

# Bollinger Canyon Elementary School



## Student/Family Handbook 2022-2023

# Table of Contents

Welcome Letter	3
Mission Statement	3
Contact Information	3
Staff	4
<b>ATTENDANCE RELATED:</b>	4
Attendance	4
Before and After School Supervision	5
Tardy Information	5
Leaving School During the Day	5
Student Release Procedures	5
Independent Study Contracts	5-6
Bicycles	6
Buying Lunch in the Cafeteria	6
Car Pick Up and Drop Off Procedures	6-7
Cell Phones	7
Communication	7
Curriculum	7
Dress Code	7
Emergency Information	8
Field Trips	8
Forgotten Items at Home	8
Homework	8
Lost Items	9
<b>MEDICAL RELATED:</b>	9
Illness/Injury	9
Medications	9
Life Threatening Medical Problems	9-10
Immunizations	10
Food and Food Allergies	10

<b>PARENT GROUPS:</b>	10
PTA	10
Bulldog Fund	10
Site Council	10
<b>VOLUNTEERING AND CHAPERONING</b>	10-11
<b>SAFETY AND DISCIPLINE:</b>	11
Social and Emotional Safety	
Physical Safety	11
In the Event of a Disaster	11
Discipline Steps for Most Cases	12
Consequences	12
Playground Rules to Read with Your Child	13-14
Prohibited Items	14
The Social Skills of Sportsmanship	14
Schedules	14
Special Programs	14-15
Support Personnel	16
<b>TECHNOLOGY USE AND POLICIES:</b>	16-17
Acceptable Use of Electronic Communication	17
Cyber Bullying	17-18
Inappropriate Use of Technology	17
Consequences	
Action Steps to Respond to Bullying or Harassment	17-18
Videos/Photos of Students	18
Visiting Our Campus	18-19

Dear Bollinger Canyon Community,

I am excited to welcome you to the '22-'23 school year! We will be taking a journey of learning, growing and connecting over the next nine months and we look forward to supporting you. This handbook is your one-stop-shop. If you are unable to find an answer to a question, please reach out any time. It is our highest priority that families feel both informed and comfortable with our policies, protocols and expectations.

Here's to a fantastic year! I look forward to our journey together. Go Bulldogs!

Sincerely,

Christine Offerman  
Principal

## Mission Statement

*To provide a safe and effective learning environment where academic excellence and individual differences are valued and encouraged. Our motto is "Enhancing a Successful Learning Environment through CARE: Collaboration, Achievement, Respect and Enthusiasm".*

## Contact Information

**Address:** 2300 Talavera Drive • San Ramon • CA • 94583

**Phone:** (925) 242-3200

**Attendance Line:** (925) 242-3299

**FAX:** (925) 830-9595

**Office Hours:** 7:30am – 4:00pm

**[Bollinger Canyon School Website](#)**

**Twitter:** [@BCEbulldogs](#)

**Kid's Country:** Site Director: Celina Ng. Phone: 925-552-4481. Website:

<http://kidscountry.org/>

## Staff

**Principal:** Christine Offerman  
**Assistant Principal:** Kelsey Loecher  
**Office Manager:** Cheryl Reeves  
**Office Assistant:** Karen Morelli  
**Custodial Staff:** Ricardo Alvarez and Denise Yoshimoto  
**MTSS Liaison:** Angelyn Brown  
**Counselor:** Elaine Dessus  
**Transitional Kindergarten (TK):** Karen Hoskins  
**Kindergarten:** Doris Barbour, Denise Kretzinger  
**K/1 Combo:** Lisa Modena  
**Room 406 (1st Grade):** Amelia Cabrera  
**1<sup>st</sup> Grade:** Taylor Shoemaker/Ashlee Peraza, Kristen Trade  
**1<sup>st</sup>/2<sup>nd</sup> Grade Combo:** Elizabeth Dobberpuhl  
**Room 409 (2nd Grade):** Sanjli Burman  
**2<sup>nd</sup> Grade:** Karina Han/Natalie Herman, Cristy Schaad  
**2nd/3rd Grade Combo:** Aliya Ahmed  
**3<sup>rd</sup> Grade:** Kathryn Hood, Jennifer Jackson, Jennifer Lo  
**Room 410 (3rd Grade):** TBD  
**4<sup>th</sup> Grade:** Brenda Akey, Christopher Sadler, Karen Walton  
**5<sup>th</sup> Grade:** Darren Day, Lauren Williamson, Melissa Wright  
**Room 408 (4th/5th Grade):** Asia Becker  
**Physical Education:** Brian Bonilla  
**Science:** Jessica Robeson and Kim Lawrence  
**Music:** Brad Parese  
**Library:** Elizabeth Boss

