

# Bollinger Canyon Elementary School

## Student/Parent Handbook 2018-2019



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August 2018

Dear Bollinger Canyon Community,

I am excited to welcome you to the '18-'19 school year! We will be embarking on a new chapter as I start my first year as your principal, but I do so with pride, excitement and an unconditional commitment to making sure this is a successful year for our entire community.

Our handbook is your one-stop-shop for everything school related! If there is a question you cannot find an answer to, please reach out and we will find you an answer. It is our highest priority that families are informed and feel 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

**Website:** <http://bces-srvusd-ca.schoolloop.com/>

Follow us on **Twitter:** @BCEbulldogs

**Kid's Country:** Site Director: Celina Ng. Phone: 925-552-4481. Website:  
<http://kidscountry.org/>

## Staff

**Office Manager:** Cheryl Reeves

**Office Assistant:** Karen Morelli

**Custodial Staff:** Ricardo Alvarez and Bobin Lal

**Teachers on Special Assignment (TSA's):** Kelsey Loecher, Stacie Yaeger

**Kindergarten:** Denise Kretzinger, Laura Hatheway/Cristy Schaad

**Kinder/1<sup>st</sup> Grade Combo:** Emma Gehrman

**1<sup>st</sup> Grade:** Devinee Harper, Karen Hoskins

**2<sup>nd</sup> Grade:** Darren Day, Eileen Healey, Luci Choi/Barbara Kennison

**3<sup>rd</sup> Grade:** Kristine Banis, Doris Barbour, Kelly Hoffmann, Stacey Peterson

**4<sup>th</sup> Grade:** Michele Ludwig, Karen Walton

**4/5 Combo:** Linda Venturino

**5<sup>th</sup> Grade:** Brenda Akey, Lauren Williamson, Deanna Zappia

**Physical Education:** Brian Bonilla

**Science:** Kim Lawrence (Grades 4 -5) and Kaci Piona (Grades 1 - 3)

**Music:** Moriah Bishop

**Library:** Katrina Deliramich

**Pre-school:** Elizabeth Fassbinder and Sandra Webb

**Room 401 - TK/K:** Dominique Bolger

**Room 409 - 1<sup>st</sup> Grade:** Sarah Steele

**Room 408 - 2<sup>nd</sup>/3<sup>rd</sup> Grade:** Tyler Rosecrans

**Room 410 - 4<sup>th</sup>/5<sup>th</sup> Grade:** Lisa Jones

## 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 9:40 a.m.

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. Excessive illnesses, tardies, or continued unexcused absences will result in a hearing with the School Attendance and Review Board (SARB).

## 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 for pick-up. There is no supervision on the playground, as all students are expected to leave as soon as the bell rings.

## Tardies

### Emotional Consequences:

- Students who are often late suffer emotional consequences such as feeling rushed, left out and embarrassed. These students also tend to fall behind in school work.
- However, students who are on time arrive ready to learn, are able to participate in important beginning-of-the-day announcements and are prepared to get started with activities along with their peers.
- Sometimes tardiness is due to lack of sleep. Sleep is so important for developing brains and our early start time will require earlier bed times. Please make sure your student is going to bed early so they are able to wake up early. Here is a [sample chart](#) of sleep hours for children.

### 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.

## Independent Study Contracts

- Independent Study Contracts are for students who will miss 5 or more days for a non-medical reason.

- You must pick up an Independent Study Request Form from Karen Morelli in our office.
- 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.*

## Buying Lunch in the Cafeteria

- Our school cafeteria serves a hot lunch daily that includes various main entrée choices. Lunch, including milk, costs \$4.25 per day. Milk is available separately for \$.50 per carton. The cafeteria may also offer different ala carte items daily (such as orange juice, chips, cookies, etc.) for \$.50 cents each. Please note costs are subject to change prior to the start of the school year.
- Information about our district's lunch program can be found here: <https://www.srvusd.net/lunchmenus>
- Free and reduced lunches are available for those who qualify. A form needs to be completed by families and can be obtained through your child's Infinite Campus Portal. This information is kept confidential.
- Bollinger Canyon has a computerized system for purchasing meals called SchoolCafe'. Here is the website for more information: <https://tinyurl.com/y98wccfr>
- Please see the above guide for how to pay for meals, lunch menus and nutrition information.

## Car Pick Up and Drop Off Procedures

- 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.
- Do not pass other vehicles to pull in front of them to pick up your child.
- Once your child is in your vehicle, pull carefully out and around waiting vehicles to exit 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 from 1 – 4 p.m. 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 for the queue to progress into 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.
- 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: <http://www.bes.srvusd.k12.ca.us/staffdirectory>.
- **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: [http://www.bes.srvusd.k12.ca.us/cms/page\\_view?d=x&piid=&vpid=1494661084452](http://www.bes.srvusd.k12.ca.us/cms/page_view?d=x&piid=&vpid=1494661084452).
- We use a program called Messenger to send 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: <http://www.bes.srvusd.k12.ca.us/>
- 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](#).
- **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 \(NGSS\)](#). We will be piloting science materials during the Spring of 2019, with an eventual adoption in Fall 2019.

