings from entering the cafeteria when meals are being served. Please do not enter the cafeteria when the children are eating breakfast or lunch.

MEDICATION

State law requires that the following conditions be met prior to dispensing medication at school:

1. Medication must never be transported by the child to school. Parents must be responsible for bringing medication to school and taking it home.
2. Any medicine, prescribed or over-the-counter, to be taken at school must be accompanied by a completed District specified form, signed by the physician giving method, amount, and time when the medication is to be given. The parent must also sign the form giving their consent that the school give the medication as directed by the physician.
3. Forms are available at the school office; a note from the physician will not be accepted.
4. All medicine must be in the container in which it was purchased.
5. All medicine will be kept in the office and dispensed by office personnel.

LOST AND FOUND

Name labels on clothing are desirable. Many good articles of clothing are lost at school each year. A "Lost and Found" basket is provided for items turned in. Parents may wish to look at "found" items which will be placed in a bin at the front of the school. Under no circumstances should items be taken from the lost and found bin unless it is confirmed to belong to your child.

SPUSD prohibits discrimination, harassment, intimidation, and bullying on the basis of actual or perceived characteristics such as: age, ancestry, color, disability, ethnicity, gender, gender identity, gender expression, immigration status, marital status, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.