

Newark Unified School District



BIRCH GROVE
PRIMARY



BIRCH GROVE
INTERMEDIATE

Birch Grove Elementary School Handbook

**I pledge today to do my best in reading, math, and all the rest.
I promise to follow the rules in my class and in the school.
I'll respect myself and others too.
I'll be responsible for all I do.
I'm here to learn all I can, to strive for success and be all I am.
I'm proud to be a Birch Grove Bulldog!**

Home of the Birch Grove Bulldogs

Please note: Due to COVID, all evacuation procedures will adhere to state, county, and CDC guidelines for appropriate social distancing and incorporate precautionary safety protocols.

Please keep this handbook the entire time your student attends Birch Grove schools.

**Birch Grove School's
Basic Rules**

Bulldogs are Safe

Bulldogs are Responsible

Bulldogs are Respectful



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Birch Grove Primary School

Serving students TK-2nd grade

6071 Smith Avenue

Newark, CA 94560

Office 510-818-3100

Attendance Line 510-818-3103

Birch Grove Intermediate School

Serving students 3rd-5th grade

37490 Birch Street

Newark, CA 94560

Office 510-818-3600

Attendance Line 510-818-3603

Welcome to Birch Grove School!

Dear Birch Grove Families,

Welcome to Birch Grove! We look forward to meeting and reconnecting with all of you. We are proud to be the only school in Newark with grade-specific campuses; our Primary campus is for students in Grades TK-2, and our Intermediate campus is for students in Grades 3-5.

The Birch Grove staff is committed to maintaining high standards for students academically and behaviorally, and to work together with our families to fulfill our vision of Birch Grove students becoming empowered, lifelong learners. We are working hard to provide students with STEAM (Science, Technology, Engineering, Art, and Math) learning experiences as well as more hands-on, project based learning. Our Parent Teacher Club is an important part of the work and is committed to providing ways for you to become involved in Birch Grove School at both sites.

Looking forward to a great year!

The Staff at Birch Grove

General Information

Arrival at School

For Birch Grove Primary campus:

Please have pupils at school between 8:10am and 8:25 am.

Children should NOT arrive on campus before 8:10 a.m. unless they are eating breakfast at 7:45 a.m. in the cafeteria, as supervision will NOT be provided for pupils who arrive before then. This policy is designed for the safety and well being of our pupils.

For Birch Grove Intermediate campus:

Please have pupils at school by 8:00 a.m. each day; teachers walk students into class at 8:10 a.m. Children should NOT arrive on campus before 8:00 a.m., unless they are eating breakfast at 7:30 a.m. the cafeteria, as supervision will NOT be provided for pupils who arrive before then. This policy is designed for the safety and well being of our pupils.

Attendance

Good attendance is important to school success. A telephone call by a parent before 9:00 a.m. is required each time your child is absent. You may request homework from the teacher after the second day of an absence. If you request homework, please call the teacher's voice mail or email them before 9:00 a.m. Excessive absences or tardies will result in a referral to the School Attendance Review Board (SARB).

If your child is absent and you have not called the office you will receive an automated call to your primary home number. If you receive an attendance call, it is imperative that you contact the school on the number left on the attendance message with the reason your child is not in school as to not accrue truancy letters.

A pupil who is tardy must check in at the office and receive a pass before going to class. All students arriving after 8:35 at BGI and 8:55 at BGP must be checked in by a parent.

It is imperative that pupils arrive to school on time in order to maximize learning opportunities.

Attendance Lines: 510-818-3103 (Primary Campus); 510-818-3603 (Intermediate Campus)

Independent Study

Independent study contracts are available for students who will be missing school for 5 to 14 days. One independent study may be granted per school year. Applications must be turned into the office clerks 3 weeks prior to the first day of absence. Please see the office for more information.

Independent study requests of 15 days or more are not allowable based on current legislation. Families planning to miss 15 or more days will be required to register with Crossroads Independent Study program here in NUSD.

General Information:

- Any independent study contract must be requested at least three weeks before you plan to travel. The request will be reviewed. Please note, due to various reasons, the request may not be granted. If the contract is granted, the office will have the work ready to pick up on the last day the student is at school before the contract begins.
- A student with disabilities cannot participate in Independent Study unless his/her IEP specifically provides for such participation.
- Assigned work must be turned into the teacher no later than the next school day after the end date on the contract. All work must be completed.
- If your student will be out of school longer than the prescribed contract length of time, the work assigned must be returned to Birch Grove School on the posted end date of the contract.
- If you are traveling outside of the USA for 4 weeks or more, a TB test may be required before re-entry to school. Please check with the office for a list of countries that fall under this requirement.
- If you are traveling longer than the time allowed on your contract, all other days your student is absent will be counted as unexcused absences. This will trigger chronically absent procedures. California state law states you must have your children attending school the 180 days school is in session each year.

Attendance and Tardies

The Staff of Birch Grove Elementary has established the following policy on tardiness. The policy will now be consistent from transitional kindergarten (TK) through fifth grade. Students at all grade levels are permitted to play on the playground when the campus opens until the first bell rings. At that time, students are to immediately proceed to their “dots” where their class lines up. At 8:25 a.m. at the primary campus and 8:10 a.m. at the Intermediate campus, a bell sounds, students are met by their teacher and the class is escorted to their classroom. When the exterior gates are closed for the start of school tardy students must be brought to the office by a parent-the office will complete a tardy slip with the reason for the tardy.

Picking up Pupils during the school day

Pupils leaving campus during the school day must have an adult sign the pupil out in the office. All adults picking up pupils must be listed on the student’s ParentVue and must provide photo identification upon request.

Students will not be called from class within the final 15 minutes of the school day.

Concerns, Problems, Questions

We encourage parents to bring concerns, problems, or questions to the appropriate individual, whether it is the classroom teacher or principal. It is our intent to work with you to resolve any conflicts and/or answer questions.

You can access NUSD Uniform Complaint Procedures (UCP) Policies and Procedures on the district website, <https://www.newarkunified.org>.

Detention

It is required that parents be notified should a teacher wish to detain a child after school for an amount of time exceeding ten minutes. This policy does not hold true if the teacher has given the parents twenty-four hour notice prior to serving the detention.

Dismissal From School

Pupils are to leave campus as soon as their class is dismissed. Those pupils who wait to be picked up should assemble close to the office. Parents are asked to be prompt in picking up their children at dismissal time.

Bringing Materials for students

Only educationally necessary or safety related items will be accepted after the start of the school day. Items such as glasses, jackets, homework folders, library books, etc. will be allowed for drop off.

Any other items such as water bottles, lunch (packed from home or fast food), birthday goody bags, etc. that are not educationally or safety related will not be accepted for drop off. Students that do not have a packed lunch prior to the start of the school day will be provided lunch from the cafeteria at no cost.

Parent/Teacher Conferences

We welcome your request for conferences at any time throughout the year. Teachers may ask parents to come in for conferences as needed throughout the year. Parents may not conference about their child when class is being taught, as this takes away instructional minutes. The teacher has been directed to ask the parent(s) to call, leave a voicemail message, and/or make an appointment. The first formal conferences take place in the month of November.

