

# Student & Family Handbook

## 2023-2024

2929 Belmar Street  
Sacramento, California 95826  
Phone: 916-395-4595 (ext. 0)  
FAX: 916-382-5943  
Attendance Line: 916-395-4595 (ext. 1)

Website: [hbancroft.scusd.edu](http://hbancroft.scusd.edu)

School Mascot: Bancroft Beaver  
School Colors: Blue & Gold

**Sacramento City Unified School District (SCUSD)**

5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824  
Phone: 643-7400

Superintendent  
Jorge Aguilar

**SCUSD Board of Education**

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## **WELCOME**

This handbook was written to clearly communicate information, policies, and expectations to our students and their parents/guardians.

Hubert H. Bancroft Elementary school is dedicated to providing the best learning environment for our students. Our school is one in which we all should take pride and assume responsibility to ensure success and growth.

We hope this handbook plays its part in helping students and families have an enjoyable and productive school year. Welcome to a new school year!

Respectfully,  
Lorena Carrillo, Principal

### **Hubert H Bancroft Vision Statement**

**At Bancroft, students are productive, respectful citizens who work to build skills, acquire knowledge, and continuously strive for improvement.**

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.

## Policies and Authorizations Requiring Parent/Guardian Response

- ❑ **Local Control Funding Formula Data Collection Online Form (LCFF)** - Information from the applications determines the amount of state funding we receive for our school, often several thousand dollars, that provides supplemental support and materials (such as the library, technology, and intervention support, etc.). **The LCFF application can be completed online at <https://www.scusd.edu/lcffapp>** or the printed application can be completed and returned to your teacher. Only one application needs to be submitted per household.
  
- ❑ **STUDENT CONTACT INFORMATION**  
We will be utilizing Infinite Campus to contact parents/guardians via phone and/or email. Please review your parent portal to ensure all your contact information is current. If you do not have parent portal access, please contact the school office for an access code.
  
- ❑ **COMPUTER 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 student 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. All students using Bancroft's computers (and their parent/guardian) are asked to sign a Computer Use Policy regarding acceptable use of computers.
  
- ❑ **RULES FOR USE OF COMPUTERS AND COMPUTER NETWORKS** When students use school computers they agree to:
  - Follow the directions of teachers and school staff.
  - Abide by the rules of the school and school district.
  - Obey the rules of any accessed computer network.
  - Be considerate and respectful of other users.
  - Use school computers for school-related education and research only.
  - Not use school computers and networks for personal or commercial activities.
  - Not change any software or documents (except documents they create).
  
- ❑ **USE OF SCHOOL COMPUTERS** If students do not follow the rules, they may be disciplined and lose their computer privileges. Students may not produce, distribute, access, use or store information that is:
  - Unlawful
  - Private or confidential
  - Copyright protected
  - Harmful, threatening, abusive, or denigrating to others
  - Obscene, pornographic or inappropriate in language
  - Disruptive to the work of others
  - Damaging to systems (or that is designed to slow down the system)
  - Students should not allow anyone else to use their password and should not use anyone else's password.
  - Students should use caution when giving their e-mail address to anyone.

- Students should never give out personal information such as their home address or telephone number.
- Students should protect the privacy of others; never give out personal information about themselves or anyone else.

❑ **CARE AND REPLACEMENT OF SCHOOL BOOKS**

Books 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 lost books, or for any damage assessed by the teacher for ink marks, torn pages, etc.

- ❑ **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES POLICY** Students may not use cell devices during school hours or allow other students to use their cell devices. 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.

If school staff becomes aware that a student is using a cell phone during the school day in violation of this policy, the cell phone will be confiscated and turned in to the office. The student will need to get it back from the Principal. If the policy is violated a second time, the parent/guardian will need to contact the Principal to get the phone returned. A third violation could result in a loss of privileges.

- ❑ **LIBRARY PERMISSION** Bancroft has an excellent library that we encourage children to use frequently. All classes go to the library weekly to check out books from a large selection of books for students in grades EK-6. Parents/guardians must agree 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, parents must agree to be responsible for paying for lost or damaged books.

❑ **ANNUAL PARENTS' AND STUDENT RIGHTS NOTIFICATION AND STANDARDS BEHAVIOR**

<https://www.scusd.edu/parent-and-student-rights-handbook> is the district's link to the Annual Parent/Guardian Notice of Rights and Responsibilities. 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 acknowledgement of the 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.

