



Student & Family Handbook 2017-2018

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Sacramento, California 95826
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School Mascot: Bancroft Beaver
School Colors: Blue & Gold

Sacramento City Unified School District (SCUSD)

5735 47th Avenue
Sacramento, CA 95824
Phone: 643-7400

Superintendent
Jorge Aguilar

SCUSD Board of Education

Jay Hansen, President
Jessie Ryan, 1st Vice President
Darrel Woo, 2nd Vice President
Ellen Cochrane, Member
Christina Pritchett, Member
Michael Minnick, Member
Mai Vang, Member
Sarah Nguyen, Student Member

Other key SCUSD Contact Information

Bancroft Parent Advisor	Cindy Kilby	643-9291
Busing/Dispatch	Transportation Center	277-6701

Welcome to Bancroft School!

Our Mission and Vision

The mission of Hubert H. Bancroft Elementary School is to prepare each child with the skills needed to continue his/her education towards the choice of a successful career and success in life through achievement of high standards of performance. A comprehensive instructional program is offered to all students in an optimum learning environment.

Our overall goals are to:

- ◆ Develop the basic skills of reading, writing, speaking, listening, computing, and the ability to apply these skills to life situations.
- ◆ Develop a positive self-concept and a respect for other people.
- ◆ Develop a love of reading.
- ◆ Maintain a high level of parent-school-student cooperation.
- ◆ Develop skills in communicating effectively.
- ◆ Develop problem-solving, decision-making, and critical thinking skills, accomplished in part through the integration of science, technology and the artistic disciplines of music, dance, drama, and visual arts, into the daily curriculum.

As an elementary school in the Sacramento City Unified School District, Bancroft's goal is to inspire and provide opportunities for all students to achieve high standards of academic performance for success in life and work.

The mission of the SCUSD is to have students graduate as globally competitive lifelong learners, prepared to succeed in a career and higher education institution of their choice to secure gainful employment and contribute to society. Its vision is that every student is a responsible, productive citizen in a diverse and competitive world. For more information about the District, its programs, departments, and operations, go to the website at www.scusd.edu.

Bancroft Beavers
Building Futures Since 1966

Bancroft Staff

Grade	Room	Name	Email
EK	7	Angela Cleavenger	Angela-Artz@scusd.edu
K	1	Keri Delsol	Keri-Delsol@scusd.edu
K	2	Teri Kirtlan	Teri-Kirtlan@scusd.edu
1	4	Nicholette Arnold	Nicholette-Arnold@scusd.edu
1	5	Elaine Theodorides	Elaine-Theodorides@scusd.edu
1	6	Julie Caldwell	Julie-Caldwell@scusd.edu
2	11	Lora Teply	Lora-Teply@scusd.edu
2	11	Jeanne Chasko	Jeanne-Chasko@scusd.edu
2	9	Michael Howell	Michael-Howell@scusd.edu
3	3	Marci Ely	Marci-Ely@scusd.edu
3	12	Christine Mitchell	Christine-Mitchell@scusd.edu
4	24	Julie Ketchel	Julie-Ketchel
4	25	Lucinda Burge	BurgeL@scusd.edu
5	22	Carrie Hanson	Carrie-Hanson@scusd.edu
5	20	Jane Crumbley	Jane-Crumbley@scusd.edu
6	15	Alice Mercer	Alice-Mercer@scusd.edu
6	16	Melissa Reynoso	Melissa-Reynoso@scusd.edu
1-3	14	Kristi Policar	Kristi-Policar@scusd.edu
1-3 (aide)	14	Michelle Morrison	Michelle-Morrison@scusd.edu
4-6	17	Angela Anderson	Angela-Allen-Anderson@scusd.edu
4-6 (aide)	17	Heather Hammergren	Heather-Hammergren@scusd.edu
RSP	19	Ginny Aguirre	Ginny-Aguirre@scusd.edu
RSP	19	Kate Colchico	Kate-Colchico@scusd.edu
RSP	19	Linda Leou	Linda-Leou@scusd.edu
Resource	10	Amy Mendoza	Amy-Mendoza@scusd.edu
PE		Pam Courtney	Pam-Courtney@scusd.edu
Office Clerk		Shelly Fleming	Shelly-Fleming@scusd.edu
Office Manager		Colleen Gale	GaleC@scusd.edu
Speech	Office	Carla Jerwers	Carla-Jerwers@scusd.edu
Library Clerk	8	Debra Reta	Debra-Reta@scusd.edu
Principal		Lorena Carrillo	Lorena-Carrillo@scusd.edu