Parking – Pupil Drop Off and Pick Up

Birch Grove Primary:

Parents may park their vehicle in a designated parking space in our lot or along Smith Avenue. Do NOT double park and/or ask a pupil to cross the street to get into your vehicle. Newark Police Department will cite drivers if they are seen double parking. Fines will be doubled in school zones. Drop off and pick up loading zone is for parents staying in their car. **Please pull forward as space allows**

Birch Grove Intermediate:

For pupil drop off and pick up, cars **must pull all the way forward** along the front curb. In the

morning, all students will enter through the gate between the cafeteria and the 5th grade courtyard. In the afternoon, all students are released by their teachers and will exit out their own courtyard gates.

At both campuses, please observe all the painted curbs and designated parking spaces in the parking lots. Parents may stop along the curb in the parking lot to wait for children but must stay in the vehicle. We want to keep all our pupils safe.

Telephone Usage

Telephones are in every classroom. Parents may call the school at any time to leave a message on voicemail. Telephones may be used when pupils are requested to make a call by school personnel or in an emergency only.

Visitor/Volunteer Passes

In order to ensure the safety of our pupils, anyone other than pupils and Birch Grove staff coming on campus must sign in at the office. At that time, a visitor/volunteer pass will be issued (penal code 6539).

Based on local COVID guidelines, visitors may be limited or restricted from campus.

Textbooks Procedures

Textbooks are costly. The average price is between \$40.00 and \$80.00 per copy. Pupils may be issued textbooks for the year and they are expected to return the textbooks in good condition for future pupil use. Teachers are responsible to ensure that all textbooks are returned in a usable condition. If books are lost or damaged and/or worn from improper use, the teacher must notify the child and his/her parents of the repair or replacement charge. If the textbook is not recovered and it's not paid for, the report card may be held.

School Property

Pupils are responsible for the care of library books, classroom PE equipment, and other school property. These materials must be returned at the end of the school year in the same condition that they were received. End of the year report cards may be withheld from pupils who have lost books, lost PE equipment, or damaged school materials, and have not paid for them. In addition, pupils may not be able to participate in end-of-the-year activities.

Newark Unified School District Attendance Intervention Process

The Newark Unified School District Attendance Intervention process was established in order to improve pupil attendance. The primary goal is to have pupils in our classrooms where they can learn.

California Education Code 48260, article 5 defines truancy and who is truant:

- a. Any pupil subject to compulsory full-time education or to compulsory continuing education which is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

A pupil in violation of the above law is what begins the attendance intervention process.

1st Letter:

When a pupil has had 3 unexcused absences or 3 tardies in excess of 30 minutes each, or any combination, the site will send NUSD Attendance Letter 1. This letter notifies the parent/guardian that their child is beginning to have an attendance problem. It informs them that if this situation is not corrected, additional steps will be required.

2nd Letter:

When a pupil, who has already been sent NUSD Attendance Letter 1, accumulates 5 unexcused absences or 5 tardies in excess of 30 minutes each, or any combination the site will send NUSD Attendance Letter 2. This letter informs the parent/guardian of the continued attendance problem and requires the parent/guardian and pupil to attend a meeting with the site administrator to discuss this issue. This process is called SART (School Attendance Review Team).

3rd Letter:

When a pupil has accumulated 7 unexcused absences or 7 tardies in excess of 30 minutes each, or any combination then the site will send out NUSD Attendance Letter 3. This letter informs the parent/guardian that the school is now reporting their child as a habitual truant and they are being reported to the district's attendance personnel for violation of Ed. Code 48260.

4th Letter summons to appear before SARB:

When a pupil has accumulated 10 unexcused absences or 10 tardies in excess of 30 minutes each, or any combination the site will notify district attendance personnel who will send out NUSD Attendance Letter 4. This letter is the official notification requiring the parent/guardian and Pupil to appear before the SARB (School Attendance Review Board) panel.

Pupil Dress and Grooming Standards

Birch Grove Staff believes that appropriate dress and grooming contribute to the productive learning environment. Pupils should give proper attention to personal cleanliness and should wear clothes that are suitable for the school activities in which they participate. Birch Grove pupils' clothing must not present a health or safety hazard or a distraction that would interfere with school operations or the educational process.

Guidelines:

Clothing should be neat and clean. The principal may question a pupil's attire when that attire causes a distraction, a disruption, or is deemed to be unsafe. Examples of inappropriate attire would include clothing that:

- Displays obscene words or pictures
- States ethnic or religious slurs
- Promotes illegal or gang-related activities
- Displays gang colors or symbols
- Promotes the use of tobacco, alcohol, or illegal drugs.
- All clothing must be size appropriate. NO baggy clothing or clothing that is too tight. Undergarments must be covered and not visible.
- Skirts, skorts, or shorts should not be too short; fingertip length or longer when the arm is extended alongside the body is the appropriate length.
- Sheer/mesh tops and spaghetti straps are not to be worn. Sleeves must be four fingers width minimum. Tops must cover the midriff.
- Footwear must be worn at all times and must be appropriate for scheduled physical education activities. Flip flops are not to be worn at school.
- Hats are to be worn only when a student is outside the school buildings.

Gang Related Apparel:

The wearing of gang apparel is prohibited when the principal determines that there is evidence of a gang presence that threatens to disrupt school activities. It is recognized that the "gang look" often changes, and therefore what is prohibited will vary with the times. In general, the following will be prohibited:

- Clothing/colors or paraphernalia related to juvenile or adult gang-related activities on the campus or during any school related activity. Clothing that is mostly red or blue is prohibited. Solid black clothing with red or blue as a trim color is not permitted.

For all other dress code issues not addressed above, the principal/administrator has the final say in what is appropriate attire for students to be wearing at school.

Programs and Services

Child Care

Primary Campus: 510-818-3141; Intermediate Campus: 510-818-3641

Our childcare program is open to transitional kindergarten through fifth grade pupils. The program provides a safe and caring environment for children before and after school on school days. There are childcare facilities located at each campus.

Morning Childcare at both sites and TK at BGP are available through NUSD Child Care. Please see each site for hours available.

After school childcare is at both sites through ThinkTogether. This is available daily from dismissal to 6:00pm.

Childcare participants, who have been suspended from school for disciplinary reasons, lose the privilege of remaining in the childcare program during the time of the suspension. Parents must make other childcare arrangements as the pupil will not be allowed to remain under the supervision of school personnel.

English Language Learner Program

Students whose first language is not English will receive support to build English proficiency. This may include small group instruction within the classroom with their teacher or outside the classroom with a specialist.

Health Services Program

Phone 510-818-4146

We have one (1) nurse for the Newark Unified School District. Our office staff have received instruction in first aid and can contact our nurse if needed.

Vision and hearing screening is done at the kindergarten, second and fifth grade levels, and for new pupils. Results are reported to parents if problems are identified.

Along with screening services, the nurse provides information concerning any health-related issues like head lice, scabies, and other infectious diseases.