## Hubert Bancroft Elementary Staff

Grade	Room	Name	Email
TK	3	Angela Cleavenger	Angela-Artz@scusd.edu
K	1	Keri Delsol	Keri-Delsol@scusd.edu
K	2	Teri Kirtlan	Teri-Kirtlan@scusd.edu
1	6	Julie Caldwell	Julie-Caldwell@scusd.edu
1	7	Angelica Zepeda	Angelica-Zepeda@scusd.edu
2	9	Jay Carrithers	Jay-Carrithers@scusd.edu
2	4	Nichollette Arnold	Nichollette-Arnold@scusd.edu
2	5	Elaine Theodorides	Elaine-Theodorides@scusd.edu
2/3	16	Jessica Eccles	Jessica-Eccles@scusd.edu
3	10	Melissa Reynoso	Melissa-Reynoso@scusd.edu
3	11	Lora Teply	Lora-Teply@scusd.edu
4	18	Alice Mercer	Alice-Mercer@scusd.edu
4	24	Julie Ketchel	Julie-Ketchel@scusd.edu
5	20	Jane Crumbley	Jane-Crumbley@scusd.edu
5/6	15	Michael Howell	Michael-Howell@scusd.edu
6	12	Christine Mitchell	Christine-Mitchell@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	Lucinda Morrical	Lucinda-Morrical@scusd.edu
RSP	19	Maggie Reyes	Margaret-Reyes@scusd.edu
RSP (aide)	19	Linda Leou	Linda-Leou@scusd.edu
Inter- vention	20	Cassandra Boltz	Cassandra-Boltz@scusd.edu
PE		Pam Courtney	Pam-Courtney@scusd.edu
Office Clerk	Office	Shelly Fleming	Shelly-Fleming@scusd.edu
Office Manager	Office	Colleen Gale	GaleC@scusd.edu
Speech	Office	Carla Jerwers	Carla-Jerwers@scusd.edu
Plant Manager		Cheng Peng	Cheng-Peng@scusd.edu
Custodian		Joshua Tanabe	Joshua-Tanabe@scusd.edu
Principal	Office	Lorena Carrillo	Lorena-Carrillo@scusd.edu

### **SCHOOL HOURS**

Bancroft office hours are from 7:30 a.m. until 3:30 p.m. every day school is open.

# Bancroft Daily Bell Schedule

2023-2024

	Classes	Classes	Classes
GRADE	Begin	End	End
<u>LEVEL</u>	<u>M-T-W-F</u>	<u>M-T-W-F</u>	<u>Thursday</u>
Transitional Kinder	8:00 a.m.	11:20 a.m.	same
Kindergarten-a.m.	8:00 a.m.	11:20 a.m.	same
Grades 1-6	8:00 a.m.	2:12 p.m.	1:12 p.m.

## RECESS SCHEDULE

	<u>M-T-W-F</u>
Morning Primary (1-3)	10:00 a.m. – 10:15 a.m.
Morning Intermediate (4-6)	10:20 a.m. – 10:35 a.m.
Afternoon Primary (1-3)	1:05 p.m. – 1:20 p.m.

## LUNCH SCHEDULE REGULAR DAY

Grades 1 & LHP	11:00 a.m. – 11:45 a.m.
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### SHORTENED DAY

All Kindergartens ~ No Change

Grades 1-6	8:00 a.m.-12:24 p.m.
1st Morning Recess 1-3	9:45 a.m. – 10:00 a.m.
2nd Morning Recess 1-3	11:16 a.m. – 11:30 a.m.
Morning Recess 4-6	10:00 a.m. – 10:15 a.m.

\*Students may receive a lunch if they go through the cafeteria after they are dismissed from class, and then continue on to their supervised activity or go home after eating.

Thu

same

same

12:56

### RAINY DAY LUNCH SCHEDULE

Grades 1-2-LHP	11:00 a.m.-11:30 a.m.
Grades 3-4-LHI	11:35 a.m.-12:05 p.m.
Grades 5-6	12:10 p.m.-12:40 p.m.