2017-2018 School Calendar

(Subject to Change)

August

First Day of School & Early Release..... Thursday, August 31

September

Labor Day Holiday.....Monday, September 4

Early Release Day (1:12 p.m.).....Thursday, September 7

Early Release Day (1:12 p.m.).....Thursday, September 14

Early Release Day (1:12 p.m.).....Thursday, September 21

Picture Day.....Friday, September 22

Back to School Night (Tentative).....Wednesday, September 20

Early Release Day (1:12 p.m.).....Thursday, September 28

October

Early Release Day (1:12 p.m.).....Thursday, October 5

Early Release Day (1:12 p.m.).....Thursday, October 12

Early Release Day (1:12 p.m.).....Thursday, October 19

Early Release Day (1:12 p.m.).....Thursday, October 26

Spooky Saturday (PTA Sponsored)Saturday, October 28

November

Early Release Day (1:12 p.m.).....Thursday, November 2

Early Release Day (1:12 p.m.).....Thursday, November 9

Veterans' Day Holiday Friday, November 10

Early Release Day (1:12 p.m.).....Thursday, November 16

Thanksgiving Holiday..... Saturday, November 18 - Sunday, November 26

Early Release Day (1:12 p.m.).....Thursday, November 30

December

End of 1st trimester (Minimum Day) Friday, December 1

Early Release Day (1:12 p.m.).....Thursday, December 7

Early Release Day (1:12 p.m.).....Thursday, December 14

Early Release Day (1:12 p.m.).....Thursday, December 21

Winter Holiday break begins Saturday, December 23

January

Return from Winter HolidayMonday, January 8

Early Release Day (1:12 p.m.).....Thursday, January 11

Martin Luther King, Jr. Day Holiday Monday, January 15

Early Release Day (1:12 p.m.).....Thursday, January 18

Early Release Day (1:12 p.m.).....Thursday, January 25

Hearing and Vision Screen (grades K,2,5).....Monday, January 29

February

Early Release Day (1:12 p.m.).....	Thursday, February 1
Early Release Day (1:12 p.m.).....	Thursday, February 8
Lincoln's Day Holiday	Monday, February 12
Early Release Day (1:12 p.m.).....	Thursday, February 15
President's (Washington's) Day Holiday	Monday, February 19
Early Release Day (1:12 p.m.).....	Thursday, February 22

March

Early Release Day (1:12 p.m.).....	Thursday, March 1
Early Release Day (1:12 p.m.).....	Thursday, March 8
Early Release Day (1:12 p.m.).....	Thursday, March 15
End of 2 nd Trimester (Minimum Day)	Friday, March 16
Spring Holidays	Monday, March 26, - Friday, March 30

April

Spring Picture Day & Early Release Day (1:12 p.m.).....	Thursday, April 5
Early Release Day (1:12 p.m.).....	Thursday, April 12
Early Release Day (1:12 p.m.).....	Thursday, April 19
Early Release Day (1:12 p.m.).....	Thursday, April 26


May


Early Release Day (1:12 p.m.).....	Thursday, May 3
Early Release Day (1:12 p.m.).....	Thursday, May 10
Early Release Day (1:12 p.m.).....	Thursday, May 17
Early Release Day (1:12 p.m.).....	Thursday, May 24
Memorial Holiday	Monday, May 28
Early Release Day (1:12 p.m.).....	Thursday, May 31


June

Early Release Day (1:12 p.m.).....	Thursday, June 7
Last Day of School (Minimum Day)	Thursday, June 14

Minimum Days

-  Fall Parent-Teacher Conferences: 6 days between November 13, 2017 - December 15, 2017 and December 1, 2017 (exact dates TBA)

-  Spring Parent-Teacher Conferences: 5 days between March 5, 2018 - April 6, 2018 and March 16, 2018 (exact dates TBA)

-  Last day of school: June 14, 2018

SCHOOL HOURS

Bancroft office hours are from 7:30 a.m. until 4:00 p.m. every day school is open.

Bancroft Daily Schedule

8/22/17

GRADE LEVEL	CLASSE9 BEGIN M-T-W-F	CLASSE9 END M-T-W-F	CLASSE9 END Thursday
Early Kindergarten	8:15 a.m.	11:35 a.m.	11:35 a.m.
Kindergarten	8:00 a.m.	11:20 a.m.	11:20 a.m.
Grades 1-6	8:00 a.m.	2:12 p.m.	1:12 p.m.



