



# Bancroft Elementary School Handbook

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## ❖ **Mission Statement and Beliefs**

***The Bancroft learning community believes in modeling and building an energy to treat all people without prejudice allowing for honest, courageous conversations and opportunities to educate the mind and encourage the heart and spirit of every individual.***

- Bancroft implements rigorous Common Core standards-based curriculum and practices with 21<sup>st</sup> Century skills (Collaboration, Communication, Cooperation, Creativity) that actively engages all students while examining and monitoring student achievement data to target and sustain growth.
- Bancroft’s English/Spanish Two-Way Dual Immersion (TWDI) program offers an early immersive experience that is aimed at developing students’ initial literacy in the immersion language while strengthening understanding of their native language.
- Program and instructional design are focused on content, the life skills, and cultural proficiency along with preparations to think globally and act locally to build 21<sup>st</sup> Century mindset citizens.
- All learning is achieved in a safe, welcoming and positive school atmosphere that promotes community involvement, personal responsibility, mutual respect and appreciation for others.

## ❖ **School - Parent Communications**

***Please regularly check the communication mediums listed below for announcements, reminders, and other informative communication regarding your child’s instruction and learning in the classroom.***

- [Bancroft Elementary Website](#) for school information including up-to-date calendar of events, staff directory, bell schedule, school map, etc.
- E-mails through *ParentSquare* will contain weekly school newsletters and administrative communication from the Principal, School Office, and the District
- Classroom-specific correspondence will be outlined at *Back to School Night* by your child’s homeroom teacher(s) with their *preferred* communication medium
- [Bancroft’s Parent-Faculty Club \(PFC\) Website](#) and *Konstella App* for announcements and news including PFC-sponsored events, after-school enrichment, volunteer activities, etc.

Prior to each new school year, an August *Bobcat Info Day* is planned. Parents should plan to pick up a family parent-packet in early August and complete all necessary paperwork. *Bobcat Info Day* date is posted on the school website and the hours are 3:00p.m. - 7:00p.m. *Bobcat Info Day* is the first opportunity to see friends again, meet new families and obtain your child(ren)’s classroom assignment.

## ❖ **Arrival / Dismissal**

### **Schedule, Times, and Procedures**

#### **DAILY SCHEDULE**

##### **First – Fifth Grade**

**Mon, Tues, Thurs, Fri**

- 8:00 am – 2:45 pm

**Wed**

- 8:00 am – 12:20 pm

##### **Transitional K / Kindergarten (Monolingual)**

**Mon. Tues. Thurs. Fri**

- Early Friends: 8:00am - 11:20 am
- Late Friends: 9:50am – 1:58 pm

**Wed**

- All Friends: 8:00am – 11:20 am

##### **Kindergarten (Two-Way Dual Immersion)**

**Mon, Tues, Thurs, Fri**

- A.M. Friends: 8:00 am – 11:20 am
- P.M. Friends: 11:25 am – 2:45 pm

**Wed**

- All Friends: 8:00am – 11:20 am

### Snacks, Daily Lunches & Recreational Times

Students in TK, K, and Grades 1-5 have a 15-minute *recreation break and snack period* scheduled *every morning*. Nutritious snacks from home (or Second Chance Breakfast from the school cafeteria) may be eaten during this morning break.

Students in Grades 1-5 have a 45-minute combined *recreational time and lunch period*. Students play first, and then have their lunch meal before returning to afternoon learning.

Students in Grades 1-3 have a 15-minute *recreation break* scheduled *every afternoon*.

Many students have food allergies or food aversions so we do not permit the sharing of food between students. MDUSD Food Services provide a nut-free kitchen and menu. Please no glass containers from home for food and beverages. Also, there are no means to heat up food items from home.

For more information, See APPENDIX I for “Rules: Recreation and Lunch, Play Structure, and Games”

### Arrival & Dismissal Times

There is NO formal supervision on campus until 7:45 am. The front double doors of the main entrance to the school open every morning at 7:45 am and students in Grades 1-5 can play at the supervised Playground/Blacktop (or Multi-Use Room on rainy days) from 7:45 am to 7:57 am. The bell to begin lining up rings at 7:57 am and the school day commences at 8:00 am. Students arriving after 8:00 am are to come through the Office to sign-in.

All Early Friends of TK/ Kindergarten arrive directly to the Kindergarten Side Entrance (or classrooms on rainy days) starting at 7:45 am. Late Friends of TK/Kindergarten arrive to the Kindergarten Side Entrance at 9:50 am (monolingual) or 11:20 am (TWDI). Teachers will collect all friends at their respective arrival times from the supervised Kindergarten Playground Area.

Our on-site daycare, Dianne Adair, is open 7:00 am - 6:00 pm. Families that need to drop off their child(ren) before 7:45 am will be referred to the daycare to enroll their child. Please contact Mrs. Lee / Ms. Lindsay to enroll at (925) 938-4063.

There are 3 key pick-up areas: carline, parents meet children inside the front doors near the courtyard/classroom; or children meet parents in front of the school. Parents are to be ON-TIME for one of these locations. Students attending Dianne Adair daycare, or who walk, or ride a bike home must depart to those areas *right after dismissal*. Students who are transported by an MDUSD bus or off-site day care van must report to the school bus circle immediately after dismissal.