Birch Grove School highly encourages parents to practice preventative methods in the case of such infectious problems. School children play hard at school and need daily and/or frequent bathing. Check your child's skin and hair on a regular basis.

Lunch Program

Phone 510-818-4281

Food Service at Birch Grove Elementary serves breakfast, brunch and lunch. If your child is eating breakfast at school, breakfast is served between 7:45-8:15 at the primary campus and 7:30-8:00 at the intermediate campus. **Up to two meals are available at no cost.**

Please see the current menu for prices if your child chooses to also have the third meal.

To pay at school with cash or checks:

- Place exact breakfast/lunch money in envelope, change will accumulate on account
- If writing a check, make check payable to 'Café Fund'
- Write pupil's name and room number on front of envelope
- Place it in the lunch drop box in the office before 10:30 a.m.

Or to pay online:

- Simply go to Newarkunified.org
- Click on the Departments Tab to All Departments then to Child Nutrition Services
- Click on the MySchoolBucks online payment link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, pupil ID number (the school office can provide), and school ZIP code.

Applications for reduced or free lunches are available in the office. If a family's income falls within the state requirements, then pupils are eligible for reduced or free lunches.

According to USDA FEDERAL REGULATIONS CODES: 210.7 and 220.9:

No visitors are allowed in the cafeteria during lunch. All food served to pupils during lunch service is to be eaten by pupils only. No food served to pupils may be removed from the cafeteria and/or school grounds by pupils, staff, or parents.

Single School Plan for Student Achievement (SPSA)

Birch Grove Primary and Intermediate have school plans aligned with district and state goals for student achievement and growth. These goals include overall academic achievement in English/Language Arts, Math, and content areas. Other goals include improving attendance, decreasing behavior issues, and increasing parent involvement. Each school receives Local Control Funding Formula monies to allocate towards action steps to meet the goals. Each school has a School Site Council that oversees these goals, action items, and budgets. Please check the website for updated SPSAs and School Site Council meeting information.

Special Education

Phone 510-818-4209

Birch Grove School has a Resource Specialist Program. Pupils identified as having a significant gap between academic skills and learning potential and/or pupils diagnosed with learning disabilities may be eligible for specialist services.

Our Speech Specialist provides speech therapy to pupils identified as having an articulation or language disability, as specified in each student's IEP.

Student Study Team

The Student Study Team (SST) - classroom teacher, parent, psychologist, principal, resource specialist, and/or speech therapist meet to make program recommendations to help pupils having academic and/or behavioral problems that interfere with the pupil from making maximum progress. Parents are invited to the meetings and are considered members of the team.

See page 4 for information.

Birch Grove Elementary Parent Involvement/ Responsibility

We at Birch Grove welcome and encourage parent participation. California code section 6539 requires us to ask volunteers and visitors to sign in the office and wear an identification badge each time they visit. PTC and the school district acknowledge all volunteer hours.

Both Birch Grove campuses will adhere to all local and state guidelines when it comes to allowing visitors on campus while we continue to experience COVID-19 and subsequent variants. Visitors may be limited or restricted completely.

Research has shown that involvement by parents as partners in their children's education greatly contributes to positive student achievement and conduct.

1. Families provide the primary educational environment.
2. Parent involvement in children's education improves student achievement.
3. Parent involvement in children's education is more important to student success than family income or education.
4. Parent involvement with the school is most effective when it is supportive, long-lasting, and well-planned.
5. The benefits of parent involvement for students are not limited to early childhood or at the elementary grades; positive benefits continue on through high school.
6. Parents need to be involved in supporting their children's education both at home and in the school, in order to ensure the quality of the schools.

(Parent involvement refers to the efforts of any caregiver who has responsibility for caring for a child, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc.)

The staff at Birch Grove School believes that the education of its students is a responsibility shared with parents. The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations set forth in the Common Core State Standards.

Parents shall have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping children succeed in school.

Parent Involvement - General Information

- Each year parents shall be invited to attend a number of regularly scheduled meetings (such as parent/teacher conferences and coffee with the principal) that are planned at times convenient for their participation. Parents will be kept informed regarding the progress of children in the core academic program. Through these meetings, parents will be involved on an ongoing basis in the planning, review and improvement of programs, including the parental involvement policy and school plan.

- The principal and staff shall provide timely information about curriculum, local and state assessment results and the proficiency levels students are expected to meet. Parents will be informed on an ongoing basis about student support programs, classroom activities and school events. Parents will provide suggestions for, and receive information and training on, family and education-related topics to assist them with their children.

Classroom Visits

Requests to observe a classroom or to schedule conferences between teachers, principals and parent(s) must be scheduled in advance through the office, and/or the classroom teacher. Within a reasonable time, teachers and/or the principal or designee shall respond to the request and arrange a mutual time for the parent(s) to observe the classroom or have a conference. The principal or designee will accompany the parent(s) to the observation sessions. The principal or designee may be requested by the teacher or parent(s) to participate in the conference.

Classroom and School Volunteers

All volunteers must fill out a *Volunteer Information Form*, read and sign the *Statement of Confidentiality for School Volunteers* agreement each year. The volunteer policies are outlined as follows:

Examples that require Megan's Law checks:

- Class Parties
- Carnivals
- Walkathon
- Book Fairs
- Vision Testing
- Hearing Testing
- Picture Day
- Occasionally helping in the classroom (under the supervision of the teacher)
- Day field trips on a bus with certificated staff

Examples that will require fingerprinting (DOJ & FBI criminal background check) and TB clearance:

- Overnight field trips
- Science Camp
- Coaching or assisting a sports team (all secondary sports, intramural basketball, flag football, Newark Cup, etc.)
- Club or activity (Newark Cup, dance, chess, choir, etc.)
- Weekly scheduled classroom helper
- Day field trips if transporting students in a private vehicle

After you complete the *Volunteer Information Form*, read and sign the *Statement of Confidentiality for School Volunteers* agreement, turn it into the school office. If you are volunteering for an event that requires fingerprinting, we will forward the completed form to Human Resources and Human Resources will contact you to provide paperwork and instructions. Human Resources will notify the school administrators when your fingerprints have cleared and they or their designee will notify you to let you know your fingerprints have

cleared. The next step is for you to provide the office with proof of TB clearance. With the TB clearance proof, you are all set to volunteer! (Please be advised that clearance of fingerprinting can take up to 7-10 business days.)

At the teacher's request/preference*, parents are welcome to volunteer in the classroom, once cleared by the office, by a predetermined schedule. Work to be completed by the parent will be assigned by the teacher. This work may include: copying worksheets, working with students one-on-one, preparing future class work, projects or activities. **The primary instructional and disciplinary responsibilities remain with the teacher.** Parents who are unable to volunteer during the school day may help by working at home. Examples include correcting papers, preparing materials for lessons, organizing files, organizing parties, and numerous other activities.

**Your child's teacher will share more information at Back to School Night regarding their preferences for parent help/support.*

Unfortunately, parent volunteers may not bring younger siblings in the classroom during volunteer times or on field trips. Thank you for understanding.