## Attendance Information

All children must be accounted for every morning. If your child is absent from school for any reason or will be late to arrive, please call our attendance line (242-3299) before 8:15 a.m. Telling your teacher is NOT the same as calling the office. Please do not rely on your teacher to communicate attendance needs.

We need:

1. Your child's name, grade and teacher
  2. Reason for absence
  3. How many days of absence are expected
  4. Name of person calling (must be an adult)
- Families who do not contact the office will receive a telephone call to verify the absence. Please help us to eliminate unnecessary phone calls by using our attendance number.
  - The State of California funds schools based on Average Daily Attendance. Schools receive no funding if a child is absent, even for excused absences such as illness or bereavement.

State law (Ed. Code. 48260) defines three unexcused absences as truancy. Families of children with more than three unexcused absences will receive a letter from the district. Students who have 10 absences must provide a doctor's note. Excessive illnesses, tardies, or continued unexcused absences will result in a hearing with the School Attendance and Review Board (SARB). Please visit the state's website about attendance here: [School Attendance Review Boards - Attendance Improvement \(CA Dept of Education\)](#)

- ***AR 5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).***

## Before and After School Supervision

Teachers will be on duty before school from 7:45 – 8:00am and after school from 2:30 – 2:45pm. No child should be on campus prior to 7:45am or after 2:45pm as they will be unsupervised, which is a safety issue. Before-school supervision is on the playground only. After-school supervision is only at the front of the school. There is no supervision on the playground after school, as all students are expected to leave as soon as the bell rings.

## Tardies

### Emotional Consequences:

Students who are chronically late suffer emotional consequences such as feeling rushed, feeling left out and feelings of embarrassment. These students also fall behind and their grades tend to be lower. Students who arrive on time are ready to learn and prepared to start their day along with their peers. Families must ask themselves an important question: How do you want your child to feel every morning?

### Procedure:

- Families who are late must park their car and walk students to the office for a Tardy Pass.
- Chronic tardiness will result in letters from the district and require family meetings regarding the importance of being on time and in school.

## Leaving School During the Day

- All students are required to check out through the office.
- Parents taking a student out of school during the school day must sign the child out in the office.
- Students must be signed back in if they return before dismissal.
- When making dental or other medical appointments try to make them after school so your child does not miss important instruction. Classroom discussions and interactive activities are impossible to make up.

## Student Release Procedures

- Students will not be released to persons other than a parent/guardian unless otherwise noted on a student's emergency card.
- Students will not be released from class until an adult meeting the criteria above has arrived at the office.
- Please alert your child's teacher prior to the release day/time if possible.

## Independent Study Contracts

- Independent Study Contracts are for students who will miss 5 or more days for a non-medical reason.
- You must fill out an Independent Study Request Form which can be found [HERE](#).
- Please alert your child's teacher at least one week in advance, although sooner is always better.
- Assignments must be turned in to the office the day of your child's return to school.
- Excessive absences result in letters from the district in addition to family meetings about the importance of attending school.
- State funding is based on student attendance. If your child does not complete every day's work in a contract, our school loses significant amounts of money.

## Bicycles

- Bicycle riders must observe all traffic rules.
- California law requires that all students wear helmets.
- Bicycles must be walked on school grounds.
- Children should have a lock for their bicycles and use it daily.

