

LOUIS BOHN ELEMENTARY SCHOOL



Student-Parent Handbook 2019-2020

350 E. Mt. Diablo Avenue
Tracy, CA 95376
(209) 830-3300
<https://bohn.tracy.k12.ca.us/>

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BOHN ELEMENTARY SCHOOL

350 East Mt. Diablo Avenue
Tracy, CA 95376
Phone: (209) 830-3300
Hours: 8:00 A.M. to 4:30 P.M.
Principal – Kelly Patchen
Assistant Principal – Hilary Sowers

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave Phone: (209) 830-3200
Hours: 8:00 A.M. to 5:00 P.M.
Open all year with the exception of usually holidays

DISTRICT PERSONNEL & ADMINISTRATION

Superintendent – Dr. Brian Stephens 830-3200
Assistant Superintendent, Business Services – Dr. Casey Goodall 830-3230
Assistant Superintendent, Educational Services – Dr. Sheila Harrison 830-3201
Assistant Superintendent, Human Resources – Mrs. Tammy Jalique 830-3260
Director of Alternative Programs – Mrs. Julianna Stocking 830-3210
Director of Curriculum & Accountability – Ms. Tania Salina 830-830-3275
Director of Food Services – Mrs. Lois McDaniel 830-3255
Director of Human Resources – Mrs. Tamara Ferrario 830-3260
Director of Special Education – Ms. Tammy Jalique 830-3270
Director of Staff Development – Mrs. Melissa Beattie 830-3232
Director of Student Services – Mr. Rob Pecot 830-3280
Director of Transportation – Mr. Anthony Flores 830-3216
Coordinator of Health Services – Ms. Erica Contreras 830-3241

GOVERNING BOARD MEMBERS

Mr. Steve Abercrombie - President
Mr. Brian Pekari – Vice President
Ms. Jill Costa– Board Clerk
Mr. Ameni Alexaner – Board Member
Ms. Simran Kaur – Board Member
Ms. Lori Souza – Board Member
Mr. Jeremy Silcox – Board Member

LOUIS BOHN ELEMENTARY SCHOOL

“The mission of Louis Bohn Elementary School is to motivate and prepare our students to always work toward their highest potential; be positive and productive citizens; and take pride in being Bohn Sharks.”

Vision Statement

The Louis Bohn Elementary School includes children, teachers, staff, families, and the community of Tracy who shall take part and support the education of our youth. The goal of Louis Bohn School is to prepare each student as an independent, motivated learner who possesses the skills and values necessary to become a productive, successful, and caring citizen of the 21st century.

Students at Louis Bohn School take an active part in making educational choices to develop their individual strengths and interests. By assuming responsibility for their own learning and actions, students will become self-reliant and committed to personal excellence. By recognizing the talents and contributions of others, students will develop cooperation and service to others.

- Teachers and support staff will provide these essential elements for learning:
- High academic expectations
- A safe learning environment
- A strong literacy program
- Opportunities for participatory projects and discussion
- Timely, on-going interventions for at-risk learners
- Instruction in the use of current technological tools
- A strong partnership between home and school
- Role models for good citizenship and guidance

In such a nurturing and dynamic setting, each student will be prepared for the future.

School Mascot: Sharks

School Colors: Purple & White

Show your spirit on Friday by wearing your school colors or Spirit Wear!

The Louis Bohn Team 2018-2019

Kindergarten

Shelly Morris
Kimberly Smith
Leslie Wilkinson

First Grade

Michelle Collins
Becky Jones
Edith Trejo

K/1 SDC

Nancy Sandoval

Second Grade

Amanda Bailey
Tina Brown
Jennifer Delucchi

Third Grade

Tuesday Casados
Serena Craft
Miranda Mehlhaff
Tracy Stutz

2/3/4 SDC

Leila Miranda

Fourth Grade

Dave Foxworth
Kathy Leles

Fifth Grade

Corey Bishop
Don Goreham

4/5 SDC

Ava McAllister

RSP Teacher

Deb Selig-Reynolds

Principal

Kelly Patchen

Assistant Principal

Hilary Sowers

Secretary

Guadalupe Navarrete

Attendance Clerk

Rosa Ortiz

Psychologist

Sandra Conover

Speech & Language Pathologist

Caryn Lake

P.E.