RECESS SCHEDULE	M-T-W-F	Thursday
Morning Primary (1-3)	9:55 a.m. - 10:10 a.m.	9:55 a.m.-10:10 a.m.
Morning Intermediate (4-6)	10:15 a.m. - 10:30 a.m.	10:15 a.m.-10:30 a.m.
Afternoon Primary (1-3)	1:05 p.m. - 1:20 p.m.	12:50 p.m.-1:05 p.m.

LUNCH SCHEDULE	REGULAR DAY
Grades 1-2	11:00 a.m. - 11:45 a.m.
Grades 3	11:25 a.m. - 12:10 p.m.
Grade 4	11:30 a.m. - 12:10 p.m.
Grades 5-6	11:55 a.m.- 12:35 p.m.

SHORTENED DAY

Kindergarten	No Change
Grades 1-3	8:00-12:10 p.m.
Grades 4-6	8:00-12:24 p.m.

Lunch is provided in the cafeteria, for those wishing to eat, after dismissal.












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Early Release Days

Early release days enable time for teachers to collaborate with one another regarding curriculum and/or best practices. Time spent collaborating as a staff can provide valuable insights between and across grade level teams. The professional development opportunities provided through early release days support our efforts toward continually increasing student achievement.

ARRIVAL AND DISMISSAL

-  Students should not arrive at school prior to 7:30 a.m., as there is NO supervision before then.
-  Breakfast begins at 7:30 a.m. Students must arrive on time so that they have enough time to eat and be in class by 8:00 a.m.
-  Students who are not eating breakfast should not arrive at school until 7:45 a.m.
-  Students should remain on the playground in supervised areas until the bell rings at 8 a.m.
-  Students should proceed directly to their pick-up destination, the bus stop or the appropriate after-school program upon dismissal.
-  Students walking home should honor crosswalks.
-  Children should not remain at school after their regular departure times.
-  Students are not permitted to leave campus at any time, including lunch or recess, without permission from the school and parents. Parents must check a student in or out of school at the office.

ATTENDANCE AND ABSENCES

Regular school attendance is vital for a child to derive full benefit from the instructional program. The Bancroft Elementary School attendance policy makes it necessary for parents to provide a reason for each child's absence on a daily basis. Therefore, when your child is absent, please phone the school attendance line (395-4595 ext. 1) prior to 9:00 a.m. on the day of the absence. Parental assistance in notifying the school of an absence will help us account for each child in an efficient and timely manner. If your child is absent for medical reasons, a doctor's note is preferred upon return.

Tardies and Early Dismissals

Students who arrive after 8:00 a.m. will be marked tardy by their teacher. Students arriving after 8:30 a.m. should be escorted to the office by their parent and signed in. Please understand that state regulations require students with excessive absences or tardies be reported to county agencies. When excessive tardies or absences occur, attendance letters will be sent home and attendance meetings may be scheduled. If attendance concerns continue, more stringent enforcement will take place. The California State Truancy Laws require schools to enforce.

BICYCLES

A bike rack is available for students who ride a bicycle to school. If riding a bicycle, state law requires students to wear a helmet. Once on campus, bikes should be walked to the storage area. Locking bikes to the rack is recommended.

CHARACTER EDUCATION

A program of positive reinforcement is used to encourage and recognize good citizenship and responsible behavior. It must be remembered that the vast majority of students obey all school rules all the time. It is our goal to reinforce their understanding of the connection between demonstrating self-discipline and positive results of following the rules.

CELL PHONES

Students may not use cell phones during school hours or allow other students to use their cell phones. Students with cell phones must store them in their backpack and the cell phone must be turned off. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by Bancroft staff if used in violation of this policy and kept in the office until picked up by a parent. Please understand that the school is not responsible for lost and damaged items.

CURRICULUM AND INSTRUCTION

SCUSD follows the California Common Core Standard for language arts, mathematics, social science, and science instruction. Teachers are expected to teach to these standards while keeping in mind the needs of each individual student. Through varied and enthusiastic instruction, it is our goal to address the standards while offering a challenging and interesting curriculum that captivates students.

EMERGENCY ALARMS

Bancroft conducts practice drills during the school year in an effort to prepare students and staff for potential emergency situations. The emergency alarms and procedures are reviewed in the

classroom. Students and parents/guardians should always be alert to the special alarms and know the appropriate action to take.