Arrangements for dismissal pick-up need to be made in advance and any unforeseen changes should be called into the school office or communicated with the classroom teacher at least 2- 3 hours before dismissal if possible. Calls to office after 2:30pm with last minute day-of pick-up changes are strongly discouraged as the message may not reach the teacher or your child(ren) in time.

### Arrival & Dismissal for Bancroft Students attending Dianne Adair Daycare

Bancroft students in Kindergarten and First Grade are escorted to and from the school campus and the daycare center. Students in Grades 2-5 will be responsible to depart and arrive on their own (following the dismissal expectation of each location) and will have the benefit of daycare and school supervision during the process.

### Wellness Wednesdays!

The early release Wednesday gives our students more time for play, recreation, and whenever possible an early family night together. Teachers use every Wednesday to work on professional development and grade level collaboration and to attend Principal’s twice-a-month Staff Meeting.

### **After School Use of the Playground**

The school playground will NOT be open for use after-school due to after-school enrichment classes being held in the Fall and Spring, and Dianne Adair needing the playground.

### **Traffic and Parking**

#### **Carline Lane**

The Carline lane is located on the west end of campus on Malarkey Circle adjacent to Parish Drive. Drivers are expected to pull all the way up the lane to the most open spot for drop-off or pick-up. Students will enter or leave from the single gate located along the sidewalk near the Dianne Adair Daycare building. Passengers need to be “drop off/pick -up ready”. Please do not use the Carline lane if passengers or drivers will need to load or unload cargo from car storage areas. This slows the flow. For the safety of everyone, passengers should only exit and enter from the curb side of the vehicle.

#### **Bikes or Scooters To/From School**

By law, all students under the age of 18 MUST wear a helmet. Bikes and scooters must be walked once students (and or parents) arrive at the perimeter of the school grounds (including areas outside and inside facility). Bikes and scooters are the responsibility of the student to lock up daily at the bike racks on the west side of school.

#### **Staff Parking Lot**

The parking lot across the street from the school on Parish Drive is reserved for staff only. Additionally, this lot cannot be used to drop off/pick-up students, or to make U-Turns.

#### **Arriving and Exiting the Neighborhood After School Drop-Off and Pick-Up**

When arriving closer to school, NO right turns from Claiborne nor Terrebone onto Parish Drive are permitted after 7:30am. *This flow prevents traffic backups and is for the safety of heavy pedestrian foot traffic using the crosswalk on the corner of Parish and Claiborne and Parish and Terrebone in the morning.*

When leaving the school, all drivers leaving the Carline area or departing from parked locations on Parish Drive who need to make a left turn out of the school neighborhood are expected to make their left turn from Parish on to Arkell Road (or other streets thereafter) to gain access back to Treat Blvd. *This flow prevents traffic backups and is for the safety of heavy pedestrian foot traffic using the crosswalk on the corner of Parish and Claiborne and Parish and Terrebone in the afternoon.*

Please NO U-Turns EVER on Parish Drive. No parking along red or green curbs anywhere. If traffic is at a standstill, please, never drive up the wrong side of any street to alleviate your driving situation. Traffic will calm down and passage will flow. Be patient. Your children are being supervised.

For more information, See APPENDIX II for “Drop-Off/Pick-Up Safety Rules”

#### **Bus circle**

The Bus circle is reserved for district school buses, daycare vans or handicapped student drop off/pick up by personal car.

#### **Crosswalks**

Traffic guard(s) are positioned each day at the corner of Parish and Claiborne as well as on Treat Blvd. Please be respectful and obey crossing guards’ directions.

## Be Respectful of Our Neighborhood

Our neighbors around the school request your respect to not park in their driveways or move their garbage cans away from curbs in order to make parking spaces. This is common courtesy and everyone is expected to model this within the community- especially for our young children who watch and learn from our behaviors.

## Reporting to W.C.P.D.

Any traffic or safety violations witnessed should be reported to the Walnut Creek Police Department. Have vehicle model and license plate number when reporting. Non-Emergency/General line is 925-943-5844 / Emergency line is 925-935- 6400. Reports can also be made using the on-line WCPD reporting system.

## Animals at School

Family pets are not permitted on campus during arrival or dismissal times nor school hours or any school event when children are present. *Exception: clearly marked service dogs.*

## ❖ Attendance

### Daily Attendance

Consistent attendance is paramount to the annual success of our students. This includes an on-time arrival. Parents are notified by a school/district issued letter when absences and/or tardies begin to accumulate and could indicate a potential problem. For more information please visit [MDUSD's Attendance](#) webpage.

*It is strongly recommended that a student not be removed from school for family trips/vacations.* Students with less than one absence or tardy per trimester earn a Perfect Attendance Recognition and Awards each trimester. Absences due to religious reasons are excused and are not counted towards the recognition.