*The San Ramon Valley Unified School District assumes no liability for loss or damage in parking lots or bicycle racks or other storage areas provided solely for the convenience of the students, staff or the public.*

## Breakfast/Lunch in the MPR

- Breakfast and lunch will be provided for FREE for ALL students this year.
- Breakfast will be served in the MPR during AM recess only.
- More information can be found here: [SRVUSD Child Nutrition Website](#)

## Car Procedures During Drop Off/Pick Up

- Do not get out of your car for any reason.
- No cell phones.
- Pull up as far as possible to create room for the cars behind you.
- Children enter/exit on the passenger side only.
- Avoid red zones.
- **NO LEFT TURN** into campus. San Ramon Police will ticket anyone who turns left.
- Staff Parking Lot is for staff only. Students in Rooms 406 - 410 may utilize the red zone to assist students who must be walked to the MPR. Staff do not meet students in the parking lot.

***In concert with the City of San Ramon and the San Ramon Police Department, the following steps were put into place. Drivers can be cited for breaking these laws:***

- No Left Turns into the school driveway from northbound Talavera Drive on school days; staff and school busses are the only vehicles that are allowed to turn left into the lot during these times; and
- "No Parking" along southbound Talavera Drive, from 1:00 p.m. to 4:00 p.m. on school days so that cars can pull up along the curb and wait in the queue to enter the school driveway.
- Please observe the following map, which was created in partnership with our City's Safe Routes to School Program: <https://tinyurl.com/yby7a4pp>

## Cell Phones

- Students do not need cell phones during school hours and are not allowed to use them.
- Families should not contact children via their cell phone during the school day. All communication must come through the office.
- Cell phones being used during school hours will be confiscated and must be picked up from the office by a parent/guardian after school.

## Communication

- Communication is extremely important to us. Our policy is to respond to communication requests within 48 hours while school is in session. Contact information for staff members appears [here](#).
- **FRIDAY** is our school-to-home communication day. Friday folders contain valuable information including information on special events and student progress.
- Our PTA sends out a weekly email update called The Bulldog Dish. If you are not receiving these messages please go [here](#).
- We send a weekly Principal's Newsletter and important email blasts throughout the year. Please make sure your e-mail address is correct on your [Infinite Campus Portal](#).
- The Bollinger Canyon School website is [here](#).
- Our Twitter account is: [@BCEBulldogs](#)

## Curriculum

Below are resources and information about our district's curriculum. Please know our teachers supplement and modify lessons based on student need so your children will come home with stories and information about the programs below in addition to the unique ways our teachers present materials.

- **English Language Arts:** [The New York Reading and Writing Project](#). In addition, we are piloting a new phonics program for grades K - 2. Please ask your child's teacher for information about the phonics program they are using. We will officially adopt our new phonics program in the '22 - '23 school year.
- **Math:** [Eureka Math](#). Here is another link with all things math-related: [Link to Elementary Math Resources for Parents](#).
- **Science:** California recently adopted the [Next Generation Science Standards \(NGSS\)](#). Our district uses Mystery Science and Twig to teach our science curriculum. See our district's science website [here](#).

## Dress Code

Dress and grooming affect the learning environment. Families are responsible for making sure our young students are groomed and dressed appropriately.

1. Student apparel should be clean, neat and not hazardous to anyone's safety.
2. Attire should not cause a disruption to teaching or learning.
3. Hats and caps should not be worn inside the building unless for medical reasons.
4. Close-toed shoes should be worn at all times.

## Emergency Information

- Emergency information must be on file in the office. This information is updated online via the [Parent Portal](#).
- Please be aware that in case of an emergency children will only be released to the people listed in your information.
- Parent/Guardian will be contacted first, followed by the next person on the card.
- If you change any information during the school year, please update your information in your Infinite Campus Portal, which will automatically update school records.

## Field Trips

Field trips which support grade level curriculum are organized by the classroom teacher with the help of PTA Room Parents. Field trips are paid for by family donations; none are school funded. No student shall be denied participation if unable to pay. Trips may be canceled if funding or drivers are not available. Students are required to have a signed permission slip for each trip. Buses and/or family drivers are used to transport students. You MUST be cleared through [Be A Mentor](#) in order to participate in a field trip.

