

BEULAH RALPH ELEMENTARY

TIMBERWOLVES



Parent & Student Handbook

2019-2020

5801 S. Highway KK
Columbia, MO 65203

(573)214-3840
(573)214-3841 fax

Dear Beulah Ralph Elementary Families,

Welcome to our fourth year at Beulah Ralph Elementary School! The faculty and staff of Beulah Ralph have been working hard preparing for a great 2019-2020 school year. Our theme for the school year is *Be U!* We are excited to provide our students, staff, and parents the opportunity to share what makes them unique and to encourage all to value themselves.

On behalf of the faculty and staff at Beulah Ralph, we would like to extend an invitation to become involved in your school. Please know that you are always welcome to visit the school to see what your child is learning. Attending your child's programs, talking with your child's teachers, volunteering at school, or joining the PTA are other great ways to get involved. Your support is vital as we collaborate to foster an environment where all Beulah Ralph students achieve their best!

As we begin the new school year, we wanted to take the opportunity to provide you with this handbook to familiarize yourself with school practices and procedures.

Please don't hesitate to contact us or your child's teacher if you have any questions regarding your child's education. We appreciate the opportunity to work with your child, and we are here to help make sure all BEU students receive an outstanding education!

Sincerely,



Seth Woods
Principal



Amy Rogers
Assistant Principal

BEU Vision Statement:

To collectively build an environment that inspires academic achievement, community involvement, and a positive culture.

BEU Mission Statement:

Beulah Ralph teachers and staff commit to serve students by creating a caring, collaborative, engaging, positive and professional culture. We seek to instill in our students high standards for kindness, responsibility, respect, problem solving and positivity.

We will develop Academic Achievement by:

- ❖ Differentiating instruction in small groups with every student daily
- ❖ Providing academic extra-curricular opportunities for all students
- ❖ Meeting regularly to collaborate around lesson planning and student data
- ❖ Helping students set high and attainable goals and reflect upon their progress

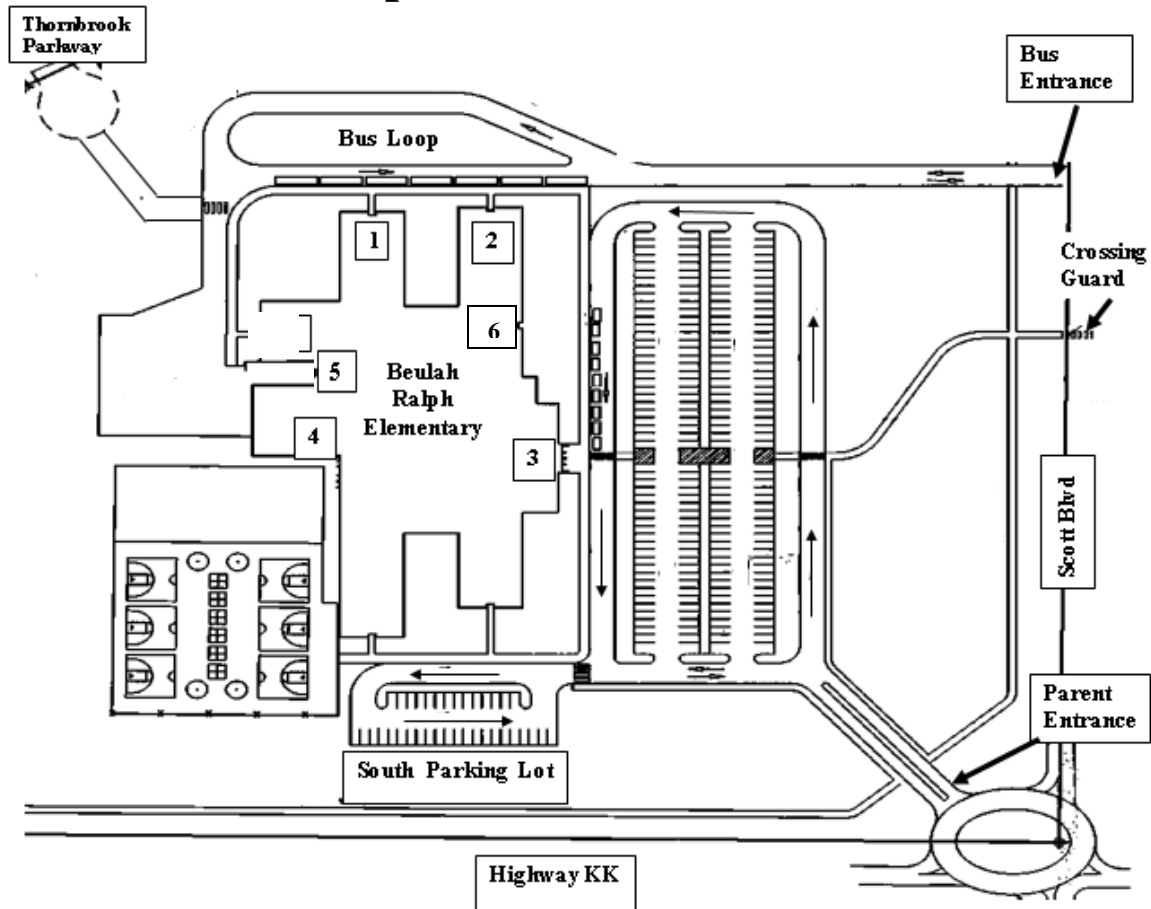
We will develop community involvement by:

- ❖ Welcoming families and community members into our school for special events and celebrations
- ❖ Helping others through service learning projects
- ❖ Fostering partnerships with a variety of local organizations

We will inspire positivity by:

- ❖ Fostering independence and a growth mindset by encouraging problem solving
- ❖ Celebrating individual students, classes and faculty for accomplishments and positive choices
- ❖ Promoting unity by participating in school-wide community-building activities and partnerships

Beulah Ralph Arrival and Dismissal Plan



Arrival Procedure

- Students may enter the building beginning at 8 a.m. Instruction begins at 8:20 a.m.
- Walkers from the Thornbrook and Steeplechase subdivisions should walk on the sidewalk leading from Thornbrook Parkway and enter the school through Door 1.
- Bus riders will be unloaded from the bus at 8 a.m. and enter the school through Door 2.
- Walkers from across Scott Blvd. will be escorted across Scott Blvd. by a crossing guard. They will then proceed north along the sidewalk bordering Scott Blvd. which then turns and follows along the bus entrance. They will enter the school through Door 2.
- Parents driving students to school should enter the parking lot via the roundabout at the intersection of Scott Blvd. and South Hwy KK and drive around the outside of the parking lot to the front of school. There will be six spaces designated for student drop off. After six cars have unloaded students, the next six cars pull into those spaces to unload students. Students will enter through door 3.
- Parents dropping students off for Adventure Club should use the south parking lot. They will walk their child behind the school through the playground and enter the school through Door 4.

Dismissal Procedure

- School is dismissed at 3:20 p.m.
- Students walking to the Thornbrook and Steeplechase subdivisions will gather together in the building and exit through Door 5. They will be escorted by a staff member along the sidewalk leading to Thornbrook Parkway.
- Bus riders will gather together in the building and exit through Doors 1 & 2 to load buses.
- Students walking across Scott Blvd. will gather together in the building and exit through Door 6 onto the front playground. They will be escorted down the sidewalk and across Scott Blvd. by a crossing guard.
- Parents picking students up from school should enter the parking lot via the roundabout at the intersection of Scott Blvd. and South Hwy KK and drive around the outside of the parking lot to the front of school. There will be four spaces designated for student pick up. After four cars have loaded students, the next four cars will pull into those spaces to load students. Parents should display the school-issued card on their dashboard listing their child's name. The card will help school staff load students into cars safely and efficiently. Parents may also walk up to the front entrance and present their card to a staff member who will send out their child.
- Parents picking students up from Adventure Club should use the south parking lot. They will walk behind the school through the playground and enter the school through Door 4.

Attendance/Tardy Policy

All students are expected to attend school regularly and to be on time for class in order to receive the maximum benefits from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. Absence from a class can never be completely made up because the student will have missed class discussion, teacher presentation, and his or her own opportunity to participate.

If your child will be absent from school, please call the school office (214-3840) by 9 a.m. Parents who would like school work to be sent home should make arrangements with the office when calling to report an absence. The attendance secretary will call families who have not called school in order to verify a child's absence.

Prompt arrival at school greatly assists a child in having a positive start to the school day. School doors open at 8 a.m. and supervision of students is provided at that time. Students are considered tardy beginning after 8:20 a.m. and will need to report to the office for a late pass to be given to their teacher. Tardies do accumulate into missed attendance hours, and count against a student's attendance. Parents of students with chronic tardiness will be contacted by letter, phone, or in person in an attempt to resolve the situation. Students riding on a bus that arrives after 8:20 a.m. will not be considered tardy.