**Please contact the school office (925) 933-3405 (leave voicemail after-hours) or email [besattendance@mdusd.org](mailto:besattendance@mdusd.org) to report an absence by 10:00 a.m. the day of the absence.**

### Illnesses and Early Releases

- Sick children should be at home. If your child has vomited or has a fever, they should not come to school. *A student must be fever-free without fever reducing medications or vomit-free for 24 hours before returning to school.*
- Students not feeling well at school are referred to the school health room to rest and be provided care and support. If a student has a more serious injury, has a fever, or is too ill to remain at school, parent or emergency contact will be notified in order to pick up the student. First aid is provided for minor injuries such as a cut, scrape or bump.
- **Students who need to leave early for appointments, illness or injury will need to be signed out by their parent/guardian in the school office.** Students will be released only to parents/guardian/emergency contact(s). ID will be required.
- For any medical, dental, or non-medical appointment that students attend during school hours, parents could supply a provider note confirming the visit to our school office. The note will be documentation of the excused absence or late arrival or early pick-up due to student attending an appointment.
- Students who may be dealing with critical health issues and unable to attend school that requires an absence for three or more weeks, can apply for HOME and HOSPITAL Instruction. *Five hours of weekly individualized instruction is provided. Home and Hospital forms are in the school office and require the student's physician to provide proof of this need.*

## **Independent Study Contracts**

If necessary, Independent Study Contracts are available upon request. ***Parents may be asked to meet with the Principal to discuss this need.*** The request for Independent Study is necessary at least two weeks prior to planned absences and can only be provided if a student will be away for a minimum of 5 consecutive days and maximum of 14 days. If a contract is created, the work must be fully completed and returned on the date indicated. *Instruction missed is very difficult to duplicate even through an Independent Study Contract.*

## ❖ **Student Conduct**

### **Behavior and Expectations**

Our school-wide *Behavior Matrix* is used to guide the behavior expectations in each area and aspect of school environments and experiences aligned with our following “Four B’s”: Be Safe, Be Respectful, Be Kind, and Be Responsible. Students receive consistent review and reminders of these expectations.

For more information, see APPENDIX III for “Bancroft Elementary Behavior Expectations Matrix”

Students also receive recognition for their responsible choices, maturity, and efforts to improve the use of various life skills through *Bancroft Best* blue slips. These blue slips are a school wide system of recognition and reward to individual students. *COWabung Class* awards are given by any staff member to the class as a whole. Special whole class recognition is provided based on the number of class awards received.

### **Disruptive, Disrespectful or Defiant Behaviors**

Examples of disruptive, disrespectful, or defiant behaviors that are non-extreme may include but are not limited to: not staying on task, blaming or interrupting discussions, leaving others out on purpose, teasing, passing notes, using a cell phone, using a toy from home in the classroom or on the playground, sharing passwords, logging into non-approved web sites, unwanted electronic postings, name-calling, back talking to adults, grabbing from others, cheating, ignoring end-of-recess "freeze bell", throwing food or beverages, taking of food or beverages of others without permission, dress code violations, etc.

### **Five-Step Action Plan**

*A five-step progression system below is used for students experiencing difficulty with behavior expectation(s):*

1. A Reminder - The teacher asks the student what the procedure is (or rule) that they should be following. Student should be able to demonstrate the expectation within one reminder.
2. In-Class "Growing Time" - The teacher gives the child a Bobcat Reflection and Plan to think about and complete in a quiet area in the room or pod center. Then, the teacher talks individually with the student after he/she writes (or dictates to an adult) their action and reflection plan. This is discussed between the teacher and student after instruction and activities so that there is minimal disruption to the classroom learning in progress.
3. Call Home to Parent - The teacher calls the parent to inform them of the behavior, the reminder given, the "Paws and Think" Bobcat Reflection and Plan, and the behavior they expect and how to recognize the student with their efforts to improve.
4. "Buddy Class" Time Out - The teacher sends the student with work to a predesignated classroom and colleague so that the student is removed from the situation. Parent will be informed by the teacher.
5. Behavior Guidance Referral - This is a referral to the principal or principal designee. A student may not be sent to the office before all steps are followed including a call home to parent by the teacher. The referral is to be a problem-solving process and follow-up steps are based on the situation, student needs, or past means to correct behaviors.

- Examples of extreme behaviors\* leading to a Behavior Guidance Referral may include but are not limited to: use of abusive/inappropriate language, use of extreme profanity toward adult/student, fighting/physical aggression, harassment/bullying, verbally/physically threatening, property damage/vandalism, forgery/theft, use and/or possession of a weapon/combustible, etc.

*\*These behaviors may result in an immediate referral instead of steps 1-4 in Five-Step Action Plan.*

### **Harassment and Bullying Policy**

Harassment of any form is unwanted. If your child is being harassed by anyone, please report all incidents to an adult. At Bancroft, student learn that, "At Bancroft, I am safe; the grown-ups are here to help."

### **Cell Phones, Devices, and Toys from Home**

District policy permits cell phones at school. However, we require that students with cell phones keep their phones "off" once they arrive on campus until they exit during dismissal. Cell phones may be collected if they interfere with the instructional day. If collected, cell phones will only be returned to a parent/guardian at the end of the school day. Bancroft is not responsible for lost, stolen, or damaged cell phones and strongly recommends keeping cell phones at home. This same policy applies to wrist type devices that can be used for texting, calls, etc. Students have access to phones and technology approved for classroom learning and projects. Any other personal devices visibly out and/or in-use during the school day may be confiscated and kept safe for parent pick up if necessary. Parents will be contacted to pick up these personal devices.

Only calls from the school office and/or classroom are made in order to inform parents about illness, injury or other concerns.

Toys including fidget spinners, and electronics, or athletic equipment from home are not permitted. In some instances, teachers may request specific items for student's use that can be brought from home.