## Dress Code

Dress and grooming affect the learning environment. Families are responsible for making sure our young students are groomed and dressed appropriately. Below are our district's guidelines:

1. All students' apparel should be clean, neat and not hazardous to anyone's safety.
2. Halter tops, midriff shirts, midriff blouses, see-through tops, sleeveless undershirts and muscle shirts are inappropriate school attire.
3. Shorts and skirts no shorter than the length of the fingers extended straight down one's side (the fingertip rule) are fine. Cut-offs and torn clothing are not appropriate.
4. No accessory or clothing should cause disruption to teaching or learning, i.e., inappropriate wording, dyed hair, tattoos, heavy chains.
5. Hats and caps may not be worn inside the building.
6. Close-toed shoes should be worn at all times. No flip-flops are allowed.

## Emergency Information

- Emergency information must be on file in the office for all students attending our school.
- 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 cancelled 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.

## Forgotten Items at Home

- It is a disruption to our office when forgotten items are brought to school.
- It is important for our young students to learn the consequences of forgetting lunches/homework/projects and in turn develop their independence by remembering to bring those items.
- Please bring forgotten items in emergencies only. If a student has a forgotten lunch they can either buy a hot lunch (see "Buying..." above), or an adult can bring one to school, sign in as a visitor in the office, take the lunch to the MPR and sign back out in the visitor log.
- It is the expectation that students bring their lunch with them to school. We would prefer that parents do not drop off daily lunches.



## 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:  
<https://www.srvusd.net/homeworkpolicy>

## 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 in 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: <https://www.srvusd.net/health>

- 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: <https://www.srvusd.net/health>

## Immunizations

Immunizations are required by law. Students cannot attend school without specified immunizations.

## 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.
- Classroom snacks must always be nut free.
- Birthday acknowledgements should be non-food items only (pencils, books, other inexpensive toys/gifts).
- Homemade food should not be provided for celebrations – it should be commercially pre-packaged or professionally prepared for safety and sanitation purposes.

## **PARENT GROUPS:**

### **Parent Teacher Association**

- Our organization 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.
- Families can join the PTA at any time.
- More information about our organization can be found here:  
<http://www.bes.srvusd.k12.ca.us/PTA>

### **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!
- Please visit our website to see the people and programs that are paid for by the Bulldog Fund: <http://www.bes.srvusd.k12.ca.us/ed-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.

Here is a link to more information: <http://www.bes.srvusd.k12.ca.us/sitecouncil>

## **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: <http://www.srvusd.k12.ca.us/parents/volunteers>

**Everyone must sign in at the office to get a visitor badge before going to a volunteer assignment on campus. This enables us to reach you in case of an emergency and to monitor visitors on campus.**

# 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 t-shirt, t-shirt stamps and extra recess.
- We also follow protocols to allow students to learn from their mistakes. These include Think About It Sheets to reflect on poor choices, Restorative Justice practices to resolve conflict with peers 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 that we work collaboratively 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 them. 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:  
<https://www.srvusd.net/antibullying>

## Physical Safety

- We are a ***“hands to yourself”*** school. Tagging, pushing, kicking and other forms of physical interaction will not be tolerated.
- This year we will be implementing a school-wide Disaster Drill in addition to our regularly scheduled fire, earthquake, shelter-in-place and lockdown drills. This Disaster Drill will include teacher teams such as First Aid and Student Release, pretend injured students and family pick-up scenarios. The intention behind this drill is to prepare both students and staff for what it might be like if we had to remain on campus for multiple hours due to a major disaster.

## 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, 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:

- a. Denial of a Privilege: Lost privileges may include loss of playtime during recess, time out, exclusion from classroom activities, assemblies, or field trips, etc.
- b. Individual Assignment: Students can be asked to complete a written assignment related to the infraction.
- c. 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.
- d. 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.
- e. Bench time: Students will be assigned to bench time during recess, lunch recess, or remain after school for a specified amount of time.
- f. Suspension: Please see Comprehensive School Safety Plan for suspension information: <https://tinyurl.com/y7vw8dz6>
- g. 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.

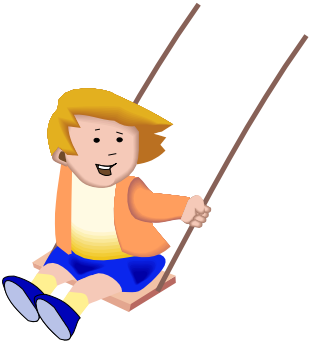
## **Playground Rules to Read with Your Child**

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 on and with all playground equipment.
4. During non-school hours, the Bollinger Canyon playground is a public park, but when school is in session, only Bollinger Canyon students are allowed on the playground.

## Play Structures

1. Play with **SAFETY** in mind at all times.
2. Students are to always walk in the play structure areas. Students who run will be asked to leave the area.
3. No tag games are allowed in the play structure areas.
4. Students are forbidden to throw tan bark or any other inappropriate objects.