Jill Toepfer

Music

Loralyn Cordova

Custodial Staff

Jeremy Walton & Troy Thomas

Supervision Staff

Martha Arribeno, Pabla Nunez,
Carmen Serrato, and TBD

Paraprofessionals

Mary Bitzer, Shaheida Buksh, Rebeca Cedillo,
Diane Crawford, Cheryl Gaydosh, Gayle Geiser,
Teresa Laurella, Michelle Macon, Chiara Marino,
Pam Mears, Elidia Molina, Mary Raya,
Nicola Roberts, Elena Sanchez, Carmen Serrato,
Cindy Souza, Trista Winn, and TBD

Library Tech

Arlene Meyers

Cafeteria

Phalla Pel
Denise Okubo

School Hours: Bell Schedules 2018-2019

***Special Note to Parents - For your child's safety, please do not allow him/her to arrive at school before 8:00 a.m. No Supervision will be available and safety is our top priority – thank you!

FULL DAY SCHEDULE TUESDAY – FRIDAY	EARLY RELEASE MONDAY SCHEDULE		MINIMUM DAY SCHEDULE	
	1:30 pm DISMISSAL		12:30 pm DISMISSAL	
<u>KINDERGARTEN</u> A.M. 8:00-11:31 lunch 11:31-11:45 P.M. 11:45-3:16 lunch 11:20-11:45	<u>KINDERGARTEN</u> A.M. 8:00-10:45 lunch 10:45-11:00 P.M. 10:45-1:30 lunch 10:30-10:45		<u>KINDERGARTEN</u> <i>A.M. and P.M. classes attend morning session from 8:00-11:31 the following days: 10/12, 10/24, 10/25, 10/26, 2/8, 5/17, 5/24</i>	
<i>Minimum Dates for 2019-2020 are 10/11, 10/23, 10/24, 10/25, 2/7, 5/15, 5/22</i>				
<u>GRADES 1-3</u> 8:27 Warning Bell 8:30 School Day Begins 8:30-9:51 Instructional Time 9:51-10:05 Recess - 1st/2 nd 10:05-11:30 Instructional Time 1st 10:05-11:40 Instructional Time 2nd 10:16-10:30 Recess - 3rd Grade 10:30-11:50 Instructional Time 3rd 11:30-11:55 1st Grade Lunch 1st Grade Lunch 11:55-12:10 Recess 11:40-12:05 2nd Grade Lunch 2nd Grade Lunch 12:05-12:20 Recess 11:50-12:15 3rd Grade Lunch 3rd Grade Lunch 12:15-12:30 Recess 1st Grade Instructional Time 2nd Grade Instructional Time 3rd Grade Instructional Time 2:30 Dismissal	<u>GRADES 1-3</u> 8:27 Warning Bell 8:30 School Day Begins 8:30-9:50 Instructional Time 9:51- 10:05 Recess - 1st/2nd 10:05-11:30 Instructional Time 1st 10:05-11:40 Instructional Time 2nd 10:16-10:30 Recess - 3rd 9:50-10:15; 10:30-11:50 11:30-11:55 1st Grade Lunch 1st Grade Lunch 11:55-12:10 Recess 11:40-12:05 2nd Grade Lunch 2nd Grade Lunch 12:05-12:20 Recess 11:50-12:15 3rd Grade Lunch 3rd Grade Lunch 12:15-12:30 Recess 1:30 Dismissal		<u>GRADES 1-5</u> 8:27 Warning Bell 8:30 School Day Begins 8:30-9:50 Instructional Time 9:50-10:00 Recess - 1st/2nd 10:15-10:25 Recess - 3rd/4th/5th 11:00-11:30 1st Grade Lunch 11:10-11:40 2nd Grade Lunch 11:20-11:50 3rd Grade Lunch 11:30-12:00 4th Grade Lunch 11:40-12:10 5th Grade Lunch 12:30 Dismissal	
RAINY DAY LUNCH SCHEDULE 35 MINUTES				
<u>GRADES 4-5</u> 8:27 Warning Bell 8:30 School Day Begins 8:30-10:16 Instructional Time 10:16-10:30 Recess - 4th/5 th 12:00-12:25 4th Grade Lunch 4th Grade Lunch 12:25-12:40 Recess 12:10-12:35 5th Grade Lunch 5th Grade Lunch 12:35-12:50 Recess 2:00-2:10 Recess - 4th/5th 4th Grade Instructional Time 5th Grade Instructional Time 3:10 Dismissal	<u>GRADES 4-5</u> 8:27 Warning Bell 8:30 School Day Begins 8:30-10:16 Instructional Time 10:16-10:30 Recess - 4th/5th 10:30-11:50 Instructional Time 12:00-12:25 4th Grade Lunch 4th Grade Lunch 12:25-12:40 Recess 12:10-12:35 5th Grade Lunch 5th Grade Lunch 12:35-12:50 Recess 1:30 Dismissal		11:30-11:55 1st Grade Lunch 11:55-12:05 1st Grade Lunch Recess 11:40-12:05 2nd Grade Lunch 12:05-12:15 2nd Grade Lunch Recess 11:50-12:15 3rd Grade Lunch 12:15-12:25 3rd Grade Lunch Recess 12:00-12:25 4th Grade Lunch 12:25-12:35 4th Grade Lunch Recess 12:10-12:35 5th Grade Lunch 12:35-12:45 5th Grade Lunch Recess	