The school will review the attendance records of students with chronic attendance issues. In these situations, parents will be contacted by letter, phone, or in person in an attempt to resolve the situation. If the absences are judged to be unexcused or excessive, the administrators will complete and forward a Public School Truancy Referral Form to the appropriate authorities (Division of Family Services, Juvenile Court Services, Prosecuting Attorney, or law enforcement.)

Parents picking up their students early during the school day should park in the front parking lot and enter the front doors. Parents will then check in through the office and sign their child out. The office will call and have the child gather his/her belongings and come to the office. Parents should not go to a classroom to pick up a child.

Bus Expectations

Busing is provided by Student Transportation of America. Questions regarding bus numbers, pick-up times, late busses, etc. should be directed to Student Transportation of America by calling 214-3860.

Many students will ride the school bus each day and most will ride a bus at some point during the year on a field trip. To ensure each child's safety and comfort on the bus, we ask that you go over the following expectations with your child.

- Obey the bus driver. Follow directions the first time they are given.
- Keep head, hands, feet and objects to yourself and inside the bus. Keep the aisle clear.
- Remain seated in your assigned seat.
- Do not eat or drink, litter, or damage the bus in any way.
- Use respectful language. No loud talking or noises, no cursing or swearing.

It is a privilege to ride the school bus. Students are subject to losing their riding privilege for infractions of the above rules. If it becomes necessary for the driver to refer a student for repeated

infractions of bus expectations or any other form of behavior deemed inappropriate by the driver, the driver will complete a School Bus Conduct Report which will be delivered to the assistant principal.

Bus Consequences

Step 1. Bus driver offers verbal directives for inappropriate behaviors.

Step 2. Bus driver takes corrective action by assigning seats.

Step 3. Bus driver generates a Bus Conduct Report producing corrective action by the school

- 1st conduct report – School gives verbal directives with parent contact.
- 2nd conduct report – School gives verbal directives with one-day suspension from bus riding privilege.
- 3rd conduct report – one to three-day suspension from bus riding privilege.
- 4th conduct report – five-day suspension from bus riding privilege.
- 5th conduct report – ten-day suspension from bus riding privilege.
- Future conduct reports – ten-day suspension from bus riding privilege.

Severe behaviors (fighting, bullying, or aggressive behavior towards other passengers or the bus driver) may result in a minimum ten-day suspension and potential revocation of bus riding privileges.

Classroom Incentives

Each week, classes will be recognized in the following categories at the Monday Meeting:

- **The Golden Broom Award**
 - Each week, our custodial staff will select one class from grades K – 2 and one class from grades 3 – 5 to receive this award. The award will go to those classes that have done an outstanding job helping pick up after themselves and keep our school looking beautiful. These classes will receive an incentive that they determine with their teacher, and they will receive a Golden Broom to hang in their classroom.
- **The Fast-Pass Award**
 - Each week, our classroom aides will select one class from grades K – 2 and one class from grades 3 – 5 to receive this award. The award will go to those classes that have done an outstanding job of meeting expectations for playground and cafeteria behavior. The classes that are chosen will be allowed to have a toy version of Flash, the Timberwolf mascot, in their room for the week. They will also be first in line for lunch in the cafeteria for the week.
- **Attendance Award**
 - The grade level and classroom with the best attendance percentage from the previous week will be recognized. These classes will receive an extra recess during the week.

Communication with Parents

Communication between home and school promotes a positive school climate. Please check your child's backpack daily. Teachers will send weekly Friday reports to parents with important school information and periodic updates on student progress. Teachers will also complete a classroom blog

or newsletter every other week to keep parents informed about classroom activities. Those reports will be delivered to parents in the Friday Folder as well as via e-mail.

Homework

Classwork at Beulah Ralph will be designed so most students are able to complete it during the school day (special projects may be an exception). Students who do not complete daily classwork will be expected to complete it at home that evening.

Additionally, each student at Beulah Ralph is expected to read at home each night. Minimum reading times are 15 minutes (K & 1st), 20 minutes (2nd & 3rd), and 25 minutes (4th & 5th) Monday through Thursday evenings. A reading log will be sent home for parents to confirm nightly reading.

Other assignments (e.g. math facts) may be sent home as determined appropriate based on the needs of individual students.

Inclement Weather Days

Columbia Public Schools will utilize Parent Link to inform parents of school closings via text message, email, or phone. To ensure this information reaches you, please be sure the office has accurate information regarding your email, address, and phone number when verification forms come home early in the school year. Closings will also be announced on the CPS website (www.cpsk12.org), as well as on local radio and TV stations.