### **Dress for Success**

Bancroft does not have a school uniform policy, but students are shown to be more safe, more focused, positive and productive when dressed appropriately for their learning and recreational times at school.

The following is expected to support student safety and success:

- Always wear closed-toed shoes that stay firmly on your feet when running, climbing, kicking a ball.
- Wear shorts, skirts and dresses that are fingertip length or longer.
- Wear tops that cover the top of shoulders (no tube tops, spaghetti straps or one shoulder tops) and are long enough to cover the entire mid-area.
- Clothing should be clean, fit and not be too small or oversized.
- Hats and hoodies to protect from sun or cold are permitted.
- Fridays are "*Bancroft School Spirit Wear*" OR wear any attire with our school colors, of blue and gold.
- Clothing and jewelry that are disruptive to the education process, including but not limited to objectionable, vulgar and/or obscene language, logos or pictures, and suggestive statements or slogans that depict gangs, violence, sex, drugs, cigarettes and alcohol, are strictly prohibited.
- The wearing, carrying, or displaying of slogans, initials, colors, or attire that is known as being identified with a gang or is gang-related are not allowed.

*Students not dressed appropriately for school may need to call home for a change of clothing/footwear*

## ❖ Academics

### Instruction

Success begins each day with an on-time arrival. Students begin each day with a short Social/Emotional Learning (SEL) activity. Habitually being late (even just 5-10 minutes) causes the loss of a smooth arrival with peers and into the class community, setting the tone for the day.

### Common Core Instructions, Programming and Practices

The Common Core State Standards (CCSS) and Practices are used in our daily instructional programming. Grade level standards have been prioritized so that each year students develop and strengthen specific skills and deepen knowledge.

### Monolingual (English) K- 5, and Bilingual K-5 (English/Spanish) Programs

Parents and students have a choice between enrolling their child in the Monolingual (English only) program or the Two-Way English/Spanish Dual Immersion Program.

The Two-Way English- Spanish Dual Immersion (TWDI) is available through an application process through the MDUSD Student Services Department. Families enrolling into the TWDI program are requested to make a 5-6 year commitment. Students are enrolled starting in Kindergarten or first trimester of first grade based on application and language assessment. Students may enter the TWDI program after first grade if they are coming from another TWDI English-Spanish Immersion program.

### English Language Development

Parents complete the Home Language Survey (HLS) when they enroll their student in all public schools. If another language is spoken at home other than English, and this is indicated on the HLS students are assessed for their level of English proficiency. If a student is not initially English proficient at their first English language assessment, they are provided daily English Language Development (ELD) lessons and assessed annually in order to monitor growth and reach fluent English proficiency. The ELD lessons and instructional supports are provided in the classroom

### Library, Textbooks, & Technology

Textbooks and library books are issued to students to use and keep in good shape so that these can be used annually. Unusual damage or loss will result in a fine.

Bancroft provides the district-approved adopted textbooks as follows:

- ✓ *English / Spanish Language Arts: McGraw-Hill Publishers "Wonders"*
- ✓ *History/Social Studies: myWorld Interactive*
- ✓ *Science: Carolina*
- ✓ *Math: Engage New York*

Additional resources, strategies used in classrooms may include:

*i-Ready Lessons & Practice*

*Ready Math*

*RazKids*

*Singapore Math Strategies*

*Google Classroom*

*Thinking Maps*

*Being a Writer*

*Writers Workshop*

*Project-Based Learning*

*Engineering Design Challenges*

*Engineering is Elementary Units*

*Garden Lessons*

*S.T.E.A.M and Maker Space*

*Web-Based Lessons*

*Scaffolded / Differentiated Activities*



### Computer and Technology Access

Bancroft students in Grades 2-5 have individually assigned Chromebook devices and students in Grades K-1 have access to a classroom Chromebook for weekly lessons and activities. *The student devices are to be used with respect and care and are part of the Parent/Student Device Agreement that every parent electronically signs.*

Every classroom is equipped with instructional technology including a high tech Promethean ActivPanels, teacher dedicated laptop and Chromebooks.

### School Day Enrichment

The District provides the following: Science Enrichment classes to 4<sup>th</sup> and 5<sup>th</sup> graders, Vocal Music to 1<sup>st</sup> – 5<sup>th</sup> graders, Choral Music to interested 4<sup>th</sup> and 5<sup>th</sup> graders, and Instrumental Music to interested 5<sup>th</sup> graders.

Our PFC funds STEAM and Garden classes to ALL grades.

### Physical Education

All students receive 200 minutes of Physical Fitness (PE) every 10 days.

### Fifth Grader Science Camp

Bancroft Fifth graders participate in an annual field trip to Exploring New Horizons (ENH) Science School in the Spring. This trip is a four-day, three-night experience. This annual trip is possible through donations (main source of funding), Fall Fest, and other various fundraising events organized by parents and staff.

### Field Trips

These are planned at the programming discretion of the grade level teachers. Field trips need to have instructional value and provide direct support to instruction and learned content. Field trips are possible through donations.

### Student Progress, Reporting and Monitoring Support

Parents are provided a Back-to-School Night Presentation with their child's teacher in August and the Parent Teacher Conference in October. Family Engagement Nights are planned throughout the school year and a Community Open House takes place each Spring.