PROCEDURES FOR STARTING SCHOOL

Breakfast/School Hours

Breakfast is served in our cafeteria beginning at 7:50 a.m. – 8:00 a.m. for kindergarten students only. Breakfast is available from 8:00 a.m. – 8:15 a.m. for first through fifth grade students. Students who do not eat breakfast on campus should arrive **no earlier than 8:00 a.m.** All students in grades 1st through 5th are to line up to start class promptly at 8:27 a.m. (warning bell). Students will be escorted to class at 8:30 a.m. (tardy bell).

Students in grades 1st through 3rd are dismissed at 2:30 p.m. Tuesdays – Fridays and at 1:30 p.m. on Mondays. The school does not provide supervision after school. **Students are not to remain on campus.**

Fourth and fifth grade students are dismissed at 3:10 p.m. Tuesdays – Fridays and at 1:30 p.m. on Mondays. The school does not provide supervision after school. **Students are not to remain on campus.**

Morning kindergarten students start school at 8:00 a.m. and are dismissed at 11:31 a.m. Tuesdays – Fridays and at 10:45 a.m. on Mondays. The afternoon kindergarten class begins at 11:45 a.m and is dismissed at 3:16 p.m. in the afternoon Tuesdays – Fridays and at 1:30 p.m. on Mondays.

Office Hours

The school office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays and vacations.

Parking Lot Guidelines and Safety

Safety is a priority at all times. Follow guidelines during student pick up and drop off times. The drop off location is in front of the school. The designated lane does not require that you get out of your car to pick up your child – please do not park or leave your car unattended in this lane. Our staff will monitor and assist students. Staff will direct the first driver to the farthest pick up point, with all other drivers being signaled to move forward. Please help with student safety by following these guidelines:

1. Please drive slowly – No more than 5 miles per hour when entering or leaving the parking lot.
2. Please do not double park while waiting for your child at dismissal times.
3. Please drop off or pick up your child at the curb only. Do not leave car unattended at the curb between 8:00 a.m. and 9:00 a.m. and from 2:00 p.m. to 3:30 p.m.
4. **It is important that students do not walk in between parked cars on the curb in front of the school.** Please model good safety practices by using our designated crosswalks when picking up your children.
5. Please arrange with your child a good location where you can pick him/her up after school on a daily basis. ***Remember that the most important thing is your child's safety.***

A crossing monitor will assist students to cross the street between the hours of 8:00 a.m. - 8:30 a.m., 2:15 p.m. - 2:30 p.m. & 3:00 p.m. - 3:30 p.m. Parents and students are asked to give our crossing monitor their fullest respect and courtesy.

ATTENDANCE POLICIES

Absences

California State law (Education Code 48200) requires compulsory daily school attendance for students 6 to 18 years of age. Improvement in our student's achievement must start with daily school attendance, a responsibility shared by the school and the family.

If your child is absent, a written excuse should be provided to the school when a student returns to school from an absence. The dates and reasons for absence should be included in the note. Instead of a written note, you may phone the school on our attendance line 830-3300 ext.7050 any time of the day or night. Make sure your message includes starting date, your child's name, and the reason for the absence. Please notify the office should your child be absent due to a communicable disease.

California Education code allows **excusable** absences for the following reasons: illness, medical/dental/eye appointments, funeral services for immediate family, quarantine, and religious instruction (Ed. Code 46014). Reasons which are considered **non-excusable** absences include, but are not limited to: going shopping, student's birthday, child care by the student at home, visiting relatives, oversleeping, car trouble, or moving from one home to another.

A student who is absent without a valid excuse for more than 3 days will be considered truant. This may result in referral to the police and/or School Attendance Review Board (SARB) for legal action.

Medical Appointments/Legal Appointment

A written request from the parent or guardian must be submitted if a child must leave school during the day. The person picking up the child must sign out any child leaving the school in the school office.

Tardiness

Tardies are considered unexcused until a written note or a phone call is received in the office explaining the reason for the tardy. A student who is tardy in excess of 30 minutes on any three (3) days will be considered truant. Frequent tardies may require a parent conference with the principal or designee. Students arriving after the 8:30 bell are required to sign in and receive a Late Slip from the office.