Other opportunities to help at School

Parents are encouraged to volunteer for special activities and projects at Birch Grove School organized for the educational enrichment for the students and Birch Grove families. Projects may include: Young Authors, Walk-a-thon, Science Night, Fun/Field Day, Garden Beautification Days, Spell-a-thon, Back-to-School Night, Open House, parent education nights, field trips, and library assistance. Many formal positions exist including; School Site Council (SSC), English Language Advisory Committee (ELAC) and Parent Teacher Club (PTC), and other parent advisory committees. Parents who wish to volunteer for any of these volunteer positions must also complete a Volunteer Information Form yearly.

Parental involvement, as described in this policy, shall be developed with the assistance of parents, agreed to by parents, incorporated into the school plan, reviewed and updated annually by parents, and made available to the local community.

Field Trip Chaperones

We encourage parent/guardian participation for field and study trips.

- All drivers must be parents or legal guardians at least 21 years of age and have filled out a Volunteer Information Form with the office and have completed a DOJ background check and fingerprinting with Newark Human Resources Department.
- No siblings will be allowed to participate.
- All drivers/chaperones must remain with the entire class for the duration of the field trip.
- All field trip participants must make the roundtrip in the same vehicle.
 - No side trips will be allowed.
 - No parents may take his or her child on separate excursions or leave from the field trip site.

Vehicle Inspection

All drivers will need to have their vehicles inspected seven days prior to each scheduled trip. If a family has multiple vehicles that will be used to transport students, all vehicles will need to be inspected. At the time of the inspection, the following documents need to be presented:

- Valid CA driver's license of the parent(s)/guardian(s) who will be driving
- Valid vehicle registration
- Current insurance with minimum \$100,000/\$300,000 liability

The following items will be checked:

- Number of working seatbelts
- Condition of tires
- Signal lights, brake lights, and headlights
- Condition of windows and windshield wipers
- Horn
- Front Air Bag

Building Parental Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and community that will improve student achievement, the **school** shall:

1. Provide regularly scheduled informational meetings and workshops to address topics requested and needed by parents. The school shall enable parents to gain a better understanding of the following:
 - State Standards and achievement goals all students are expected to meet.
 - Requirements for grade level promotion and retention

The following regularly scheduled meetings with parents are a part of each school year at Birch Grove School:

- Fall Back to School Night
- Fall Parent Conferences
- Trimester *Coffees with the Principal*
- Monthly PTC Meetings
- Spring Open House

These meetings include these (and other) topics:

- How to monitor their children's progress through interpreting state and local assessment reports and student progress reports.
- Strategies to use at home to support their child's academic achievement, such as monitoring the completion of homework and school assignments, reading with their child (in any language), working with math, literacy training, etc.
- Effective use of resources available in the office and school library that support and encourage parental involvement in their child's education.
- School Discipline.

2. **School staff** shall be educated, with the assistance of parents, in the value of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners in their children's education by using strategies to:

- Ensure that information related to school and parent programs, meetings, workshops, and other activities is sent in a parent-friendly format and, to the extent required and practical, in a language parents understand.
 - Implement and coordinate parent programs that build ties between parents and the school, such as opportunities to support the school through volunteering their time, including classroom support and after-school activities.
 - Involve parents as decision-makers including membership on the School Site Council (SSC), English Learner Advisory Committee (ELAC), Parent Teacher Club (PTC) and other decision-making groups at school.
 - Become knowledgeable about parent rights as specific in California statutes.
3. To further the goal of effective parent involvement, **school staff** will:
- Work with and support the PTC for the purpose of supporting parent involvement activities at the school and to enhance the leadership skills of parents.
 - Train parents in leadership roles in order to effectively serve on the School Site Council, PTC, and any other Advisory Committees.
 - Form alliances with community-based agencies and businesses outside of the school to connect families, in need of assistance, to appropriate services.
 - Provide other support and services as required by parents.

Accessibility

The school, to the extent practical, shall provide parents with limited English proficiency, opportunities to fully participate in school-sponsored activities by using translation at all meetings and workshops and by sending written notices and reports in a language (to the extent required and practical) that parents understand.

Students at Risk of Retention

A student may be retained only when **all** the below criteria have been met. As a parent, you should not expect your child to be retained unless each of the criteria have been fulfilled. You may choose to not give permission for a retention even if all the criteria have been met.

1. **Minimum Grade-Level Standards Not Met.** On District benchmark test, the student scores below the minimum grade-level standards; AND
2. **Early Parent Notice Provided.** No later than November 30th you, the parent were given notice that your son or daughter was identified at risk for retention. In cases where your student was not enrolled at the beginning of the school year, the parent notice must be given no later than the 30th day of school after the student's first day of attendance; AND
3. **Student Progress Monitored and Used for Program Planning.** Your student's academic progress was followed by the SST Team and the information was used to make changes to your child's educational program; AND
4. **Program Changes Described in Writing.** The educational program changes made have been described in writing by the SST Team, AND
5. **Student Will Benefit.** There is evidence your student will benefit from a grade retention; AND
6. **Unsuccessful Program Analyzed, Individual Retention Plan Established.** The SST Team has described, in writing, why your student's program has been unsuccessful and has written an Individual Retention Plan recommending revised teaching strategies to help your student meet the minimum grade-level standards during the year of grade retention; AND

7. **Parent Conference Before End of May.** The SST Team's evaluations have been discussed with you, no later than the end of May; AND
8. **Parent Consent for Retention.** You have given written consent for the grade retention.

Students Whose Primary Language is Not English

Students whose primary language is not English shall have the same rights, opportunities and respect as students whose primary language is English. Whenever possible, if a parent has communicated the need for translation, translators will be made available. Written communications from the school are sent in English and Spanish.

Site Council

The School Site Council (SSC) is composed of an equal number of elected parents and staff. The purpose of the School Site Council is to collaboratively develop the Single Plan for Student Achievement, to prepare an annual operating budget, to approve expenditures, and to periodically review and assess its effectiveness. Each campus will have their own SSC and the monthly meetings are open to the public. Meeting dates will be published on the school website.

Parent Teacher Club

The Birch Grove Parent/Teacher Club is an organization composed of all parents/guardians of children attending both Birch Grove sites and school staff. The main function of the Parent Teacher Club is to provide those "extras" for the school that are otherwise unavailable. Please check the PTC website for more information, www.birchgroveptc.com.

Emergency Contact Information

All emergency contact information is entered by parents/guardians online in ParentVue. In the event of an emergency, parents will be notified first. Please update ParentVue online of any changes in address and/or phone numbers. Updated information is a necessity.

Immunizations

State law requires that every pupil attending school in California be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, hepatitis B and measles/mumps/rubella, and varicella. A Pupil must show proof of these immunizations before entering school.