Medication Policy

Details regarding the District's medication policy can be found in the District's Student Handbook. Please note the following:

- No over-the-counter medicine can be carried by a student or administered to a student without a written order from a licensed prescriber.
- Prescription medication must be delivered to school by a parent/guardian or designated adult.
- Medication must be in a properly labeled container. This label must include the student's name, current date, name of medicine, dosage and time to be given, expiration date, and the name of the doctor prescribing the medication.
- In order for medication to be given, a medication form must be completed and signed by the parent/guardian. Forms may be obtained in the nurse's office.

The school nurse or health secretary may be contacted with questions regarding this policy or any health-related issues.

Nutrition Services

Breakfast is served daily in the cafeteria from 8:00-8:15 a.m. Breakfast is available at a cost of \$1.85. Hot lunch, salad bar, or sack lunch is available daily at a cost of \$2.80. Extra milk may be purchased for 50 cents per carton. Food Service uses a computerized cashiering system. Parents may deposit funds into their child's account, or students can pay cash daily to the cashier. Lunch account forms and free and reduced breakfast/lunch applications are available in the school office and on the school's website. Monthly hot lunch menus are sent home with students the first of each month, and are also available on-line.

Parties

The school has three classroom parties per year - Fall, Winter, and Valentine's. For health reasons, all food brought from home to share with classmates (including birthday treats and food for parties) must be pre-packaged.

Personal Items/Toys

School personnel will not be responsible for personal items brought to school. Items such as toys, sports equipment, electronic games or devices, fidget spinners, trading cards, or other items that might cause a distraction or problem should not be brought to school. Personal items that are not part of the instructional program may be taken by school personnel and held until the end of the day. Continued incidents will result in the item being held until it is picked up by a parent or guardian. Students are not allowed to bring gum or candy to school unless requested to do so by the classroom teacher. Additionally, students are discouraged from bringing a cell phone to school. Cell phones often cause classroom disruptions and can easily be lost or stolen. If a family feels it is necessary for safety reasons for a child to have a cell phone after school, it should be turned off during school hours and given to the teacher for safe keeping. If a student's cell phone is turned on during school hours it may be confiscated by the teacher and returned to a parent.

Progress Reports

Progress reports are completed three times a year. The first two progress reports will be discussed with parents at Parent/Teacher conferences. The final progress report will be sent home on the last day of school.

Parent/Teacher Association

The Beulah Ralph Parent/Teacher Association (PTA) is an organization made up of BEU parents and staff. Parents are encouraged to join the PTA. If you are interested in helping with the PTA, please inquire at the school office or email BEUPTA@gmail.com.

Recess and Lunch Schedule

<u>Grade Level</u>	<u>Lunch</u>	<u>Recess</u>
Kindergarten	10:40-11:02	11:02-11:25
1 st Grade	11:05-11:27	11:27-11:50
2 nd Grade	11:30-11:52	11:52-12:15
3 rd Grade	11:55-12:17	12:17-12:40
4 th Grade	12:20-12:42	12:42-1:05
5 th Grade	12:45-1:07	1:07-1:30

Student Appearance

Students should be dressed in a way that does not take away from the learning environment. It is difficult to write a complete list of what is and is not acceptable to wear to school. The classroom teacher is allowed to make decisions on whether or not a student's clothing is distracting from the learning environment. The following is an incomplete list of clothes that are not appropriate at school: hats and head coverings, shirts that do not cover the stomach, clothing with inappropriate language or symbols, and pants that expose a student's underwear. Students wearing inappropriate clothing will be sent to the office for a change of clothes.

Student Incentives

Citizen of the Month

A Citizen of the Month Assembly will be held monthly for each grade. Each class will have one student recognized as the Citizen of the Month. Students will vote each month to determine their classroom's recipient. The classroom teacher will write a paragraph describing why that student was chosen. Specialists will also choose one student per grade level as a Citizen of the Month. Parents of students who have been chosen as Citizen of the Month will be invited to an assembly. Citizens of the Month will have their pictures displayed in the school for the month.

Lunch with the Principal

Classroom teachers choose a student each month to eat lunch with the principal. Choices are made based on academic excellence, academic improvement, as well as student behavior. Kindergarten through 3rd grade students eat lunch in a conference room. Fourth graders eat at McDonald's. Fifth graders eat on the University of Missouri campus.

Student Management

An orderly, safe, consistent learning environment must be established to support the academic success of each student. Positive Behavior Intervention Support (PBIS) is taught at Beulah Ralph Elementary. Beulah Ralph expectations encourage and teach students to be responsible, respectful, kind, positive, and problem solvers. These expectations are continuously taught and modeled by the building adults and practiced by the students.