Bancroft has a Safe School Plan that provides much greater detail on procedures that would be put into place in emergency situations. Knowing how to respond to these alarms is the first response that is most important to the safety of the students.

<u>Emergency Situation</u>	<u>Alarm Sound</u>	<u>Appropriate Responses</u>
Fire	Very loud horn; short intervals of sound repeated over and over.	Go in orderly manner to designated area. (sign/map posted in each room). Doors to be locked by teachers after ensuring room is empty.
Dangerous Intruder or Earthquake	Euro-siren over PA system	"Duck and Cover" Children go under desks. Teachers lock doors; close curtains. (If not in classroom go quickly to multipurpose room and sit on floor.)
Bomb Threat	Fast Warble over PA system	All students go in single file and orderly manner to southeast corner of campus (grassy area behind 4 th R building) Get with classroom teacher. Listen for instructions.
All Clear	A voice will announce over PA system that all is clear.	Students return to class when emergency situation is over.

EXTENDED DAY PROGRAM

ASES and the 4th R (City of Sacramento) offer extended day programs at Bancroft. ASES offers a program for students in grades 1st-6th and 4th R offers for Early Kindergarten - 6th grades, before and after school. For more information, please call the contact ASES at 559-623-5301 or 4th R at 277-6100.

FIELD TRIPS

The surrounding metropolitan area has an abundance of interesting places to assist in educating children. Each classroom is encouraged to take field trips during the year that both reinforce and enrich the content standards. Before a child is allowed to go on a field trip, we **MUST** have a signed, SCUSD permission slip from the child's parent or guardian. Handwritten notes cannot be accepted. If permission slips are not returned, your child will not be allowed to participate in the field trip. SCUSD policy states "DOJ and FBI fingerprint clearance and TB clearance must be obtained through the District for all volunteers who chaperone field trips off campus. The background and fingerprinting process begins with requesting the appropriate form from the office. The process may take several weeks, so planning ahead is strongly advised.

FUNDRAISERS

During the year, the PTA and other organized groups will sponsor fundraising activities. The sale of anything by students at school is not allowed, unless it is part of an approved, school activity. All fundraising activities must be pre-approved in writing by the Principal.

HOMEWORK

The staff at Bancroft view homework as an integral part of the instructional program. As an extension of the classroom, teachers expect children to have a basic understanding of the work assigned. To teach responsibility, we expect students to complete class work and homework on time.

However, if your child does not understand the assignment, or fails to accomplish the task because of difficulty, please write a note to the teacher informing him/her of the problem. Parents will be notified if incomplete homework becomes a problem.

Individual student capabilities, and demands upon time, are factors to consider when applying the following suggested homework-time guidelines (approximately 10 minutes per grade level). These suggested times are in addition to independent reading (picture or chapter books) that may be assigned by individual teachers.

Grade Level	Daily Homework Time Guidelines
K-1	10-20 minutes
2-3	20-30 minutes
4-6	40-60 minutes

LIBRARY

Bancroft has an excellent library that we encourage children to use frequently. Each student is issued a library card, and all classes go to the library once each week to check out books from a large selection of books for students in grades EK-6. Parents/guardians must sign a form agreeing to be responsible for the books before they may be checked out. Please urge your child to bring library books home on a regular basis. Reading with your child is an excellent way to spend time together while reinforcing important reading skills. Studies show that children who have been read to often develop a great love of reading. You can help by reading to your child, or listening to him or her read, daily. Checking out library books can also teach children responsibility. Children are expected to take care of the school's books and return them on time. To help defray the cost of book replacement/repair, students will be charged for lost or damaged books.

LOST AND FOUND

A lost and found bin and clothing rack is located outside the cafeteria. Students should check the bin frequently. Valuables, such as glasses, money, or jewelry are turned in to the office. Please inquire with the office if valuables are lost. Periodically, the "Lost and Found" will be emptied and the items displayed before being boxed for donation. Labeling children's belongings will help keep the items in the "Lost and Found" to a minimum.

MEALS

Breakfast and lunch are provided in the cafeteria. A menu for the month is sent home with students and is available on-line at www.scusd.edu (click on Student Online tools>Nutrition & Menus).