Medications

The law requires that we have the following in order to administer medications to students at school. The *Permit to Administer Medication* form can be downloaded from the school website or can be picked up in the office. The *Permit to Administer Medication* form needs to be filled out by both the physician and parent and includes the following:

- Instructions from the physician detailing the method, amount, and time schedule by which each medication is to be taken
- Authorizations from the parent or guardian of the pupil indicating the desire set forth in the physician's instructions

All pupils taking medication are required to leave the medication in the office. All medications must be in the prescription bottle and taken in the office.

Transferring to another School

Please allow one complete day for transfer requests. Send a written note with your child or phone the office stating that you are moving. When possible, tell us your new address and the name of the new school. You may pick up the transfer slip at the end of the child's last day.

Parents are responsible for payment of lost books and other assigned materials at check out time.

Classroom Parties/Food

In light of the many food allergies and dietary restrictions that are a part of our students' lives, as well as our interest in supporting students' development of healthy eating habits, and in preserving instructional time, food will not be a part of **birthdays** and **holidays** at Birch Grove. Classroom celebrations of the holidays are conducted in a variety of ways which may include games, crafts, and sing-alongs. Additionally, balloon, floral, and outside deliveries for student birthdays are not permitted during the school day.

Birthday goodie bags are highly discouraged and school staff will not be able to assist in passing them out at school. They may be passed out by the student after school. No food, candy, snacks, or other items that are ingestible should be included as part of the contents.

Birch Grove Elementary Pupil Responsibility

Appropriate School Behavior

Pupils are responsible for appropriate behavior at school. Parent and children are expected to read and discuss the Positive Behavior Support (PBIS) section in the handbook and their responsibility at school.

Bicycles, Scooters, Heelys, and Roller Blades

Pupils are required to walk their bikes and scooters on and off campus. Bicycles and scooters must be individually locked at the bike rack. Riding wheelie shoes or roller blades on school grounds is forbidden. Roller blades and wheels from wheelie shoes must be removed once a pupil arrives on campus. Violators will be subject to discipline and it may result in losing the privilege of riding bikes to school.

Any pupil who rides a bike, a scooter, or roller blades to school must wear a helmet. This is a state law.

For Solving Pupil Problems

If one pupil has a problem with another pupil, the child being bothered should verbally inform the other person to discontinue the bothersome behavior and walk away. Should the problem continue, the pupil should report the incident to the teacher or a Campus Monitor. Should the problem not be resolved satisfactorily, the problem should then be brought to the attention of the principal.

Items Not Allowed at School

Pupils are not to bring cameras, trading cards (e.g. Pokemon), radios, iPods, iTouch devices, CD/tape players, electronic games, virtual pets, and toys of any kind to school. All unauthorized items brought to school will be confiscated.

- Do not bring toys from home
- Do not bring sports equipment from home ***without teacher permission.***
- Do not bring trading cards

Cell Phones/Electronic Signaling Devices

Cell phones/Electronic Signaling Devices provide parents and pupils a communication link before school and after school. During school, cell phones and Electronic Signaling Devices must be turned off and stored where the teacher indicates they are to be stored during the school day. Use of the cell phone/Electronic Signaling Devices, texting, taking photos, playing apps, or displaying any of these during school hours will result in the device being confiscated.

Entrance to Classrooms After Hours

Students are encouraged to pack everything they need at the end of the school day. The classroom teacher is the only staff member allowed to open the classroom for students and parents after hours. Custodians and office staff may not open classrooms after the teacher has left the room.

Lost and Found

Lost articles are a major concern each year. Please mark clothes, books, and equipment with some identification. Each pupil is responsible for his/her own personal property. We will assist in locating lost items, but the school district cannot assume responsibility for their replacement. Many items go unclaimed and are given to charity each year. The lost and found bin is located in or by the cafeteria. All unclaimed items will be donated to charity four times a year. Please check each site's lost and found area.

Positive Behavior Support

What is Positive Behavior Intervention Support?

Positive Behavior Intervention Support (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

School-Wide Rules

BULLDOG SAFE
BULLDOG RESPONSIBLE
BULLDOG RESPECTFUL

Why do we have School-wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on three simple rules, it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors. With the rules selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school setting according to these simple rules, for example:

- Cleaning up your spills in the cafeteria is an example of **Being Bulldog Safe** because someone could slip on the spill and get hurt.
- You were **Being Very Bulldog Responsible** when you walked in a straight line, facing forward in the hallway.
- Thank you class for **Being So Bulldog Respectful** by raising your hands to speak and listening to what everyone else had to say about the story.

The **Behavioral Expectations Grids** use the school-wide rules to identify specific behavioral expectations across all school settings.

All staff and students in the school are expected to know the School-wide Rules. Schools will be evaluated twice per year (Fall & Spring) to see if staff and students know the school-wide rules. The goal is that 90% of staff and students know the school-wide rules. To be most effective, regular teaching, using the school-wide rules, should become part of the school culture.

BGP School-wide Behavioral Expectation Matrix

	Bulldog Safe	Bulldog Responsible	Bulldog Respectful
Restroom	<ul style="list-style-type: none"> -Wash your hands -Walk in and out -Tell an adult about safety issues 	<ul style="list-style-type: none"> -One pump and one towel -Throw paper towels away in the garbage 	<ul style="list-style-type: none"> -Give people privacy -One student per stall -Use the toilet appropriately and flush after going
Cafeteria	<ul style="list-style-type: none"> -Walk in and walk out -Eat your own food -Stay in your seat 	<ul style="list-style-type: none"> -Follow adult direction -Throw away your trash when asked 	<ul style="list-style-type: none"> -Raise your hand if you need help -Use your inside voice
Classroom	<ul style="list-style-type: none"> -Follow instructions -Walk when inside -Put away materials -Wait your turn 	<ul style="list-style-type: none"> -Use class materials appropriately -Make good use of time -Pick up after yourself 	<ul style="list-style-type: none"> -Raise your hand -Use appropriate language and actions -Keep hands to yourself
Playground	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Run in open spaces only -Walk to you line 	<ul style="list-style-type: none"> -Use playground equipment properly -Get a drink and use the restroom during recess 	<ul style="list-style-type: none"> -Take turns and share play-time equipment -Follow game rules -Freeze when the bell rings

BGI School-wide Behavioral Expectation Matrix

	Bulldog Safe	Bulldog Responsible	Bulldog Respectful
All Settings	<ul style="list-style-type: none"> -Walk and face forward -Hands/feet to self 	<ul style="list-style-type: none"> -Recycle -Clean up after self 	<ul style="list-style-type: none"> -Help/share with others -Use appropriate voice volume -Use respectful language / manners (e.g., please and thank you)
Restroom	<ul style="list-style-type: none"> -Walk -Wash your hands -Use restroom to take care of restroom needs only 	<ul style="list-style-type: none"> -Use appropriate receptacle for appropriate waste - Be timely -Use restroom during recess and 	<ul style="list-style-type: none"> -Respect privacy -Wait your turn -Respect the environment