Students are provided three Reports of Progress; November, March, and June. Student achievement is reported using a rubric based system. An annual Parent-Teacher Conference takes place in October to review and set goals.

Students are given the iReady Diagnostic (formative) Assessments three times a year: August, December, and March/April to pinpoint skill acquisition or areas of need. Specific instruction and practice are provided in all areas of needed growth. Progress monitoring is done between the diagnostics.

Students in Grades 3-5 participate in the end-of-year Smarter Balanced Assessments through the state of California. This is considered a summative assessment and is used as one of many measures to report on student progress towards end of the year goals and achievement. Parents can review sample practice exams on the California Department of Education Website on the tab for CAASPP to find out more about this state required exam. Students who are at risk of not meeting end-of-year grade level expectations are provided tiered support and monitored closely for growth and progress

### Homework

No formal homework is assigned. A monthly choice board may be provided at the discretion of each grade level team. We encourage you to read a book of choice with your child each evening. We also ask that you practice math facts (relevant to each grade) with your child. *If a student exhibits off-task behaviors during the school day and fails to complete an assignment, the assignment could be sent home for completion.*

### Support and Accommodations for Bancroft Students

Students who are experiencing gaps in their development are provided support and accommodations at our *Learning Center* through a Bancroft CARE Team approach. (Bancroft CARE Team members include an Administrator, Resource/Intervention Teacher, Counselor, School Psychologist, or Speech Language Pathologist). Students who may need more interventions and support may benefit from a Student Success Team (SST) process and planning.

### Counseling

A 2.5 day a week school-based counselor is available for students. Students who work with our counselor go through a referral process.

### After-School Enrichment Classes

After School fee-based enrichment classes are offered in the Fall and Spring. Parents register and pay the provider directly. Enrichment classes are coordinated by our PFC's After-School Enrichment Lead. Classes are conducted after school on the Bancroft campus. School teams for Odyssey of the Mind (OofM) and Scouting are also available. More information is available at Bobcat Info Days or Bancroft's PFC website.

### Class Placement and Input Process

- For current students in Grades K-4, in the Spring, all teachers will work with the Principal to create new classroom placements for their students going up to the next grade level for the following school year. Parents have an opportunity to provide input to the process using the *Parent Input Form*. Information about this will process will be provided in March and April. The form must be submitted to the Principal within the requested window of time. Input guidelines apply and are provided on the form. *No specific placement is guaranteed.*
- For current students in Grade 5, in the Spring, local middle schools will hold presentations and orientation for incoming Middle School students. Fifth grade parents will get more information closer to those dates. Any 5<sup>th</sup> graders who are on an intra-district transfer at Bancroft who wish to request an intra-district transfer to another MDUSD school, the open application window *commences annually each October* for the following school year. The application is obtained online and must be submitted directly to the MDUSD Department of Student Services. Once applications are approved in the Spring or Summer for the following school year, parents are *notified from the district directly.*

### Prospective Families and Intra-District Transfers

- For those entering Kindergarten, a Parent Registration and Information Night is planned annually in January and a Two-Way Dual Immersion (TWDI) Parent Information Night is planned annually in February. In-person registration for incoming Kindergarteners is usually the first day in February.
- Families who wish to request an Intra-District Transfer to Bancroft for Grades K-5 (including Dual Immersion Program transfer requests) MUST submit an Intra-District Transfer Application. The open application window *commences annually in February* for the following school year. The application is obtained online and must be submitted directly to the MDUSD Department of Student Services. Once applications are approved in the Spring or Summer for the following school year, parents are notified from the district directly. Please check the MDUSD web site for specific deadlines. *All transfer applications must be submitted online.*
  - Once a student is enrolled at the transferred school and attends past September 15, the transfer becomes final and that school becomes the student's official school of residence for the duration of their years at that level (elementary, middle or high school). A transfer may be revoked due to unexcused chronic attendance problems.

## ❖ Others

### **Up-To-Date Student & Family Information**

#### **Contact Listings**

Please notify the School Office of any changes to student's address or phone numbers during the year so that our database is up-to-date in the event of an emergency. This includes providing us with a current email address that parents check daily. Emails are not provided to any outside groups.

#### **Changing Addresses**

Did you move? Please let us know so that you can submit a Change of Address Form to keep our database current. If you move within the district boundaries a simple change of address and request to stay at Bancroft will be processed. If a family moves to a neighboring district, then the family's new district must release the student in order for them to stay in MDUSD and Bancroft, if so desired. If a move will be out of the district or out of state, notification of the last day of attendance at Bancroft and the city (at a minimum) /name of next attending school (if known) will be required to be submitted to our School Office in writing

### **Medication / Allergies**

#### **Medication**

If your child needs medications for an on-going or as needed basis, the school must have an *annually updated Authorization to Administer Medications form on file*. Absolutely NO medications should be in a backpack or in student pockets or desks. If a child is to receive medications during the school day, the following procedures must be followed:

- Complete and sign the school's Authorization to Administer Medications form.
- All medications must be brought in the original container.
- All medication must be left at the school health room (it cannot travel back and forth).
- A doctor's note for any medication (prescription or OTC) must include the name of the student, the drug, dosage schedule and a doctor's signature.