Travel Study

Vacations and other non-emergency trips, which cause a student to miss school, are discouraged. Independent Travel Study is available for students missing **five or more days** of class time. The form is available in the office. Teachers must have three days prior notice to be able to prepare work in advance. Completed work must be turned in upon the student's return to school or the days will be considered as unexcused absences.

BEHAVIOR EXPECTATIONS

The standard for discipline in the Tracy Unified Schools is the district-wide K-5 Discipline Handbook. Parents are asked to review the information in the handbook with their child and complete the behavior agreement. This handbook is intended as a guide to advise parents not only what schools expect from students and parents, but also what parents and students can expect from our schools. The handbook is available on-line, and parents may request a printed copy from the office if they do not have electronic access.

Dress Code

All students are expected to come to school neatly groomed and dressed appropriately for school. The following **are not** permitted: clothing with alcohol, cursing, or tobacco logos; clothes with symbols identified with youth gangs; scarves, wigs, tattoos (permanent or temporary), acrylic nails (includes press on nails), or make-up. Boys are not allowed to wear tank top T-shirts. Girls are to wear blouses appropriate for school. Blouses with spaghetti straps are not allowed. During warm weather students may wear shorts. However, “short” shorts are not allowed: No bottoms or slits are to be shorter than where the student’s fingertips reach when the arms and fingertips are fully extended on the sides. Hats are permitted, but must be removed when indoors. For student safety, flip flops are not allowed. Sandals must have a back strap.

Pillars of Character

We believe every student has the right to attend school free from fear and able to learn in an environment conducive to teaching and learning. The staff at Louis Bohn Elementary School reinforces the development of good character and making ethical choices based on the Six Pillars of Character.

TRUSTWORTHINESS

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP

We will have assemblies throughout the school year to honor students who are chosen by their teacher for their exemplary actions of each Pillar of Character.

General Campus Behavior Guidelines

Children who are aware of the rules are less likely to break them. Our rules are designed to protect your child and to provide students with a safe and productive learning environment. Your support of the school’s rules is essential.

Playground

Safe

1. Use designated play/restroom areas.
2. Play and use equipment properly and safely.
3. Keep hands and feet to yourselves.

Responsible

1. Freeze when the bell rings and line up when the whistle blows.
2. Take care of equipment.

Respectful

1. We play fairly.
2. We include everyone.
3. We follow directions from all school staff.
4. We use appropriate language.

Bathrooms

Safe

1. We will use the bathroom for its purpose.
2. We keep bathrooms clean.

Responsible

1. We will be responsible for making good decisions.
2. We will inform the staff on inappropriate/unsafe behavior.

Respectful

1. We practice privacy.
2. We use quiet voices.

Cafeteria

Safe

1. We listen to the noon supervisor directions.
2. We report all spills.
3. We walk at all times.

Responsible

1. We clean up after ourselves.
2. We wait in line patiently.
3. We keep food in the cafeteria.
4. We do not share food.

Respectful

1. We use inside voices.
2. We follow directions from all school staff.

Special Events & Assemblies

Safe

1. We walk.
2. We wait for dismissal and instructions.
3. We keep hands and feet to ourselves.

Responsible

1. We focus on the presentation.
2. We set a good example for others.

Respectful

1. We applaud appropriately.
2. We save conversations until after the event.

Consequences

Classroom teachers have specific behavior expectations and consequences for their classrooms. School discipline will be conducted in accordance with the Tracy Unified K-5 School Safety and Violence Prevention Handbook.

Students may be assigned recess or lunch detention by school staff as a consequence breaking school rules. For lunch detention, students will be required to eat lunch at a particular table away from peers under the supervision of staff.

Cell Phones and Electronic Devices

Cell phones are permitted but must remain off and out of sight during the school day.

- First offense Verbal Warning
- Second offense Cell phone taken from student and placed in office for student to pick up at the end of the day
- Third offense Cell phone taken from student and held in office for parent pick up only

The following electronic devices are not allowed at school: Radios, iPod's, MP3 players, portable DVD players, TVs, electronic games including PSP, Wii, Nintendo, X-Boxes, hand-held electronic toys, and laptop computers.

The school district is not responsible for these items if brought to school and does not carry insurance to replace these items if lost or stolen.

School Security and Procedures

Cameras are installed at our school for safety and security, and information obtained may be shared with the Tracy Police for any violations of the law. Bohn Elementary School requires all doors (except office) to be locked at all times.

Knives or Other Weapons

Knives, look-a-likes, or other weapons will not be tolerated at school. Students apprehended with such weapons will be subject to the full extent of the law, including suspension and/or expulsion from school.

Racial/Sexual Harassment

Racial and/or sexual harassment will not be tolerated at school. A substantiated charge against a student in grades 3-12 shall subject that student to disciplinary action, up to and including suspension or expulsion.