## Forgotten Items

- Items will NOT be delivered to classrooms, nor will classrooms be called if items are brought to the office.
- It is a disruption to our office when forgotten items are brought to school.
- It is important for students to learn the consequences of forgetting items and in turn develop their independence by remembering to bring them.
- If a lunch has been forgotten at home, your child should eat the lunch provided by Child Nutrition. See “Lunch in the Cafeteria” above.

## Homework

- Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
- Except for reading, homework at the elementary level shall not be assigned over weekends or holidays.
- At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
- Below are the time limits for elementary homework:
  - ✓ K-1 no more than 30 minutes of homework per night (reading included)
  - ✓ 2-3 no more than 45 minutes of homework per night (reading included)
  - ✓ 4-5 no more than 60 minutes of homework per night (reading included)
- Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks should not require significant assistance from families or the purchase of materials.
- Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.
- More information on our district’s Homework Policy can be found [here](#).



## Lost Items

- All articles of clothing, lunches, and other personal property should be clearly marked with your child's name and grade.
- If your child is missing something, he/she should check the classroom first and then the Lost and Found located at the front of the MPR.
- Leftover items are given to charity throughout the year, so please make sure to check as soon as an item is missing.

## MEDICAL RELATED: Illness/Injury

- If a child becomes ill or injured at school, a parent/guardian or other adult authorized on the emergency card will be notified.
- If medical attention is needed and an authorized adult cannot be reached, the child will be taken to the physician listed on the emergency card.
- It is vital that information on this card be kept current.

## Medications

- Medications at school are regulated by California Education Code Section 49423.
- This code states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives *both* of the following:
  1. Written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
  2. Written statement from the parent/guardian or the pupil indicating the desire that the school district assist the pupil in the matters set forth by the physician's statement.

The **Medication During School Hours Form** is available [here](#).

- If you have a child with a medical problem who could be endangered by common communicable diseases, (such as chicken pox, streptococcus infections, etc.), please alert the classroom teacher and/or the health educator so we can notify you if such diseases occur.

## Life Threatening Medical Problems

If your child has a medical problem that might result in a life-threatening emergency situation at school (i.e. cardiac disorders, diabetes, severe asthma, severe allergic reactions to insects or food, or other miscellaneous life-threatening conditions), a separate form needs to be completed by the parent/guardian and returned to school. If it is a condition that may require medication, a form will need to be signed by the student's doctor. Please peruse this district link for important information and forms [here](#).

## Immunizations

Immunizations are required by law. Students cannot attend school without specified immunizations. More information can be found [here](#).

## Food and Food Allergies

- Children with nut and/or dairy allergies are asked to sit at a designated nut/dairy-free table in the MPR. Each child can bring one friend to the table whose lunch must also be nut/dairy-free.
- Students should never share food.
- A NOTE ABOUT BIRTHDAYS: **We do not allow snacks or treats for birthdays.** Please either purchase a book for the classroom library on behalf of your child, or if you would like to provide something to each classmate you can purchase items like pencils, trinkets or toys that will not be disruptive to the classroom. Thank you!

## PARENT GROUPS:

### Parent Teacher Association (PTA)

- The PTA hosts a variety of events in order to fulfill their mission of creating a strong school community. We encourage you to participate in as many of these events as possible!
- PTA membership is open to parents, guardians, relatives, teachers and friends of Bollinger students. Meetings are on the 3<sup>rd</sup> Thursday of every month at 9:30am at Kid's Country.
- Families can join the PTA at any time.
- More information about our organization can be found [here](#).

### The Bulldog Fund

- While the PTA works to build family connections, The Bulldog Fund works to raise money for a number of programs that are not covered by state or district funding.
- These fund-raising events also build community. It's a win-win to participate!
- Bulldog Fund meetings are open to all and occur on the 2<sup>nd</sup> Tuesday of every month at 6:30pm in the school's staff room.
- Please visit [our website](#) to see the people and programs that are paid for by the Bulldog Fund.