#### **Allergies**

If your child has an allergy that requires medication and or an Epi Pen, this should be indicated on the registration or annual health form update. The school nurse will conduct a review and provide annual training to all staff in the use of the EpiPen. The EpiPen will be kept in the school health room. An additional EpiPen can be provided to the teacher in the classroom as well. *The Authorization to Administer Medications form must be completed annually.*

### **Lost and Found**

Please label all student outerwear (sweaters, sweatshirts, jackets, etc.), backpacks, lunch containers, and beverage containers with the child's first and last name. Lost or left behind items can be reunited more easily when labeled properly. Any items without names will be collected and left in our Lost and Found located inside the front entrance of the school. Items unclaimed will be periodically collected and donated. If a student forgets an item, parents may drop this off in the office and the student will be called up to get it.

### **Celebrations & Birthdays**

#### **Class Celebrations**

Class celebrations are held at the programming discretion of the teacher. Room parents work with the classroom teacher to plan and will involve other parents for donations/refreshments. Dietary and allergy restrictions will apply.

## **Birthdays**

*Birthdays are a very important part of celebrating our children and their families. Families may coordinate with their child's classroom teacher to agree on what an acceptable recognition may be and the time and day to celebrate your child.*

## **Parent Volunteers**

Family support and involvement are key in the academic and social success of our students. In addition, the staff greatly appreciates your gift of time and talent during the coming year.

Opportunities to volunteer include flexible, interesting and fun ways to contribute to building Bancroft Community. A parent can help in the classroom, library, lunch/recess supervision, STEAM Lab, Art Appreciation, School Site Council (SSC) member, English Language Advisory Committee (ELAC) Parent Faculty Committee (PFC), fundraising committees, and Community and Family Nights.

*Parents and volunteers must be fingerprinted and cleared through MDUSD in order to participate in the instructional based programming. For fingerprinting, go to the District's Website for "MDUSD Volunteers" and obtain the application and TB requirements.*

All visitors must check into the school office, sign-in and get a visitor's badge. For safety reasons, we ask that all visitors ring the doorbell or call the school office to gain access into the main office during school hours. Visitor badges must be worn where they can be seen easily and returned to the office for visitor sign out at the end of the visit. When volunteering in classrooms, programs or on field trips no other children should be present with the adult volunteer to minimize distractions and disruption.

The Volunteer Thank You Brunch is planned annually in May on a Wednesday in the late morning. Please plan to join us in our appreciation for all you do!

## **Disaster Preparedness**

Emergency drills are held monthly. Students practice safe evacuations in the event of an earthquake, fire or other need to be out of the school buildings or grounds as well as a lock-down.

Emergency Release Information Forms (hard copies) are required to be completed annually. These are kept in the event that electronic data is not available. Students will ONLY be released to those listed on the Emergency Release Information Forms. Please keep all data up to date. If changes should occur throughout the year, contact the School Office directly.

In the event of an area disaster or a school evacuation event, parents are asked not to drive to the front or back of the school. All areas must be left clear for emergency responders and vehicles. Parents can park along the street nearby the school and walk to the campus. All students will be kept safe with their teachers and peers and provided comfort, care, and necessary essentials (food, water, and first aid). A reunification station will be located in the safest and most convenient location, usually planned to be located in the back portion of the school. Parents or emergency contacts will be able to sign out their children at the reunification check point.

❖ **A Note of Appreciation**

Thank you for reviewing the Bobcat Handbook. As an ongoing practice, please inform all of your emergency contacts of these practices and procedures. Be sure to let visiting grandparents or other relatives know about school procedures in the event they are caregivers in your absence.

❖ **Bancroft Bobcat Handbook Assurance**

Please complete and digitally sign the Parent Assurance form indicating that you have read and understand the Bancroft Elementary School Handbook.

❖ **Appendix Listings**

- Appendix I: Rules: Recreation and Lunch, Play Structure Rules, and Games
- Appendix II: Drop-Off/Pick-Up Safety Rules
- Appendix III: Bancroft Elementary Behavior Expectations Matrix

## RULES

### *Recreation and Lunch Time, Play Structure, and Games*

#### **Recreation Time**

- No tag or chasing games
- No hands on other children
- Snacks are eaten on the benches at the trees
- No food on the playground
- Give others a turn and help everyone feel included
- Students are not to be in Bobcat Plaza during recesses nor permitted to play on the T1, T2, T3 portable classroom ramps or railings
- All students must promptly line-up at the classroom lines on the Blacktop at arrival, and conclusion of morning and afternoon recesses
- On rainy day or poor air quality/high heat recesses, lunch supervisors will circulate through the Pod or Plaza classrooms as students remain inside for indoor activities (acceptable indoor activities will be offered by classroom teachers). Lunch supervisors will have the right to revoke an activity if it is deemed to be causing an issue for that recess period.