When problem behaviors occur, the PBIS model is utilized. Following the PBIS model gives students clear expectations, boundaries, consistency and structure. PBIS concentrates on early intervention, allowing students to identify and own their problem behavior, and teaches the necessary skills to change undesirable behavior.

Occasionally problems will occur which are too severe to be handled using the PBIS model. Severe behaviors that merit a direct referral to the office include fighting, illegal activity, severe disrespect, or situations that are dangerous or threatening. Parents will be notified if these situations occur.

Visitors and Volunteers

We hope that you will come to school often to visit your child's classroom and talk with his or her teacher. We ask that all visitors report to the office and receive a Visitor's Sticker. To ensure that learning time is maximized, parents are asked to contact the teacher before visiting in order to avoid testing times, etc. If you are interested in serving as a volunteer, we would be delighted to hear from you. No matter how small or large a time commitment you can contribute, all volunteer help is appreciated.

2019-2020 BEU Important Dates

August

August 15th: First Day of School for 1st through 5th Grades

August 19th: First Day of School for Kindergarten

August 27th: Get the Scoop Night from 3:45 p.m. to 7:45 p.m.

September

September 2rd: No School (Labor Day)

September 5th: PTA Meeting at 6:30 p.m. in the Media Center

September 6th-23rd: PTA Fundraiser

*PTA will provide further details.

September 30th: No School (Teacher Work Day)

October

October 1st: Fall Picture Day

October 4th: Flash Dash (Time TBA)

October 21st: Dental Clinic Day (in the morning)

October 30th: Fall Parties at 2:30 p.m.

October 31st: No School (Teacher Work Day)

November

November 1st: No School (Teacher Work Day)

November 5th: District-wide Kindergarten Round-up (Time and place TBA)

November 7th: PTA Meeting at 6:30 p.m. in the Media Center

November 11th – 18th: Fall Book Fair

November 13th: Picture Re-Take Day

November 11th and 14th: Fall Parent Teacher Conferences, 3:45 p.m. – 7:45 p.m.

November 15th: No School (Teacher Work Day)

November 18th: Heroes' Day (Time TBA)

November 27th – 29th: No School (Thanksgiving Vacation)

December

December 4th: Early Dismissal at 12:50 p.m. (Teacher Collaboration)

December 6th – 16th: PTA Candy Cane Sales

December 7th: BEU Math Contest (Time TBA)

December 20th: Winter Parties at 2:30 p.m.

December 21st: Winter Break Begins

January

January 6th: School Resumes

January 9th: PTA Meeting at 6:30 p.m. in the Media Center

January 20st: No School (Martin Luther King, Jr. Day)

January 22nd: Club Photo Day

February

February 8th: PTA Circus from 5:00 to 8:00 p.m.

*The Circus is an event hosted by PTA with fun games and activities for BEU students and families.

February 13th: Spring Parties at 2:30 p.m.

February 14th: No School (Teacher Work Day)

February 17th: No School (President's Day)

February 24th and 27th: Spring Parent Teacher Conferences, 3:30 p.m. to 7:30 p.m.

February 24th – 27th: Spring Book Fair

February 28th: No School (Teacher Work Day)

March

March 5th: Kindergarten Roundup at Beulah Ralph, 4:00 p.m. to 6:00 p.m.

March 11th: No School (Teacher Work Day)

March 12th: PTA Meeting at 6:30 p.m. in the Media Center

*Officer elections to be held at this meeting.

March 19th: Spring Picture Day

*Spring pictures are optional

March 23rd – 27th: No School (Spring Break)

*BEU Math Night to be held in March (Date TBA)

April

April 22nd: Early Dismissal (Staff Collaboration) School will dismiss at 12:50 p.m.

April 30th: PTA meeting at 6:30 in the Media Center

**PTA Volunteer Appreciation Celebration, date and time TBA

May

May 4th – 8th: Teacher Appreciation Week

May 15th: BEU Field Day

May 19th: Last Day of School (Tentatively)

*This assumes the use of NO inclement weather days.

*Any inclement weather days will be added to the end of the calendar.

*We will dismiss at 12:50 p.m. on the last day.

May (date to be determined): Kindergarten End of Year Celebration and Music Program

May (date to be determined): 5th Grade Graduation and Music Program

To Be Determined

Music Program Dates

Grade Level Service Learning Project Dates

*****This schedule is subject to change depending upon circumstances.**