### School Site Council

- The School Site Council is made up of elected parents and staff members.
- It is a committee that informs school decisions based on studying data and setting goals for improvement in such areas as student achievement, school climate and improved attendance.
- Site Council meetings are 6 times a year at 3pm on various Thursdays.
- [Here](#) is a link to the Site Council website.

## VOLUNTEERING AND CHAPERONING:

- Adult family members are an integral part of our school community and help in a variety of ways such as room parent, classroom/library/office volunteer and field trip driver.
- If you would like to participate in this capacity, all adults need to apply through our district's Volunteer Management System (VMS) through this website: [www.beamentor.org/linkpages/mentorasp/specialprojects/srvusd/](http://www.beamentor.org/linkpages/mentorasp/specialprojects/srvusd/)
- There are three levels of clearance depending on the activity you would like to participate in.
- Once you have been cleared it applies to all children at all school sites.
- You can learn more [here](#).

# SAFETY AND DISCIPLINE:

## Social and Emotional Safety

- Students cannot learn unless they feel safe. Our school has adopted a Positive Behavior Support (PBS) program which includes three simple rules: **Be Safe, Be Respectful, Be Responsible**. All actions and behaviors fall under the umbrella of these simple guidelines and it is our expectation that students act in these ways at all times. Students are given “Bulldog Bucks” for demonstrating good behavior and can earn a variety of other rewards either through classroom-specific systems or school-wide systems such as our PBS stamps, prize box and extra recess.
- We also follow protocols to allow students to learn from their mistakes. These include Think About It Sheets to reflect on choices, Restorative Justice practices to mend relationships and office referral forms when behavior choices go beyond the scope of what is appropriate in the classroom and on the playground.
- It is important we collaborate with families to help our young students learn appropriate behaviors, teach them ways to correct behavior in the future, and understand the need for consequences should their behavior warrant. We thank you in advance for your support of our social and emotional safety systems!
- If you believe your child is under a repeated threat at school, it is important you let your teacher know immediately. If you believe the issue has not been resolved, you should contact the principal. You can also fill out a formal report [here](#).

## Physical Safety

- We are a **“hands to yourself”** school. Pushing, kicking and other forms of physical interaction will not be tolerated.
- Drills: We have regularly scheduled safety drills to prepare for emergencies such as fire, earthquake, shelter-in-place, lockout, lockdown and disasters. Drills are required by law and prepare both students and staff for a variety of events.

## In the Event of a Disaster

- Our staff is prepared to follow state, county, city and district guidelines should there be a disaster on campus. In the event of a disaster, we will follow Student Release procedures to allow students to go home with their families.
- Please wait for communication from the school or district before trying to pick up your students. As with regular protocols, no adults will be allowed on campus without following proper procedures.
- All student releases must be documented for legal purposes and it will take us time to get organized.
- Our current system has us releasing students from the fire lane leading to the blacktop where you will check in with a team of our staff.
  - This team (called Student Release) will check your identification, confirm that you are allowed to pick up the children you are asking for and ask for a signature.
  - Please note: we will only release children to adults who are listed on a child’s ‘emergency release’ paperwork through our Infinite Campus/[Parent Portal](#) system.

- We will have staff ‘runners’ who will move between the Student Release Team and our Student Supervision Team who will get your child and release them to you.
- Our goal will be to release students as quickly as possible, but with almost 500 students on campus and required documentation, it will be important that families are patient and collaborative so we can get the job done as quickly as possible.

## Discipline Steps for Most Cases

- Level 1 - A warning, restatement of school rules, conflict resolution with peer(s) and/or Think About It Sheet. Parents are not notified at this level.
- Level 2 - Think About It Sheet and/or conflict resolution with peer(s), notification of parents, possible Behavior Chart, possible parent conference, loss of privilege.
- Level 3 - Notification of parents, increase in loss of privilege or partial loss of recess, behavior chart or contract, referral to principal, possible referral to Student Study Team (SST), SCIP counselor or School Psychologist.
- Level 4 - Parent conference, increased behavior contract, and increase in Level 3 loss of privilege, referral to principal.