*Recreation time is a privilege. It can be revoked for students who do not make safe, respectful, kind and responsible choices.*

#### **Lunch Time**

- Clean-up after yourself and the surrounding area
- Stay seated safely to eat lunch meal

#### **Play Structure**

- Keep moving through play structure events (no stopping nor sitting at the top of the slide or in the middle of a bridge, overhead event or stepping bars)
- Go down the slide one at a time, not in a “train” chain (slide feet *first down* the slide, no climbing up from bottom of the slide)

#### **Swings**

- While waiting for your turn, line up behind the cement border of the rubberized mat in front of swings
- Counting to 40 if students are in line waiting for a swing
- No jumping out of the swings
- Students are not to get behind the swing to “give pushes”

#### **Freeze Bell Procedures**

- Listen for bell to ring. Yard duty will blow one, long whistle for those that did not hear the bell.
- All students will FREEZE. Those on the play structure will walk forward and stop at the gray line.
- Yard duty will ensure all students have frozen and are quiet listening to next steps.
- Yard duty will blow three short blasts on the whistle which is the signal for all students to WALK to their line and those with equipment will walk to return their equipment and then join their line.

# RULES

## *Recreation and Lunch Time, Play Structure, and Games*

### **Hand-Ball / Wall-Ball Procedures**

#### *To Play the Game:*

Use the rubber ball only (colors vary); two players only per court; players in line stand behind the X Find court level to match your play level (Easy, Medium, Hard, Expert)

#### *Serving and Play:*

- *Server* does the "Ready Check" (announces, "READY", other Player responds, "READY" in order to begin fair start play)
- One bounce serve (no over heads; grade one easy and medium players may do a two hand bounced serve).
- Players take turns hitting the ball against the wall
- The full ball must make a hit against the full wall (hitting at the crack is an out)
- The ball must bounce on the ground when it leaves the player's hand (no straight A's)
- A bounce on the line is good and can be played
- Players continue to take turns hitting the ball until an "out" occurs (outs include misses the wall, ball bounces twice, hits at the crack, goes out of bounds, goes over the wall)
- A disagreement can be quickly solved using RO-SHAM-BO. (Rocks-paper-scissors)
- Interference, shouting out or talking to players in the court, or stepping into the court (will result in waiting, disruptive player being sent to the end of the line as a penalty). If a player is struck by the ball during active play in the court, then that student is the one who is "out". *Players who purposefully aim at the other player will be removed from the game for the rest of the day.*

### **Four-Square Procedures**

#### *To Play the Game:*

- The game is played with rubber balls only (color vary). There are 3 leveled courts: Easy, Medium, and Expert.
- Players are expected to choose the appropriate court. Server does a "Ready Check". No insults or bad language

#### *Serving and Play:*

- Each player stands in one of the four squares. (To start the game, the player in square #4 serves the ball by bouncing it in their square once and then hitting it towards the diagonal square # 1.)
- Balls are always hit with open hands.
- The receiving player in square 1 then hits the ball to any other player in any of the other squares.
- The ball must bounce in another player's square, and they must hit it to another player before it bounces two times.
- Outside lines are considered in and play continues
- An "out" occurs when a player: fails to hit the ball into another square, hits the inside *lines between squares*, hits the ball with another part of the body, catches, holds or carries the ball, allows the ball to bounce 2 times after it has landed in their square, hits the ball out of turn
- A disagreement can be quickly solved using RO-SHAM-BO. (Rocks-paper-scissors)
- When the player is out, the other players move up to take their place in the next highest square. The player that is out moves to the lowest square (1), or to the end of the line, if there are more than four players
- The object of the game is to move up to server's position