## Swings



1. Students should face the blacktop while swinging.
2. Students may only swing in a forward and backward direction.
3. Only one student may be on a swing at a time.
4. Students must remain seated while on the swing.
5. Students waiting for a swing should 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.
7. Students are not to throw the swing up over the pole to shorten the length of the swing.
8. Students are not to jump off the swings when dismounting.
9. Students should not run under the swings.



## Slides

1. Only one person at a time on a slide.
2. Always stand clear of the slide and do not climb on the supporting legs of the slide.
3. When sliding down, sit up with arms and legs inside the slide and **ALWAYS** facing forward.
4. Stay away from the slide when people are sliding down.
5. Do not stand on top of the slide.
6. Do not climb **UP** the slide.

## Grass Area

1. Students must stay in sight of an adult supervisor at all times.
2. The bleachers on the park playing field are off limits to students during lunch and recess.
3. Students are not to pet any animals that may live next to the school. This is a safety issue.
4. Students are not to play in or behind the white trailer or in the trees at the edges of the playground.
5. No body-contact games are allowed (football, wrestling, etc.)
6. Cooperate with each other at all times. If a conflict arises, attempt to resolve the situation with a compromise. If you are unsuccessful, walk away and find an adult to help you use conflict resolution.

## BEHAVIORS AROUND THE SCHOOL

### In the Restrooms

1. The restrooms are not for playing.

2. Locks are provided on doors so there can be privacy. No one is to lock doors and climb out.
3. Place towels in waste cans, not in sinks or elsewhere.
4. Please keep floors clean and dry.
5. Always flush the toilet.



### In the Cafeteria

1. Students will enter the lunchroom, get their food and sit at their assigned lunch tables.
2. Students will talk in quiet voices while in the cafeteria.
3. Students are responsible for throwing away **ALL** of their trash in the appropriate containers. *It is not the responsibility of the table monitors to clean up other students' 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 the classroom teacher arrives to pick them up.
6. Students should respect and obey all noon-duty supervisors.

### In the Courtyard Areas

1. Students are to walk on the cement pathways.
2. Students are not to walk on the lawns located throughout the courtyards.
3. The courtyard areas are off limits during lunch and recess.
4. Food is not allowed in the courtyard areas.
5. All balls should be carried to the blacktop/field for bouncing.

### Lunchtime Routines - Playground

1. Students will report to the playground after eating lunch in the MPR.
2. At the end of recess, the playground supervisor will blow a whistle. All students will immediately stop their activity, come down from any play structure and drop to one knee.
3. The playground supervisor will blow a whistle again and all students will walk to their respective grade level lines.  
Students will walk to the cafeteria or back to their classroom.

## Prohibited Items

Items not needed for learning are a distraction and should remain at home. Examples include toys, stuffed animals, trinkets, electronic games and skateboards. Knives or objects which are potentially dangerous are prohibited by state law and will 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 the other children will have fun playing together.
- If you are a poor 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 the top left side of our website for a link to all schedules and/or individual links to each schedule. <http://www.bes.srvusd.k12.ca.us/>

## Special Programs

### The Arts and Instrumental Music

Our Bulldog Fund supports visual and performing arts for each of our classes. Each class in the school participates in directed art lessons taught by an art teacher. Students learn basic principles of art such as line, shadows, colors, etc. We have performing arts for 1<sup>st</sup> through 5<sup>th</sup> grade students, classroom music for kindergarten, a chorus for 4<sup>th</sup>/5<sup>th</sup> grade and clay art for 5<sup>th</sup> grade.

A district-sponsored instrumental music program is offered to fourth and fifth graders. 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 interested in music the opportunity to develop skills and to perform before an audience.

### Center for Early Intervention of Autism (CEIA)

Our school hosts the CEIA program. It is a program for students with autism who are in need of specialized services and are not yet in kindergarten.

### 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. GATE-identified students are “clustered” at grades 3 – 5. These students are challenged through appropriate enrichment and critical thinking skills activities. Leadership roles are encouraged, when appropriate, in the classroom and in Leadership activities.



A school/parent Advisory Committee helps organize onsite enrichment programs. Please see this link for more information: <https://tinyurl.com/y7adfwcq>

### **Library/Media Center**

The library/media center is an integral part of our school. The library is staffed by a library assistant (funded jointly by the district and 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. Students are encouraged to bring home their selections to share with you. Any help you can provide in the care and return of materials will be appreciated. Reference books and encyclopedias are not available for checkout. We also have a Parent Library with many titles. We would be pleased to have you drop by the library and check one out! Here is a link to more about our library: <http://bces-srvusd-ca.admin.schoolloop.com/bollingerlibrary>

### **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:

<http://www.bes.srvusd.k12.ca.us/specialinterventionprograms>

### **Special Day Class Program**

Our school hosts a specialized program for students in preschool 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 once a week 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**

We have the service of a school nurse one day per week. The duties include the following:

1. Handle 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.

### **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.
- 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.