Meal costs are: Breakfast - Free; Lunch-\$2.00/regular or free/reduced if qualify. Applications for free/reduced lunch are available in the office or at SCUSD.edu. Students may pay by cash or check (payable to Bancroft School). Advance payments are accepted during Monday morning recess each week in the cafeteria. Lunches may also be paid for on-line at www.scusd.edu (click on Student Online tools>Nutrition & Menus).

The cafeteria register is automated, and all students receive an 8-digit PIN number that they enter on a keypad. Their numbers are provided by the teacher; younger students are issued cards that are distributed daily in the classroom. Once in a while, a student may forget to bring lunch money. The cafeteria will let you borrow, but you need to pay them back the next day.

Students enjoy both a lunch and recess break. The lunch break allows 20 minutes for mealtime. To ensure student safety, yard duty personnel supervise student activities both in the cafeteria and on the playground. Yard supervisors have the same authority as the classroom teachers and are responsible for the conduct of students while on duty. They sincerely care about our students. Listening and respecting their directions will support our efforts to provide students with an enjoyable lunch break experience.

MEDICATION AND HEALTH CARE

Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, the SCUSD Medication Authorization form is available on the District website and is also at the school site. Medication includes prescription and over-the-counter remedies, nutritional supplements, and herbal remedies. All medication must be brought to school in the original container or prescription bottle and immediately taken to the school office. An adult must bring the medication directly to the school office. Medication may not be transported by a student, or be in the student's possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry. Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

The school is only equipped to treat minor injuries with cold compresses (ice cubes) or band-aides. If there is a serious injury, parents/guardians are called. If they cannot be reached, then emergency personnel are contacted. If a child has a fever or is vomiting, the parent/guardian will be called to take him/her home.

As in any school, there is occasionally a problem with head lice. A child with head lice is not permitted to be at school. Head lice can be spread very easily and can reach epidemic proportions if not immediately treated. Any child with lice may be sent home and before returning to class must be cleared by the office.

PTA & PARENT VOLUNTEERS

The most important organization on our campus is the Bancroft Parent Teacher Association (PTA). The Bancroft PTA is instrumental in conducting enrichment activities that are of great benefit to our students. Some of these have included Reflections, Art Day, Red Ribbon Week, Carnival, assemblies, Parent Education, book fairs, a monthly newsletter, and much more.

Parents/guardians and students are encouraged to become members of the PTA. Please join when the Membership Drive is conducted. Even if you are not able to actively participate at the school site, your membership will help support the NUMEROUS programs and enrichment activities that parents bring to Bancroft.

Between the many day-to-day volunteers who help the teachers, administer special programs, assist in the office, or participate in special activities, Bancroft volunteers have logged in excess of 16,000 hours yearly! We are very proud of this accomplishment, and hope you will be a part of the active Bancroft community with positive support for the school.

We are always in need of parent volunteers and encourage your involvement. Giving your time and talents to the school is a great way to support your child's education while communicating to your

son/daughter the importance of learning. We realize busy schedules can hinder ones ability to spend time at school. Still, you can show your support by talking to your child about school, spending time together reading, and reviewing schoolwork. A positive and cooperative attitude toward your child's education is contagious. Your support signifies to your child the value you place on education. All parent volunteers must be approved through SCUSD's volunteer process.

PARENTS' RIGHTS

In all first-day packets, students are given a copy of the Annual Parent/Guardian Notice of Rights and Responsibilities as provided by SCUSD. The document covers Curriculum and Instruction, Behavior and Discipline, Health and Safety, Performance and Evaluation, Pupil Records, Absenteeism, Technology and Internet Policy, and Title IX (non-discrimination on basis of sex and policy on sexual harassment), along with other important items. Please review this information and sign/return the acknowledgment of notification form that is included.

In compliance with state and federal laws, the District follows a Uniform Complaint Procedure (UCP) when addressing complaints alleging unlawful discrimination or failure to comply with State and Federal law [Board Policy #1312.3(a)]. A detailed information sheet is given to all students that includes information on Responsibility; Dissemination; Who May File a Complaint; Timeline; Final Decision; Appeals; Remedies; and Interventions. If you do not have your copy of the UCP information sheet, a copy is available in the Bancroft Office. Information can also be obtained from the District Student Behavior and Placement Office.