For complete disciplinary information, please refer to the Tracy Unified K-5 School Safety and Violence Prevention Handbook.

GENERAL INFORMATION

Bicycle and Non-motorized Scooter Safety

Bicycles are to be walked on campus sidewalks and locked in the bike rack area located by the cafeteria. Scooters can be brought to the office if the student makes arrangements with the office staff. Students riding their bicycles and scooters to school are expected to obey all traffic regulations and the rules of the road. It is important that bike riders walk their bikes when in a crosswalk. Students who violate these rules may have the privilege of riding a bike or scooter to school taken away.

A person under 18 years of age and their passenger shall not operate a bicycle or scooter on a street or bikeway unless that person or passengers are wearing a properly fitted and fastened helmet.

Classroom Parties

Surprise parties, including "Balloon Bouquets" for the teacher or others in the classroom are not acceptable because of classroom interruptions. Birthday cupcakes and juice boxes (no red liquids please) are permissible. Each room will have a room parent to organize holiday classroom parties. Please speak to your child's teacher if you would like to be a classroom parent.

All food brought into the school for classroom parties, carnivals, etc., must be prepared by a licensed food preparation facility, i.e., bakery, grocery store, commercial food distributor. The purpose of this district directive is to limit the potential for health risks associated with improperly prepared foods.

Closed Campus Policy

To ensure the safety of our students and staff, Louis Bohn Elementary School is a closed campus. All individuals entering the campus must check in with the office staff and have prior approval to enter the campus.

Visitors on Campus/Volunteers

Parents and other community members are welcome to visit and work in our classrooms! State Law requires that you obtain permission from the office before going to any classroom. Students from other schools are not permitted on our campus during the school day due to the disruptions caused by their presence. All visitors must sign in electronically at the front office and show picture ID during all visits.

Visitors and Volunteers are required to wear special badge identifying them while on campus.

These badges can be obtained in the school office. Regular volunteers must complete and submit a **district volunteer application form, obtain a TB test, and receive a background clearance.**

*****If you are interested in volunteering or chaperoning field trips, please contact the school office. Volunteer Application Forms are available in the office.**

Field Trips/Extra Curricular Activities

Periodically students may participate in field trips or other education related extracurricular activities off campus. In order for students to participate in such activities, parents must complete and sign an extracurricular activity release and certificate of valid medical/health insurance form. Students may not participate on field trips or extracurricular activities without a properly completed form. No verbal permission will be accepted.

Library Books

All first through fifth grade students are allowed to take checked-out media center books home and are expected to return them on time and undamaged. Parents will be asked to reimburse the district for lost or damaged library books. Parents are allowed to check out books from the school library. A small reference section for parents is available. Please inquire with the school librarian.

Lost and/or Damaged Books

According to Education Code 48904(b), the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. This includes textbooks and library materials. Students must compensate the District for damaged and/or lost library and textbooks as follows:

<u>Description of Book Damage or Loss</u>	<u>Fee</u>
Any Book Damaged Beyond Use	Replacement cost
Bar Code Missing or marked	\$5.00
Missing Pages (maximum of five pages)	\$5.00 per page
Missing/Torn page	Starts at \$5.00 per page
Missing/Torn Pages (more than five pages)	Replacement cost
Water Damage	Replaces at \$10.00
Cover Damage	Begins at \$5.00
Marks/Scribbles	\$5.00 per page
Minimal Spine and/or Cover Damage	\$5.00
Severe Spine and/or Cover Damage	Replacement cost
Stolen/Lost	Replacement cost

After receiving a textbook, the student should carefully inspect its condition. The student has five (5) school days after receiving a textbook to report damage to the library. After this grace period, the student and parent/guardian are liable for all damages.

It is required that all library books and/or textbooks be returned either at the end of the school year or at the time a student checks out of school during a school year. If a textbook is lost or stolen, the student will be charged the replacement cost of the book. If the book is found within a year from the date the book was lost, a student may get a refund upon presenting a receipt. All books not returned by the last day of finals will have an overdue charge of \$5.00 per book. Additionally, the overdue fees shall be added for every year that the book is not returned.

Textbooks

Textbooks are provided on a loan basis. Students are held responsible for their care. Books must be covered at all times. Any lost or damaged textbooks must be paid for before promotion or transfer. This includes library books and materials. Report cards will not be issued until book or library fines are paid. Refer to the lost and/or damaged books section for information on associated fees.

A student's grades will be held from students and parents/guardians until the lost or damaged book is either returned or the fee is paid in full.

Fines/Fees

All outstanding fines or fees must be paid before the end of each trimester. Report Cards will be held until payment has been made. At the end of the school year, yearbooks will also be held until payment has been made.