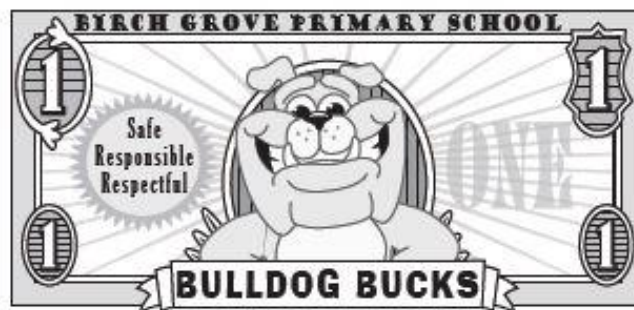
	-Report safety issues	lunchtime	
Cafeteria	-Walk -Keeps hands and feet to self -Eat only your food	-Sort trash -Raise hand to get up (except to throw away trash)	-Wait your turn -Use indoor voice -Follow staff instructions -Use manners -Touch only your own lunch card
Hall/School Grounds	-Walk and face forward -Stay outside the yellow circle -Stay inbounds -Go to where you need to go	-Pick up trash -Take clothing to lost and found -Return equipment	-Keep hands and feet to yourself -Quiet voices while walking near classrooms -Greet others -Hold playground equipment
Library	-Walk -Keep hands and objects to yourself -Push in your chair -Keep all 4 legs of the chair on the floor	-Use shelf markers to keep shelves orderly -Bring books back on time -Take care of the books -Use computers for library catalog only -Return shelf marker to the checkout counter	-Use quiet voices -Be silent and listen when your teacher is talking -Wait for your turn in line -Use library time wisely
Office	-Remain seated with both feet on the floor while waiting in the office	-Follow directions from the office staff -Only use the phone after asking office staff -Get permission from a staff member to go to the office -Only go to the office if there is an urgent need	-Wait patiently and quietly for office staff -Use respectful language / manners (e.g., please and thank you)
Class/All Areas of Learning	-Walk -Keep walkways clear -Keep chair legs on the floor	-Keep school items organized -Pick up your surrounding area -Be prepared -Ask for permission to leave the room	-Give a helping hand -Use positive language -Use appropriate voice level
Technology	-Walk when carrying Chromebook -Carry device closed with two hands -Log off when finished	-Keep food and liquids away from Chromebooks -Use only approved sites -Handle with care	-Properly plug in / put away headphones, chargers and Chromebooks -Use headphones when sound is on at an appropriate level

Playground/ Play Areas	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Be aware of others -Keep tanbark on ground -Stay within boundaries 	<ul style="list-style-type: none"> -Sort your trash -Use words to solve problems -Use water fountain/restroom before bell rings -Take care of equipment 	<ul style="list-style-type: none"> -Follow Recess Rodeo rules -Be inclusive -Be a good sport
Arrival	<ul style="list-style-type: none"> -Watch for vehicles -Use crosswalks -Walk bikes, scooters, etc. -Pull all the way up to the curb -Exit vehicle on the sidewalk only when car has completely stopped 	<ul style="list-style-type: none"> -Arrive to school on time -Keep cell phones off and stored in backpacks -Follow tardy procedure 	<ul style="list-style-type: none"> -Greet a staff member when arriving on campus
Dismissal	<ul style="list-style-type: none"> -Walk to the front of the school -Wait calmly behind the yellow line for pick-up -When walking, use crosswalks and watch for vehicles -Walk bikes, scooters, etc. -Only enter vehicle from sidewalk side when car has completely stopped 	<ul style="list-style-type: none"> -Be ready to enter your vehicle promptly -Remain in pick-up area until picked up -Wait for direction from staff to call home 	<ul style="list-style-type: none"> -Respect others' personal space -Respect school property

Acknowledgment System

Bulldog Bucks will be used by individual staff members and school volunteers to recognize students for engaging in positive behavior. Staff members can award Bulldog Bucks to students across all school settings, whether they teach the student or not. When handing out Bucks, we should always clearly identify the specific positive behavior the student is being recognized for and match it with one of the school rules “Bulldog Safe, Bulldog Responsible, Bulldog Respectful”. Students will collect their Bulldog Bucks that can be exchanged for rewards.

BGP Rewards: Teachers and staff members have on hand to pass out to students as an acknowledgement for being Safe, Responsible and Respectful. Students can redeem for incentives within the classroom.



BGI Rewards: Students can order online at our Bulldog Prime store for prizes and privileges. They can even pool their Bucks together for bigger privileges!



Consequence System

Consistent and fair discipline procedures are crucial to a successful consequence system in all schools. It is important that we are respectful of students in our disciplinary responses. Consequences should focus on teaching, remediation, or logical consequences as much as possible. In providing consequences we also want to be mindful of the instructional time students are missing with the goal of minimizing the amount of instructional time missed.

In order to maximize student instructional time staff are encouraged to deal with problem behavior in their classroom as much as possible. This requires that staff develop a clear discipline plan, which teaches expectations and routines, incentives for positive behavior, and clear classroom responses to problem behavior for their classroom. If teachers are experiencing pervasive problem behavior in their classroom, they are advised to seek assistance or additional consultation by contacting the principal.

Minor PAUSE Form:

Students may receive a Minor PAUSE Form for lower level behaviors such as disrespect, defiance, disruption, minor physical contact, inappropriate language, property misuse, dress code violation, and technology misuse. Staff will have attempted to intervene before the PAUSE form is given to a student.

BGP Minor Behavior Form

Student's Name: _____ Date: _____ Time: _____ Teacher: _____ Grade: TK K 1 2 Referring Staff: _____	<p style="text-align: center;">Location</p> <input type="checkbox"/> Classroom (includes science, PE, library) <input type="checkbox"/> Playground (includes blacktop, grass, line, etc.) <input type="checkbox"/> Bathroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other: _____
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Teacher Managed Behavior	Possible Motivation
<input type="checkbox"/> Disrespect <ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate gestures / language <input type="checkbox"/> Lying <input type="checkbox"/> Spitting <input type="checkbox"/> Defiance / Noncompliance <ul style="list-style-type: none"> <input type="checkbox"/> Refusal to follow staff instructions <input type="checkbox"/> Refusal to work <input type="checkbox"/> Disruption <ul style="list-style-type: none"> <input type="checkbox"/> Off task behavior (crawling, out of seat, etc.) <input type="checkbox"/> Loud voices / sounds / yelling <input type="checkbox"/> Physical contact / minor physical aggression <input type="checkbox"/> Property misuse <input type="checkbox"/> Technology Violation <ul style="list-style-type: none"> <input type="checkbox"/> Off task use of computers / electronic devices Other: _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Avoid task / work <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Obtain a adult attention <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid peer (s) <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____ Others involved in incident: <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Other
Consequences/Intervention Plan	
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent Contact <ul style="list-style-type: none"> <input type="checkbox"/> Email <input type="checkbox"/> Note <input type="checkbox"/> Phone call 	<input type="checkbox"/> Conference with student <input type="checkbox"/> Restitution (apology note, community service) <input type="checkbox"/> Other _____

All Minor Behavior Forms must be recorded by classroom teacher who will send it to the office within 24 hours where above data will be recorded into computer system under **Minor Account**. Teacher will send home yellow and pink copies to parent for signature.