PARKING - FOR STUDENT SAFETY

We kindly ask that visitors to the school use the designated parking spaces. There is no parking along red curbs or in the bus area. Please allow plenty of time for drop-off/pick-up of students. Please remember that handicap parking is reserved for vehicles with authorized handicapped permits only. Handicapped parking is not to be used, even as a drop-off area, except for those who display a handicapped license plate or placard.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

Throughout the year, staff of the Bancroft and SCUSD may take still or video pictures of children in school. Students frequently participate in programs that the general public enjoys. The school or district website, other social media and/or yearbook often capture school events and moments. Parents must opt out of the media release if they want their child excluded from any public publications.

PLAYGROUND ACTIVITIES

Bancroft's playground offers a blacktop section with pre-marked games, climbing and exercise equipment, and has a huge grass area with shade trees and a few tables and benches.

Students are to remain on the playground and in sight of the yard-duty adults when outside. They are not allowed behind the classrooms or the 4th R building or in the parking areas. Playing by the classrooms, in the walkways or bathrooms, or by the staff room is prohibited.

Each teacher will review other playground rules with the students. Overall, children are asked to be good sports, to take turns and share with others, and to not disrupt other children who are playing a game.

REPORT CARDS

Parents can expect report cards three times during the school year at the end of each trimester. Report cards reflect student progress over an twelve week period. Please refer to the calendar for dates that report cards are sent home.

Parents should sit down with their child(ren) and review the reports together celebrating accomplishments while offering gentle words of encouragement for areas that need improvement. A progress report will be sent home, for children at risk of not meeting grade level standards, mid-way through each marking period. This report provides parents with an update of their child's progress while allowing time for improvement before the report cards are issued.

Parent-teacher conferences are conducted at the conclusion of the first trimester for each student and at the end of the second trimester if needed or requested by the parent. We encourage parents to attend parent-teacher conferences. It is extremely important that you become involved in your child's education. We want you to be well-informed about Bancroft Elementary School and what we are doing for your child. Any time you have a concern regarding your child's progress, we encourage you to contact your child's classroom teacher.

SCHOOL DRESS CODE

We expect children to come to school dressed appropriately for learning. Clothing should be comfortable, clean, and not a distraction to others. The following guidelines are based upon the idea that grooming and attire should coincide with the importance we place on learning:

- ✎ Shirts with inappropriate language, logos or words that promote alcohol, drug, gangs, violence, tobacco, bigotry, or contain sexual connotations are not permitted.
- ✎ The midsection and underclothing must remain covered. Pants must be worn at the waist.
- ✎ No students shall wear articles of clothing, jewelry or accessories, which, in the opinion of administration, could pose a threat to the physical well-being and safety of the student or others.
- ✎ Wearing apparel or makeup, which disrupts the classroom, is prohibited ~ this includes sunglasses.
- ✎ Hats may be worn outdoors and must face forward.
- ✎ Girls' shorts and skirts must be long enough to reach the tip of the fingers when arms hang straight. Leggings can be worn under shorts or skirts that are a bit shorter in length.
- ✎ Girls' tank tops must have straps one inch or more thick at the shoulders. Sweaters or jackets can be worn over spaghetti straps to avoid dress code violations.
- ✎ Shoes must be closed-toed and have heel support so that students are safe at recess and able to participate in P.E. Sandals, heels, flip flops are not appropriate for students.

Here are some examples of inappropriate attire:

- See-through, fishnet blouse/shirt or bare midriff, off the shoulder tops, spaghetti straps;
- Skirts or shorts shorter than mid-thigh (*finger tip) length;
- Flip flops or backless shoes;
- Swim/beach wear, exercise wear;
- Any clothing or other attire that is distracting, disruptive or derogatory.

The ultimate decisions regarding clothing (dress) are made by the Principal.

Finally, we expect students to wear clothing appropriate for the weather. We go outside for recess every day, except during rainy weather. Sweaters, jackets, and other outside gear should reflect the weather.

HATS/HOODIES

To provide shade, students may wear hats outdoors, during recess. Otherwise, hats should not be worn. The only exceptions are special, school-sponsored days (such as Student Council Hat Day). Hoods on sweatshirts or jackets may be "up" when students are outside.

SCHOOL RULES AND CONSEQUENCES

Please review this section carefully. All school rules and policies are based on California State Law and SCUSD policy, and apply equally to all students. These laws and policies are based on the fundamental need to ensure student safety and maintain a positive learning environment where students can learn and achieve in a structured atmosphere that promotes academic and social growth.

The school rules apply and are enforceable from the time a student leaves home until the time he/she returns home (or to a designated facility) after school. This includes time on buses.