### Early Release Days (During in-person instruction)

On Early Release Thursdays, the dismissal bell rings at 1:12 p.m. These 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 (During in-person instruction)

- 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.
- When the dismissal bell rings, students should proceed directly to their pick-up destination, the bus stop or the appropriate after-school program.
- Students walking home should always use marked crosswalks when crossing the street.
- Children should not remain at school after their regular departure times.
- Students are not permitted to leave campus at any time before dismissal, including lunch or recess, without permission from the school and parents. Parents must check a student in or out of school at the office if arriving after 8 a.m. or leaving before dismissal.

### 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 (916-395-4595 ext. 1) prior to 8:30 a.m. on the day of the absence. Parental contact to the school of an absence will help us account for each child in an efficient and timely manner. When excessive tardiness or absences occur, attendance letters will be sent home

and attendance meetings may be scheduled to help resolve the absenteeism and/or tardiness. Any unverified absence cannot be changed after three weeks from the date of absences.

#### *Excused and Unexcused Absences*

An excused absence is a note from a medical provider or court. Parents are allowed to provide 10 notes or phone calls for their child's health absence per school year. After the 10 health absences, a medical note is required to be 'excused'. Unexcused absences are out of town, parental illness, personal absences, etc. After three unexcused absences, a truancy letter is sent.

#### *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. Arrivals after 30 minutes with a medical provider note is considered an excused tardy. Any arrivals after 8:00 without a medical provider note is considered an unexcused tardy.

#### **BICYCLES**

A bike rack is available for students who ride a bicycle to school. If riding a bicycle, students are required by state law 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 is our goal that students understand the connection between their behavior of self-discipline and positive results.

#### **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.

#### **EXTENDED DAY PROGRAM**

ASES and the 4<sup>th</sup> R (City of Sacramento) offer extended day programs at Bancroft. 4<sup>th</sup> R services students in grades Early Kindergarten - 6<sup>th</sup> grades before and after school. ASES offers an only after school program for students in grades 1<sup>st</sup>- 6<sup>th</sup>. For more information, please call the contact ASES at (916-582-9139) or 4<sup>th</sup> R at 916-277-6100.

#### **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 PTO 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

### **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](http://www.scusd.edu) (click on Student Online tools>Nutrition & Menus).

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. 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.

### **PTO & PARENT VOLUNTEERS**

The Bancroft Parent Teacher Organization (PTO) is a very important organization on our campus. It is instrumental in conducting enrichment activities that are of great benefit to our students. Some of these have included Red Ribbon Week, Carnival, assemblies, book fairs, and much more.

Parents/guardians and students are encouraged to become members of the PTO. 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 one's 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.

### **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. When dropping off or picking up your student, please do not block access to the parking spaces.

### **PERSONAL PROPERTY**

The school is not responsible for personal property. Students are discouraged from bringing non-instructional items to school. The school is not responsible for lost, damaged or stolen items.

### **PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

Throughout the year, staff of Bancroft and the 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 publication, parents need to sign the opt out form found on the back page of "Annual Parent and Student Rights Notification and Standards of Behavior" booklet.

### **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 4<sup>th</sup> 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 a 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, mid-way through each marking period, for children at risk of not meeting grade level standards. 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 causes a disruption in the classroom, is prohibited ~ this includes sunglasses.
- 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 thicker 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 (\*fingertip) 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" only 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 four basic Bancroft School Rules.

### ***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:

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

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. **Students will be subject to suspension 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, 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
- Inappropriate behavior towards adults
- 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:

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

#### **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.

### *Student Study Team (SST)*

Students having any kind of difficulty (learning, behavioral, attendance, making friends, etc.) may be referred for an 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).

### *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.

### *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.

## **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, students leaving school early is discouraged. We realize, however, there are times when leaving early is 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.

#### **WELLNESS POLICY (FOOD AND TREATS)**

Bancroft abides by the Student Wellness Board Policy 5030 that complies with federal and state regulations. This policy restricts the sale of food to students on campuses during the school day to only those items that meet nutritional guidelines. In an elementary setting, regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later). SCUSD employees, parent organizations, and outside organizations will not use any food or beverage as a reward, incentive, or punishment for academic performance or good behavior. To learn more or suggestions for what items meet the wellness guidelines, visit [www.scusd.edu/district-wellness-committee](http://www.scusd.edu/district-wellness-committee).