If student receives 3 minor behavior forms for the same behavior within 1 month, **student** should be referred to the **Administrator** to review data and determine additional behavior support.

Parent/Guardian Signature: _____ Date: _____
 White-Office Copy Yellow-Parent Copy Pink-Please return to teacher after signature



Birch Grove Intermediate Minor PAUSE Form

Student name	Room #	Date	Person Referring	Classroom Teacher
	Grade	Time of Incident	Subject/Class Period	Location of Incident

Level 1 - Staff Interventions - Check the 2 interventions utilized

- | | |
|--|--|
| <input type="checkbox"/> Acknowledge Positive Behavior of others | <input type="checkbox"/> Redirection |
| <input type="checkbox"/> Physical presence | <input type="checkbox"/> 1:1 Conference with student |
| <input type="checkbox"/> Reteach (whole class or individual student) | <input type="checkbox"/> Other _____ |

Level 2 - PAUSE Form

Teacher Managed Behavior\	Possible Motivation
Disrespect <input type="checkbox"/> Indirect, inappropriate gestures <input type="checkbox"/> Lying <input type="checkbox"/> Other: _____ Defiance <input type="checkbox"/> Non-compliance <input type="checkbox"/> Unauthorized access to areas <input type="checkbox"/> Cheating/plagiarism/forgery Disruption <input type="checkbox"/> Off-task behavior or sounds <input type="checkbox"/> Loud voices/yelling <input type="checkbox"/> Physical Contact/Physical Aggression <input type="checkbox"/> Indirect Inappropriate Language <input type="checkbox"/> Property/Materials Misuse Technology Violation <input type="checkbox"/> Off task use of computers <input type="checkbox"/> Off task use of electronic devices/cell phone	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____ Consequences / Intervention <input type="checkbox"/> Loss of privilege: _____ <input type="checkbox"/> Sent to buddy class/complete reflection <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Conference with student <input type="checkbox"/> Other _____
Explanation: _____ _____ _____	

Others involved in incident: None Peers Staff Teacher Guest Teacher
 Other _____

Parent/Guardian Contact: Email Note Phone Other

Parent/Guardian Signature: _____ Date: _____

White-Office Copy (before signing) Yellow-Parent Copy Pink- To be returned to teacher (after signing)

Major Office Discipline Referral Form:

Students may receive a Major Form for *continued* behaviors listed above. In addition, students who have behaviors such as major physical aggression, property destruction, inappropriate language directly towards others, repeated theft/lying, harassment/bullying, etc. will receive a Major Form.

BGP Major Office Discipline Referral Form

<p>Student Information</p> <p>Student's Name: _____</p> <p>Date: _____ Time: _____</p> <p>Teacher: _____</p> <p>Grade: TK K 1 2</p> <p>Referring Staff: _____</p>	<p>Location</p> <p><input type="checkbox"/> Classroom (includes science, PE, library)</p> <p><input type="checkbox"/> Playground (includes blacktop, grass, line, etc.)</p> <p><input type="checkbox"/> Bathroom</p> <p><input type="checkbox"/> Cafeteria</p> <p><input type="checkbox"/> Other: _____</p>
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Check the behavior(s) as applicable. Circle the primary behavior.

Major Problem Behavior:	Perceived Motivation	Action(s) Taken:
<input type="checkbox"/> Defiance	<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Conference w/ student
<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Avoid tasks / work	<input type="checkbox"/> Loss of Privilege(s):
<input type="checkbox"/> Disruption	<input type="checkbox"/> Obtain items / activity	<input type="checkbox"/> Parent Contact
<input type="checkbox"/> Disrespect	<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> In-School Suspension:
<input type="checkbox"/> Abusive / Inapp. Language	<input type="checkbox"/> Avoid adult	_____ days
<input type="checkbox"/> Harassment / Bullying	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Out-of-School Suspension:
<input type="checkbox"/> Repeated teacher managed	<input type="checkbox"/> Don't know	_____ days
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Incident details (attach notes if necessary): _____

Student Signature: _____

Parent/Guardian Signature: _____ Date: _____

Parent Comments:

Parent/Guardian Contact: Email Note Phone Other

White-Office Copy Yellow-Parent Copy Pink-Please return to teacher after signature

BGI Major Office Discipline Referral Form

Name: _____ Grade: _____ Date: _____

Referring Staff: _____ Time of incident: _____

Others involved: No One Peers Teacher Staff Guest Teacher

Check the behavior(s) as applicable. Circle the primary behavior:

Major Problem Behavior:

- Defiance / Disrespect
- Physical Aggression
- Property destruction
- Inappropriate language
- Repeated theft / lying
- Harassment / Bullying
- Repeated teacher managed
- Other: _____

Location:

- Classrooms
- Hall
- Playground
- Cafeteria
- Bathroom
- Pick Up / Drop Off Zone
- Don't know
- Other: _____

Perceived Motivation

- Attention from peers
- Attention from adults
- Obtain item/activity
- Avoid peers
- Avoid adults
- Avoid work/activity
- Don't know
- Other: _____

Explanation: _____

Action(s) Taken:

- Conference w/ student
- Loss of Privilege(s): _____
- Parent Contact
- In-School Suspension: _____ days
- Out-of-School Suspension: _____ days
- Other: _____

Student Signature: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent Comments:

Parent/Guardian Contact: Email Note Phone Other

White-Office Copy (before signature) Yellow-Parent Copy Pink-Return to teacher after signature

Birch Grove Playground Rules

Before School

Pupils must not arrive at school before 8:10 a.m. at the primary campus and 8:00 a.m. at the intermediate campus, unless they are having breakfast in the cafeteria before school. Students will not be allowed to go into the classrooms unless they have a note from their teacher.

Process for Lining Up

1. Bell rings-students walk immediately to line
2. Pupils on the equipment must get off, leave tanbark area and walk to line.

Gum

Bringing gum to school and chewing gum in class or on school grounds is not allowed.

Spitting

Spitting on the school grounds is unsanitary and is prohibited.

Snacks

Snacks may be eaten on the playground at recess. All trash must be placed in the trash can. (No gum, candy, or sunflower seeds with shells allowed). During lunch, all food and beverages must be consumed in the cafeteria.

Sports Equipment

Do not bring sports equipment from home without teacher permission

Safety on Playground

All games must be played safely. If pupils are behaving in an unsafe manner, games or sports may be suspended from play for a period of time.

Balls

Soccer balls and yellow balls may be kicked on the grass, in the kickball area, and during kick back. Rubber balls should not be kicked. Pupils may not kick balls near the line up area nor may they throw balls against walls.

Playground/Slides

1. One person at a time.
2. Must slide down on your bottom, feet first.
3. Legs must be in front of you, inside.
4. Use stairs to climb up playground, then slide down.