In addition to the overall school discipline regulations, each teacher has classroom rules and procedures that students are expected to follow. These will be discussed in class.

Generally, students are expected to speak and behave in a courteous manner and respect the rights and property of others. There are 12 basic Bancroft School Rules.

SCHOOL RULES

1. Follow directions.
2. Respect others and/or property.
3. Hands, feet, and all objects are to be kept to yourself. (no body contact play)
4. Leave non-school related items at home (toys, gum, candy, trading cards, etc.)
5. Use appropriate, public language.
6. Behave politely and use good manners.
7. Line up promptly, quietly, and in an orderly manner.
8. Play safely and only in designated areas.
9. Walk in all hallways and walk bikes in halls and on school grounds.
10. Do not wear a hat in the classroom or cafeteria. Follow rules on headwear if wearing a hat.
11. Arrive at school on time and go home immediately unless you have permission to stay after school for organized sports or activities.
12. Disruptive behavior, including fighting and physical or verbal abuse, will not be tolerated.

There are certain behaviors that are totally unacceptable and are subject to certain consequences. From the lists below, **Category A** behaviors are serious and dangerous to the health and well-being of students and staff. These behaviors are, by law, **CRIMINAL OFFENSES**. Law enforcement agencies will be notified when appropriate. **Students will be automatically suspended and/or expelled for violation of these behaviors:**

Category A Behaviors

- Assault (physical or verbal) and battery
- Arson and arson agitation (encouraging others)
- Robbery and robbery threats
- Extortion (threatening a student for his/her money)
- Vandalism (damage to school or private property)
- Possession of a weapon
- Sexual Harassment
- Theft or possession of stolen property
- Possession, use or sale of any controlled substance (drugs, alcohol or tobacco), including drug paraphernalia

Additional consequences for Category A behavior violations will result in one or more of the following, depending on the circumstances and severity of the violation:

Conference with student

- ⇒ Parent contact by phone or conference
- ⇒ Loss of student activity privileges
- ⇒ Shortened school day
- ⇒ Referral to District Hearing Officer for a Behavior Hearing
- ⇒ Transfer to another school

Category B behaviors are destructive to a positive learning environment. Students will receive consequences if they engage in these behaviors. The consequences are determined by the seriousness of the action and the student's behavior history. The consequences may include time-out in class, time-out in another classroom, getting "benched" for recesses, receiving a discipline referral or suspension (in-house or out-of-school):

Category B Behaviors

- Classroom disruptions
- Obscene language or behavior
- Harassment by threats or intimidation
- Chronic truancy or tardiness
- Inappropriate behavior towards adults
- Behavior considered to be gang-related
- Gambling
- Property damage or graffiti
- Disobeying school rules
- Possession of nuisance items
- Littering, leaving trash

If a student violates any of the Category B behaviors, these steps may result depending on the severity of the violation:

- ⇒ Detention
- ⇒ Conference with student
- ⇒ Parent contacted by phone or conference
- ⇒ Loss of student activity privileges
- ⇒ In-house suspension

⇒ Out of school suspension

Detention

Students who receive detention must go to a designated classroom after eating lunch, thereby losing their noontime playground privileges. Detention can be given for a variety of reasons, including inappropriate behavior toward adults; refusing to follow directions; lack of respect for others and/or property, refusing to keep hands, feet, or objects to him/herself; dishonesty, forgery or obscene language or behavior; name-calling; not lining up promptly, quietly, and in an orderly manner; unsafe play; inappropriate use of school equipment; possession of nuisance items (toys, sports equipment, trading cards, electronic games, etc.); deviance; or other behavior that the teacher deems unacceptable.

The purpose of "detention" is to provide a consequence that will hopefully deter the student from repeating the action for which he/she is being disciplined. Parents may be notified when detentions are given, particularly if the amount of detentions becomes excessive or if the misbehavior does not stop.

Citations

Students may be issued a citation by a teacher or adult supervisor. These citations are given to students who break school rules. A citation is a warning to the student that his/her behavior or activity is unacceptable. The citation form is given to the student to take home, and is to be returned with the parent/guardian's signature to the teacher and/or Principal.

Getting more than one citation can have progressive consequences:

- | | |
|--------------------------------|--|
| 1st Citation | Form sent home regarding misbehavior or activity. |
| 2nd Citation | Teacher telephones parent. |
| 3rd Citation | Student referred to principal and principal telephones/conferences with parent |
| 4th Referral | Suspension from school (at principal's discretion) |

SCHOOL SITE COUNCIL

The Bancroft School Site Council (SSC), a governing body within our school is composed of parents, school employees (both certificated and classified), and members of the community who are elected for a two-year term of office.