### Consequences:

Students are expected to follow all school rules to ensure a safe, respectful, and responsible environment in which to learn. Various strategies will be utilized by teachers, supervisors, and administrators to remediate inappropriate behavior.

Example consequences that may be used when school rules have been violated include:

- Denial of a Privilege:** Lost privileges may include loss of playtime during recess, time out, exclusion from classroom activities, assemblies or field trips, etc.
- Individual Assignment:** Students can be asked to complete a written assignment related to the infraction.
- Community Service:** Students may be asked to pick up trash around the school (gloves are provided) and/or any other community service assigned by an administrator.
- Parent Contact:** Phone calls, letters and/or conferences will be utilized to inform parents of concerns and possible solutions. It is expected that parents will discuss the problem with his/her child and institute a consequence at home when appropriate. Written notices are to be signed by the parent/guardian and returned the following day in order to avoid an additional consequence.
- Bench time:** Students will be assigned to bench time during recess, lunch recess, or remain after school for a specified amount of time.
- Suspension:** Please see Comprehensive School Safety Plan for suspension information [here](#).
- Restitution:** Students who lose or willfully deface, destroy, or steal school property (texts, library books, etc.) or property of others, may be expected to clean up, repair, replace, and/or pay for the item(s) involved.

## Playground Rules

1. **SAFETY FIRST!** Use common sense when playing. If you think you or someone else might get hurt, do not continue to play in that manner.

2. Students are expected to be courteous with adults and other students. Inappropriate language is not permitted on our campus.
3. Students are to play in a safe manner with all playground equipment.
4. During school hours, the community is not allowed at the park.

### Play Structures

1. Play with **SAFETY** in mind at all times.
2. Students always walk in the play structure areas.
3. Tag games are prohibited in and around play structures.
4. Students never throw tan bark.

### Swings



1. Students face the blacktop while swinging.
2. Students swing in a forward and backward direction.
3. One student on a swing at a time.
4. Remain seated while on the swing.
5. Students waiting for a swing: Line up a safe distance behind one of the swings.
6. After 50 swings (back and forth) students must let the next person in line have the swing.
8. Students do not jump off when dismounting.
9. Students do not run under the swings.



### Slides

1. One person at a time on a slide.
2. Stand clear of the slide and do not climb on the supporting legs of the slide.
3. When sliding down, sit up and face forward.
4. Stay away from the slide when people are sliding down.
5. Do not stand on top of the slide.
6. Students will not climb up the slide.

### Grass Area

1. Students must stay in sight of an adult supervisor at all times.
2. The bleachers are off limits during school hours.
3. Students do not play in or behind the white trailer or in the trees at the edges of the playground.
5. Body-contact games are prohibited (wrestling, for example).
6. Cooperate with your friends. If a conflict arises, attempt to resolve the situation with a compromise. If you are unsuccessful, find an adult to help you.

## BEHAVIORS AROUND THE SCHOOL

### In the Courtyard Area

1. Students are to walk on cement pathways.

### In the Restrooms

1. Three students maximum in the restroom at one time. Wait outside on a paw or return to class if there are already three students.
2. Flush your toilet.

3. Wash hands thoroughly.
4. Keep floors dry to prevent slipping hazard.



### In the MPR

1. Students sit at assigned tables.
2. Students talk in quiet voices.
3. Students throw away all trash.
4. Each table will be assigned 2 weekly table monitors by the classroom teacher. Table monitors are responsible for cleaning the tables and sweeping the floor.
5. Students will demonstrate good table manners during lunch and remain seated until dismissed by lunch staff.
6. Students will follow the directions of adults.