Lost and Found

Lost items are often found and held in our cafeteria Lost and Found closet. Children seeking lost valuables should check with the office. Parents should consider labeling all articles of student clothing and not allowing their student to bring valuable possessions to school where they might be damaged or lost. Lost and found items are given to charity if not claimed.

Lunches

Students at Bohn School are offered nutritious lunches on a free, reduced, or full price basis. An application form is required at the beginning of the school year. Students will be allowed to charge only on an emergency basis.

Our school has joined the [mySchoolBucks.com](http://www.mySchoolBucks.com) family! Parent features include the ability to pay on line with a credit or debit cards, being able to view what their student has purchased, and low balance notifications being sent to you by email. All it takes is 4 easy steps to enroll:

- Go to www.mySchoolBucks.com and click on "Register"
- Create an account for you and your children (you'll need the student's school, grade, birth date and student ID #)
- Provide credit or debit information.
- Select the automatic pre-payment option, if desired.

If paying for student lunches by check, please make check payable to Food Services. The check must include your full name, current street address, and home phone number. Should your bank return your check unpaid, the school's bank will automatically forward the returned item to epayments for electronic representation. Epayments will be responsible for recovering the face value of the check plus a California State authorized collection fee of \$25.00

If your student forgets their bag lunch at home, we ask that you drop off their lunch in the office before 11:00 a.m. Please remind students that if they forget their lunch to please check the front office.

No Pets

No pets or animals are allowed on school campus due to health and safety reasons. All events which require animals of any kind must have administrative approval prior to the event.

Office Telephone

Students are permitted to use the office telephone for emergency calls only. Asking to use the telephone to call home for lunch money, homework, play dates, etc., will not be permitted.

Parent Involvement and PTO Club

Bohn School has an active Parent Teacher Organization, which plans and sponsors a variety of worthwhile activities. This year the club will be involved in fundraising, and other school-wide activities. Meetings will be held once a month. The purpose of the meetings will be to exchange ideas and information of interest to parents. Exact meeting times and dates will be announced in the school newsletter, *Shark Tales* and also the PTO newsletter.

Parents may also be involved by volunteering in the classroom. Please contact the office for a Parent Volunteer Application and clearance procedures.

Report Cards

Report cards are issued each trimester for grades 1st – 5th. Parent Teacher Conferences are held in October. Parents are urged to confer regularly with their child's teacher. Open communication is important to ensure good educational results. Parents may arrange a conference at additional times by phoning the office for an appointment. Please also use AERIES to check your child's grades on a regular basis.

School Pictures

Lifetouch will photograph Bohn School students in the fall and spring.

Skateboards & Rollerblades

Due to the high injury risk, skateboards and rollerblades are not allowed at any time on school grounds. Parents should be aware that they assume responsibility for violation of this law by their children.

Spirit Day

Every Friday is Spirit Day and we encourage all students to wear purple and white each Friday. The third or fourth Friday of each month, we have a special Spirit Day Theme coordinated by our student run Character Crew. This information will be shared via *Shark Tales* newsletter and school announcements.

Student Store

Students “cash in” their “sand dollars” at our Student Store, The Shark Cart, which is held monthly beginning in November. Be sure to sign all of your child’s sand dollars and help them be responsible for bringing the signed sand dollars to school on Shark Cart Days.

Toys and Other Items from Home

We ask that your student not bring items from home unless arrangements have been made with their teacher or the office for special presentations. Collectible items, expensive jewelry, and toys including marbles, games, collector cards, electronic devices, and other similar items are strongly discouraged at school. These items distract your child and are sometimes lost. Please help us keep the focus on learning. Do not allow your child to bring these items to school. Toys and these other items may be taken from your child if they are brought to school. You will be asked to pick them up.

PROMOTION/RETENTION POLICIES

Promotion

Students shall progress through the school system's grade levels by meeting district promotional standards.

When a student does not meet established district promotional standards and interventions have not brought about sufficient remediation, retention will be considered.

Retention/Identification of Students

Students in grades 2nd and 3rd shall be identified for retention primarily on the basis of their level of proficiency in reading. Students in grades 4th and 5th shall be identified primarily on the basis of their level of proficiency in reading, English language arts, and mathematics.

Students shall be identified on the basis of district promotional standards and other indicators of academic achievement as established by the district.

Students shall be considered for retention when:

- Failing to achieve district promotional standards based on multiple measures in reading grades 2nd and 3rd.
- Failing to achieve district promotional standards in reading, English language arts, and mathematics based on multiple measures in grades 4th and 5th.