The main purpose of the SSC is to collaboratively develop the Single Plan for Student Achievement (SPSA) and to modify it if necessary in order to provide the best possible program for students.

SCHOOL SUPPLIES

The school tries to provide some of the basic supplies. However, parents are encouraged to donate classroom supplies at the beginning of the year and as needed throughout the year. Should this pose a problem for your family, please contact your child's teacher and alternate arrangements will be made.

STUDENT COUNCIL

Bancroft has a Student Council that is made up of two student representatives elected from each of the intermediate classrooms (Grades 4-6) by the students in the classroom. Elections are held

twice each year (September and February). The representatives as a group then elect the officers: President, Vice President, Secretary and Treasurer. Rules state that a student may be a member of the Student Council not more than once each year, and may serve only once during their intermediate years in each of the four offices. Only sixth graders can serve as President; Treasurer must be a fifth or sixth grade student.

Under the guidance of a staff advisor, the Student Council members meet approximately once each week. They get involved in student activities, and sponsor community service events such as canned food drives. They operate a Student Store as a fundraiser and determine how to spend the money.

SUPPORT SERVICES

The Resource Specialist Program is designed to help students with special needs. To be eligible, a child must demonstrate learning needs that require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher or parent. If you have concerns, please discuss these with your child's teacher, who may then fill out a Student Study Team (SST) referral. You will then be invited to an SST meeting where your child's background and needs will be discussed.

Psychologist

The district psychologist assists the Individual Education Plan Team (IEP) in developing programs for referred students and assesses students for placement in special programs. The psychologist is at the school site generally one day each week.

Speech and Language Therapist

This specialist assesses children who may have difficulty communicating. The speech and language therapist provides therapy for the students identified as having speech and/or language problems as identified in an IEP.

Student Study Team (SST)

Students having any kind of difficulty (learning, behavioral, attendance, making friends, etc.) may be referred to SST by teachers. The student's parents may also request an SST meeting. The SST consists of teachers, the principal, parents, and the psychologist (depending on the needs of the student).

TECHNOLOGY USE POLICY, AUTHORIZATION AND AGREEMENT

Bancroft School recognizes that technology is used to support learning and to enhance instruction. Being able to understand and effectively use technology is critical to their success. It is a general policy that all technology is to be used in a responsible, ethical, and legal manner. At Bancroft, children have access to computers in the classrooms, and computer lab. All students using Bancroft's computers (and their parent/guardian) are asked to sign a Computer Use Policy regarding acceptable use of computers.

TEXTBOOKS

Textbooks are the property of the SCUSD and are checked out to each student on a loan basis. A student will be responsible for paying full price for a lost textbook, or for any damage assessed by the teacher for ink marks, torn pages, etc.

VISITORS

Although we enjoy having approved visitors on campus, arrangements for classroom visitations should be made in advance with the classroom teacher. Drop-in visits, even for a few minutes, can interrupt the flow of instruction and are unfair to the children and their planned program. For everyone's safety, all visitors must report directly to the school office to sign in and receive a visitor's pass. Staff have been instructed to politely redirect visitors without a pass to the office for a proper sign in. Visitors who sign-in and are cleared to volunteer should be invited by school personnel. Requests for visitation must be cleared through the classroom teacher and/or principal prior to the visit.

To maintain the course of instruction, leaving school early is discouraged. We realize, however, there are times when leaving early are unavoidable. If an early dismissal is required, students must be picked up by a parent and signed out in the office. Teachers are instructed not to release a child unless told to do so by the office. Students may be released only to parents or an authorized representative of the parents. Authorization must be in writing or via a phone call to the school. Adults picking up students during the regular school day are asked to do so through the school office. Once students are signed out, office personnel will call the child's classroom and the student will be dismissed to meet the adult in the school office. Office staff will not call the classroom for students ahead of parent's arrival. It is not reasonable for us to release a child to walk home alone during school hours. If a child is ill or has an appointment, we expect an authorized adult to pick him or her up at school and sign the Early Dismissal binder.

Children are under the supervision of Bancroft staff during school hours. Please do not attempt to handle a discipline issue or concern between your child and another Bancroft child. All concerns of this nature must be handled through the Site Administrator or your child's teacher.