### Lunchtime Routines – Playground

#### 1<sup>st</sup> and 2<sup>nd</sup> Grade Lunch

- Eat from 11:00 – 11:15
- Recess from 11:15 – 11:40
- Instruction starts at 11:45

#### 3<sup>rd</sup> – 5<sup>th</sup> Grade Lunch

- Eat from 11:45 – 12
- Recess from 12:00 – 12:25
- Instruction starts at 12:30

1. Students will go to the playground after eating lunch.
2. One minute before the end of recess, an adult will blow a whistle and all students will stop their activity.
3. Students who have equipment (jump ropes, hoola hoops, balls, etc.) will carry that equipment to the equipment cart then head to their class line. All other students will walk directly to line.
4. Teachers who deem you to be tardy to line will follow up with class consequences.

## **Prohibited Items**

Items not needed for learning are a distraction and should remain at home. Examples include toys, stuffed animals, trinkets, electronic games and/or skateboards. Knives or objects which are potentially dangerous are prohibited by state law and can result in suspension.

## **The Social Skills of Sportsmanship**

- Smile
- Be positive
- Be honest and avoid lying
- Play fair and avoid cheating
- Play by the agreed upon rules
- Cooperate with others
- Try your best
- Use words to resolve conflicts. Yelling, name-calling, put downs, shoving or hitting are hurtful actions. If you need more help, find an adult.
- Be a gracious winner (e.g., say “Thanks for playing with me.”)
- Be a graceful loser (e.g., say “Good game.”)

- If you are a good sport, you and your friends will have fun playing together.
- If you are not a good sport, other children won't want to play with you. They might think that you are trying to cheat to win or are mean or angry.
- Remember, it's only a game. The most important thing is that everyone has fun!

## Schedules

We have a variety of schedules at school. There is a separate schedule for Kindergarten, early/late reading for 1<sup>st</sup> grade, regular days, minimum days and adjusted Wednesdays. It can be confusing and will take some extra planning. Please see our school's bell schedule [here](#).

## Special Programs

### Art and Music

Art lessons are taught weekly by classroom teachers. We are currently looking to hire an Art Instructional Assistant, funded by our Bulldog Fund. If you are interested, please contact Christine Offerman.

Our Bulldog Fund funds 12 weeks of general music instruction and a performance for each grade level in addition to chorus and recorders.

A district-sponsored instrumental music program is offered to fourth and fifth graders. Students can choose to play a string instrument such as violin, viola, cello or a band instrument such as flute, clarinet, saxophone, trumpet, trombone or percussion. Both Beginning and Advanced classes are offered. This program supports the development of the SRVUSD middle and high school music programs by offering elementary students the opportunity to develop skills and to perform before an audience.

### English Language Development (ELD) Program

The ELD program assists children whose primary language is not English. Children in the ELD program receive instruction within the classroom and/or with a specialist until it is determined by multiple measures that the student no longer needs services. These measures include scores on the ELPAC (<https://www.elpac.org/>), report card grades and teacher input.

### Gifted and Talented Program (GATE)

The Gifted and Talented Education Program in the SRVUSD is purposefully integrated into the regular classroom program. These students are challenged through appropriate enrichment and critical thinking skills activities. Please see more information [here](#).

### Library/Media Center

The library/media center is an integral part of our school. The library is staffed by a Library Media Coordinator (partially funded by The Bulldog Fund) and parent volunteers. Students visit the library weekly and have an opportunity to select from a wide variety of books for checkout. The Library Media Coordinator guides students in their efforts to find great books and useful resources. Students are taught research skills, development of students reading interests, and instruction on information literacy. Here is a link to more about our library:

[https://bces-srvusd-ca.schoolloop.com/pf4/cms2/view\\_page?d=x&group\\_id=1605169633111&vdid=i2Og2n91tjil](https://bces-srvusd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1605169633111&vdid=i2Og2n91tjil)

## **Rainbow Room and Counseling through The Discovery Center**

The Rainbow Room and Discovery Center projects use small-group and one-on-one sessions with children to teach empathy, problem solving and emotional management, and generally promote school adjustment. These social skills are building blocks for future relationships, boosting self-esteem, helping teach self-control, and making children feel more confident in their surroundings and in their interactions with others. Some reasons children may benefit from these supports include new school adjustment issues, academic pressures, peer pressure, extreme shyness, and family issues. Here is a link about the counseling provided through The Discovery Center:

<http://www.discoveryctr.net/programs/schoolbasedcounseling.html>

[Here](#) is a link about the Rainbow Room.