Swings

1. Sit on the swing seat, on your bottom ONLY.
2. Swings MUST go back and forth only.
3. Face the playground area when using the swings.
4. Each student can swing back and forth 20 times while being counted on (up and back is ONE, up and back is TWO, etc.)
5. Students may only hold onto their swing.
6. Twisting chains, grabbing, jumping from swings while swing is moving and walking in front or behind swings is prohibited.
7. Wait for your turn in front of the person swinging.

Foursquare

1. Line forms on side of game.
2. All serves must be returnable (overhand hits are prohibited).
3. Hit the ball with open hands, fingers pointing down, with palms up.
4. The ball has one bounce to a square, going no higher than a person's waist.
5. The person in the square where the ball goes lets it bounce once, then hits it into another square.
6. Inside lines are out / outside lines are in. (When a ball lands on a line, it can be either in or out. If it lands on the outside perimeter of the 4 square, it's considered IN bounds. If it lands on the inside lines, it's considered OUT.)
7. If the ball is caught, that player is out.
8. If the student misses the ball when it comes into her/her square, s(he) is out.
9. Whenever a player goes out, everyone moves up one number to try to get to position 4.
10. A player coming in from the waiting line starts in square 1.
11. First person waiting in line makes final call decision when there is a disagreement.
12. There are NO teams in four-square. Teaming up against a player is prohibited.

Basketball

**Regular Basketball Rules Apply

1. Teams MUST not exceed 5 on each team.
2. Opposing teams should have the same mix of grade level as much as possible.
3. A player who wishes to join a game in progress must bring another player who will join the opposing team, but it cannot exceed 5 on 5.
4. Knock out is OK.
5. Inappropriate/severe physical contact is prohibited.

Kickball

**Use Baseball/Softball Rules

1. Kickball may be played on the blacktop or on the field at lunch when Campus Monitor is present at BGP.
2. Opposing teams should have the same mix of grade levels as much as possible.
3. One pitch "redo" allowed but no more.
4. Base stealing is prohibited.
5. Hitting another student with the ball is prohibited.
6. A caught fly ball is an out.
7. A force at base is an out.
8. A player who wished to join a game in progress must bring another player who will join the opposing team.

Soccer

** Regular Soccer Rules Apply

1. Campus Monitor must be present at BGP to play.
2. Teams MUST not exceed 10 players and 1 goalie per team, which can include both boys and girls.
3. Opposing teams should have the same mix of grade levels as much as possible.
4. A player who wished to join a game in progress must bring another player who will join the opposing team, but it cannot exceed 11 (10 field and 1 goalie) players per team.
5. The grass areas do not have established soccer boundaries, just the goal posts in the field at BGI. Students may request sets of cones to establish boundaries before playing.
6. If the ball goes over the fence, students are NOT ALLOWED to climb the fence to retrieve the ball. A student must inform a campus monitor on duty. Another soccer may be used to continue the game. If there is not another soccer ball available, the game ends.
7. Side tackling is prohibited.
8. Shaking, swinging or hanging from the goal posts is prohibited.

Tetherball- BGI ONLY

Players must stay on their side of the line at all times. These things are against the rules in tetherball: touching the rope; holding or juggling the ball; time outs; special rules; arguing; re-matches; hitting the ball twice in one turn (twice in a row when tetherball stays on your side). The ball must go around the pole 5 times in one direction for the player to win. The next person in line is the referee. All Pupils are expected to abide by the referee's decision.

Major Fouls:

- Stopping or catching the ball at any time
- The rope cannot be grabbed or held (ropes)
- The pole cannot be held (grabbing)

Minor Fouls:

- Stepping on the line (bridges)
- Bubbles
- Bottle caps

Touch-Football Rules-BGI ONLY

****Regular Touch-Football Rules Apply**

1. Teams MUST not exceed 7 on each team.
2. Opposing teams should have the same mix of grade level as much as possible.
3. A player who wished to join a game in progress must bring another player who will join the opposing team.
4. Playing through another touch-football game is prohibited.
5. Rough playing, tackling is prohibited.

Consequences for *all* games:

If a student consistently disturbs the game by poor sportsmanship, they may be removed from the game. If they continue to not be respectful, responsible and safe, they will be prohibited from playing the games and may face other consequences.



safe student technology pledge

All use of technology in Newark Unified School District shall be consistent with the District's goal of empowering its community by providing access to, and establishing personal accountability in using, developing and applying technology.

Newark Unified School District believes in using technology with students on a "guided-use" basis. "Guided-use" is defined as using technology in connection with teacher-directed activities.

The use of technology in this district is a privilege, not a right. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action and/or appropriate legal action. The administration will make all decisions regarding whether or not a user has violated these procedures.

I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT.

- I will not give my password to anyone.
- I will log off from my account when I am finished.
- If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.

I AM RESPONSIBLE FOR MY LANGUAGE.

- I will only use language on the Internet and in my school email that I would use in the classroom with my teacher.
- I will not use bad words when I use a computer.

I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.

- I will not write anything mean or hurtful to another person.
- I will not be a bully or make fun of anyone.
- I will not "bother" any person online or by text message.
- I will tell a teacher if I see anything hurtful to another student online.

I AM RESPONSIBLE FOR MY USE OF Newark Unified School District's NETWORK.

- I will not look for web pages with pictures, words, or sounds that are not appropriate in school.
- I will not look for web pages or documents about sex, violence, or weapons.
- I will not download any files, including music and video files, unless a teacher gives me permission.

I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE.

- I will not write anything or post pictures or video that is hurtful or embarrassing to anyone while I am online.

I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE.

- I will not pretend to be anyone else online.
- I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.

I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE NUSD NETWORK.

- I will not try to change security settings or install any software on school computers without permission.
- I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.

I AM RESPONSIBLE FOR PROTECTING NUSD PROPERTY.

- I will not break or destroy any computer equipment on purpose.
- I will not move any equipment, including keyboards and mice, without permission.

I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.

- I will not "plagiarize."
- When I use information from a website, I need to let people know where I got the information.
- I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.

I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.

- I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission.
- I will not publish a picture, including my picture, with the person's first or last name in the caption.

All students at our Intermediate campus will receive this Technology Pledge in the fall for review and parent signature.

Birch Grove Elementary Good Conduct and Recognition Awards

Monthly Student Awards

Pupils who demonstrate the Character Trait of the month may be selected by their classroom teacher for the **Bulldogs Who Build Character** Award. Students who receive this honor will receive a special certificate and enjoy lunch and/or a treat with the principal. Character traits of focus each month can be found below.

Character Traits

Month	Trait
August	Courage
September	Respect
October	Perseverance
November	Gratitude
December	Honesty
January	Kindness
February	Empathy
March	Responsibility
April	Cooperation
May	Creativity



Fifth Grade Awards- Given at the Promotion Ceremony

Presidential Excellence Award

- Presented to a rising fifth grader(s)

Principal's Community Service Award

- Presented to a rising fifth grader(s)

Student of the Year

- Nominations made by classroom teachers and selection by principal (acknowledgment at Rotary, City Council, and our Spotlight at the Board Meeting)

Bulldog Who Builds Character Award

- Nomination and selections BY students in each class - based on character traits