Students shall be designated “at risk” of being retained when:

- Failing to achieve a district promotional standard based on multiple measures in reading in grades 2nd and 3rd.
- Failing to achieve district promotional standards in reading, English language arts, and mathematics based on multiple measures in grades 4th and 5th.

The teacher's evaluation shall be discussed with the student's parents/guardians and the principal or designee before a final determination on retention or promotion. (Education Code 48970.5) The refusal of the parent or guardian to attend or respond to notification shall not preclude retaining or promoting the student.

RECOGNITION PROGRAMS

Grade Honors

Honor Roll is a way to recognize those students who have demonstrated outstanding academic achievement. Only students in grades 4-5 are eligible for Honor Roll as these are the only students who receive letter grades. There are two levels of Honor Roll. Students either qualify for Honor Roll or Principal's Honor Roll based on the following criteria:

Principal's Honor Roll – Students with a grade point average of 3.5 – 4.0. To qualify for this honor roll students cannot receive any D's or N's in any area of their report card.

Honor Roll – Students with a grade point average of 3.0 – 3.49. To qualify for this award students cannot receive any D's or N's in any area of their report card.

Student Recognition

Students from each class can be selected and honored during assemblies. These students are chosen for their positive behavior including their scholastic achievement, citizenship, and school conduct. The students will receive a certificate at the school assembly. Parents of students receiving awards will be invited to the assembly.

Fifth Grade Promotion

Our fifth grade team hopes that every fifth grader will be a part of our end-of-year Promotion Assembly. Fifth graders will not be able to participate in the Promotion Assembly and End of Year Celebration if:
Receiving an "F" grade in any subject area.
Receiving a suspension during the last trimester.

SCHOOL SAFETY ISSUES

Disaster Procedures for Fire, Earthquake, and Lockdown Safety Drills

Fire drills are held monthly throughout the year and a record is kept of the time it takes to evacuate the buildings. Earthquake "Drop and Cover" drills are held quarterly. Lockdown Safety Drills will be practiced at least twice a year. Procedures are discussed with the students during the first few days of school and reinforced through the drills. In case of a disaster, please contact the police or the school district office at 830-3200. **Do not call the Bohn School office.** The phone will be needed to coordinate our emergency communications services. Campuses are equipped with battery-operated communication equipment and have well-developed emergency plans. In the event of a disaster, your child will be protected to the best of our ability until such time you or other legal authority takes charge of them.

Emergency and Medical Information

The school office must have current emergency information about your child. It is extremely important that the office have the following information:

1. Current home and work phone numbers.
2. Current phone numbers of friends or relatives who can be reached in case of an Emergency.
3. Current phone numbers of child care provider or babysitter.
4. Any unusual medical problems (including documented Health Plans).

Health Services

Students who become ill report to the office with a pass from their teacher. Arrangements will be made with the family for the student to go home. Under no circumstances should the student leave campus without permission. If it is necessary for your child to take medication during school hours, they are to take the medication in the office. DO NOT send medication with your child or in their backpack.

All medication, prescription and over-the-counter, must follow California State Health and Safety Codes and district policy. School personnel will give your child medication at school if the following guidelines are met:

1. Parent and physician complete the *Permission Form for Administering Medication in school*. You may obtain a form at your school office.
2. Bring medication to the school office in a pharmacy-labeled bottle that includes student name, medication name, dosage and time to be given.
3. The *Permission Form for Administering Medication in School* must be updated yearly.

The *Tracy Family Center* is a collaborative of public, private non-profit and service organizations established to improve the health of children and their families in the Tracy community, and is part of the Tracy Unified School District. The main focus of the community efforts is to help families enroll in the Healthy Families Insurance Program and enroll families in Medi-Cal if they qualify. The Healthy Families Insurance plan is a low cost plan covering, medical, dental, and vision for children from age one until age nineteen for a low monthly premium. The Tracy Family Center has persons qualified to help the family sign up for this plan as well as answer questions that you might have. They can be reached at: 209-831-5570.

Illness During the School Day

Students becoming ill during the school day will be allowed to rest in the nurse's office, if their condition does not appear serious. If your child needs immediate attention, we will call you or the emergency number you have provided. If your child's condition is serious and we cannot contact you, we will call 911 and seek medical aid for your child. The cost of this treatment will be the parent's responsibility. For this reason, it is extremely important that our office have up to date emergency information.

Medications at School

School personnel are legally not allowed to give children any medication including aspirin and cough drops without written permission of a physician. School personnel will give your child medication at school only if the following State Health Code guidelines are met:

1. Parent and physician must complete the form – *Permission Form for Administering Medication in School* (You may obtain a form at the school office).
2. Bring medication to the school office in a pharmacy labeled bottle that includes student name, medication name, dosage and time to be given.
3. *Permission Form for Administering Medication in School* must be updated yearly.