## **Special Day Class Program**

Our school hosts a specialized program for students in TK through 5th grade. Special Day Classes support students who require intensive services and modified instruction.

## **The Student Support Team (SST)**

The Student Support Team (SST) includes administrators, parents, teachers and support personnel who meet to discuss referrals of students who are having difficulty academically or behaviorally. The team documents student history, family information and areas of concern to be addressed. The team then works collaboratively to develop an action plan to address specific concerns. Students can be referred to the SST team by either teachers or parents.

# **Support Personnel**

## **Resource Specialist**

The Resource Specialist Program (RSP) is designed to provide identification, assessment, and instructional planning including individualized and small group instruction for students with special educational needs. A Resource Specialist is assigned to Bollinger Canyon to assist students with identified learning needs. This specialist observes students, diagnoses difficulties, and coordinates referrals for special education services. The Resource Specialist will assist the classroom teacher in modifying the classroom curriculum to meet the needs of special education students. The Resource Specialist may also work with these students on a one-to-one and/or small group basis when such instruction is appropriate.

## **Speech and Language Pathologist**

Speech and language therapy is provided at Bollinger Canyon School for students who have diagnosed difficulty with verbal skills. Students are referred to the Speech Therapist for articulation difficulties, stuttering, immature speech patterns, hearing difficulties, and specific language challenges. Following an evaluation and notification of parents, eligible students are enrolled in individual or small group sessions for speech therapy.

## **School Nurse**

Our nurse handles the following:

1. Emergency cases where seriousness warrants.
2. Assist teachers with health education at all grade levels.
3. Work with teachers to discuss health problems and assist teachers to help children with health problems.



4. Make home contacts when the situation warrants.
5. Provide hearing and vision screening for designated students.

### **Psychologist**

The school psychologist works with students, teachers, parents, and various community agencies. Individual counseling and psychological testing are provided to students in need of such services as identified by education code. The psychologist oversees the intern from The Discovery Center.

### **Other Services**

When deemed necessary, and as determined by the IEP team, related services may be provided to the student in his/her placement. These may include but are not limited to: speech/language therapy, adapted P.E., counseling, occupational therapy, physical therapy, and home/hospital instruction.

## **Technology Use and Policies**

**Acceptable Use of Electronic Communication:** As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. The below information serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

**Cyber Bullying:** Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

**Inappropriate Use of Technology:** The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may

be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

**Consequences - Inappropriate Use of Technology:** Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension.

\*\*\* Education Codes 48900.4 “Harassment, threats, or intimidation creating an intimidating or hostile educational environment”

\*\*\*Education Code 48900 (k) “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties”

\*\*\*Education Code 48900 (i) “Committed an obscene act or engaged in habitual profanity or vulgarity

\*\*\* Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”

### **ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT**

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the bully.
- Clearly tell the bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the bully’s parents.
- Contact the police.

## Videos/Photos of Students

- Many students have privacy restrictions. Do not take photos or videos of students without their families' permission and never post photos or videos of other children online or on social media.

## Visiting Our Campus

- The safety of our community is paramount, so measures must be taken to ensure it:
- You must sign in at the office before visiting campus in any capacity, no matter how short the visit. It is IMPERATIVE that family members interested in visiting campus register and clear themselves through our [Volunteer Management System](#) at [srvusd.net](#).
- All adults must be pre-approved (see section "Volunteering and Chaperoning" above) for chaperoning and field trips.
- All visits must be pre-approved and pre-scheduled with 36-hours notice. Staff will not take impromptu appointments or visits, so please call to schedule these ahead of time.
- Students from other campuses may not visit during school hours unless already volunteering under a pre-planned arrangement.