Student Insurance

The school district assumes **no responsibility** for the costs of any medical treatment required as a result of an accident at school. Student insurance is available from a private firm through the school district. Information can be found in the district's website.

SPECIAL PROGRAMS Gifted and Talented Program (G.A.T.E.)

The Gifted and Talented Education program provides unusual and unique opportunities designed to challenge gifted students to develop independent and critical thinking skills. The Gifted and Talented program is offered at the South/West Park School campus. Screening for G.A.T.E. takes place in first grade for all students.

Psychologist

A school psychologist is available four days a week for educational testing and counseling in regards to a student's IEP. The school psychologist is available to parents regarding concerns about their child. We have a contract with an outside agency for general education students who would benefit from counseling services.

Resource Specialist Program (R.S.P.)

The Resource Specialist Program involves children in grades 1st – 5th who exhibit learning disabilities. These children work with the Resource Specialist and Resource Specialist Aide, usually in the area of Reading or Math. Students who qualify are provided supplemental assistance within their regular classroom as mandated by their IEP goals.

Speech

A speech and language pathologist is available for students identified as needing speech through the IEP process. The speech and language pathologist is available for screening when requested.

Student Success Team

The Student Success Team meets to assist teachers and other staff members to determine the best strategies for meeting the needs of students experiencing difficulty in class. The group is composed of the school psychologist, resource specialist, principal, classroom teachers, and other district resource staff. When a student is discussed, the parents are notified and invited to attend the meeting.

School Nurse

The District School Nurse is available to our school as needed for emergencies and to provide hearing and vision screening.

Vision and Hearing Screening

Each year hearing tests are performed on Kindergarten, 1st, 2nd, 5th, and Special Day Class (SDC) students. Also, a teacher, parent, school psychologist, or administrator may refer any student to school health services for hearing, vision, or health assessment as needed. If a parent does not wish their child to be tested, state statutes state that a parent or guardian "may file annually with principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of their child." (C.E.C. 49451)

Attention Parents: We have joined the RIDE Team!

We are now authorized users of RIDE (Regional Immunization Data Exchange). RIDE is a computer-based program that helps us keep track of your child's shots and contact you when shots are due. The information in RIDE is confidential. Your information will only be shared with authorized users such as (a) Doctor, clinic, or hospitals (b) School or Day Care centers (c) WIC (d) Health Care Plans (e) California Department of Public Health Immunization Branch. As the parent/legal guardian of your child, you do have the right to refuse to participate in this program. For more information please call your healthcare provider. RIDE Immunization Registry is a program of San Joaquin County Public Health Services. Contact information is (209) 468-2292 or www.izride.com.

GETTING INFORMATION OR HELP

Solving problems or obtaining information about Bohn Elementary School is easiest if you follow these steps:

Step 1 Contact your child's teacher. He/she is the best source for specific information about the district, Louis Bohn School, and your child's school program.

Step 2 Contact school administrators: Hilary Sowers, Assistant Principal and/or Kelly Patchen, Principal. An important part of an administrator's job is to provide information, secure resources for students, and to help find solutions to challenges and problems.

Step 3 Contact Tracy School district decision-makers. They are there to provide resources which are outside Louis Bohn School's control and to help resolve problems which cannot be successfully resolved at Louis Bohn School. These decision-makers are:

- Assistant Superintendent, Business Services – Dr. Casey Goodall 830-3230
- Assistant Superintendent, Educational Services – Dr. Sheila Harrison 830-3201
- Director of Alternative Programs – Mrs. Julianna Stocking 830-3210
- Director of Curriculum & Accountability – Ms. Tania Salina 830-830-3275
- Director of Food Services – Mrs. Lois McDaniel 830-3255
- Director of Human Resources – Mrs. Tamara Ferrario 830-3260
- Director of Special Education – Ms. Tammy Jalique 830-3270
- Director of Staff Development – Mrs. Melissa Beattie 830-3232
- Director of Student Services – Mr. Rob Pecot 830-3280
- Director of Transportation – Mr. Anthony Flores 830-3216
- Coordinator of Health Services – Mrs. Erica Contreras 830-3241
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Step 4 Contact the Superintendent – Dr. Brian Stephens 830-3200

Step 5 Contact a Tracy Unified School District Trustee:

- Mr. Steve Abercrombie – President
- Mr. Brian Pekari – Vice President
- Mrs. Jill Costa – Board Clerk
- Mr. Ameni Alexander – Board Member
- Ms. Simran Kaur – Board Member
- Ms. Lori Souza – Board Member
- Mr. Jeremy Silcox – Board Member