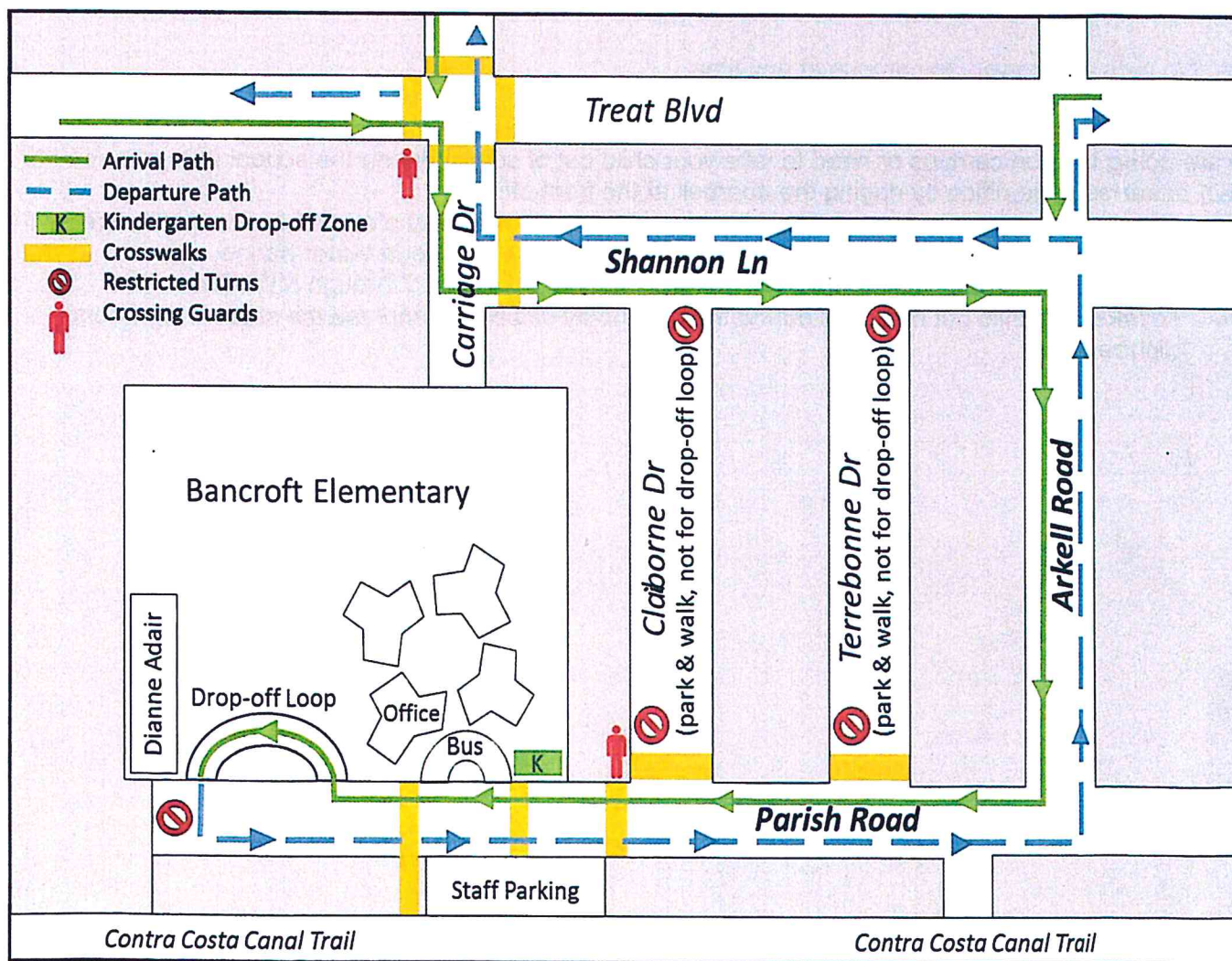


## Drop-Off/Pick-Up Safety Rules

Parents, students, staff, and volunteers all work together to ensure the safety of everyone at Bancroft Elementary. Please read this information carefully to learn about our safety rules.

### To help facilitate a smooth and safe drop-off/pick-up in a timely manner, please:

- Drive carefully and slowly. Leave a little earlier so that can slow down as you approach our school.
- Use the arrival and departure paths indicated on the map below. Enter and exit Parish Dr from Arkell.
- Do not stop in the middle of the street to drop-off or pick-up children. Bicycles and cars attempt to pass and this can cause accidents.
- Do not make U-turns on any street. Follow the paths on the map below to exit the neighborhood.
- Do not drop off in the handicap parking spaces unless authorized.
- Pedestrians have the right of way! Stop at all stop signs and crosswalks.
- Once in the drop-off loop, please pull all the way forward before stopping to keep the flow of traffic going smoothly.
- Children should be ready to exit the car when you pull up - backpack ready and goodbyes said, then exit curbside for a great day. (DO NOT LEAVE VEHICLES UNATTENDED)
- Have your child exit the car only from passenger side of the vehicle when using the drop-off loop. Those who have already dropped off their children will be utilizing the adjacent drive-thru lane.
- Remember the Bus Circle is for Busses Only. Do not drop off or park in this area.
- Pedestrians – please follow crossing guard directions and wait for them to stop traffic before crossing at the corner of Claiborne Dr. and Parish Rd.





**Parking:** Please help us be good neighbors by parking only in legal parking spaces.

- Do not park or drop-off you students in red zones, crosswalks or driveways.
- Do not park in the staff parking lot.
- Street parking is available on Parish, Claiborne and Terrebonne. Please note Parish is permit parking between 9am and 3pm.

**Restricted Turns:** To increase safety of our families walking to school and to improve vehicle flow for our families dropping off their children, left turns from Claiborne onto Parish and Left and Right turns from Parish to Claiborne and Terrebonne will be restricted during the drop off and pick up times. Those parking on Claiborne will be directed to turn right onto Parish and continue through the drive thru line before turning around. All vehicles are encouraged to go back to Arkell to depart from the neighborhood (see map). Those who need to turn left onto Treat Blvd. or to cross Treat Blvd. will then turn left from Arkell onto Shannon Lane before turning right onto Carriage Drive. Again, please observe the signage and yield to pedestrians in the crosswalk when turning left from Carriage Drive onto Treat Blvd.

**Crosswalks & Crossing Gaurds:** Pedestrians should use the crosswalks when crossing the streets around the school. If crossing guards are posted at the intersection you are crossing (Treat/Carriage and Claiborne/Parish), please respect the directions of the crossing guard and wait for escort across the street.

**Bicycles and Scooters:** Bicyclists and scooter riders must wear helmets. Bicycles and scooters must be walked on campus, on the sidewalks around the campus, and across crosswalks.

**Late arrival:** Bancroft closes its campus shortly after the bell rings for class instruction to begin. If your student arrives late and the doors are closed, they should ring the doorbell at the front office and sign in. Younger students are then escorted by office staff to their respective classes.

**Pets:** No pets are allowed on campus at any time.

**On-Campus Safety/Visitation:** For the protection of our children, Bancroft Elementary is a closed campus. If you are going to be on campus or need to take your child out of school during the school day, you need to obtain entrance to the office by ringing the doorbell at the front office.

- All persons on campus are required to wear either a school district photo ID or a visitor badge.
  - Sign yourself in on the visitor clipboard in the office and get a visitor badge.
  - All classroom volunteers must be fingerprinted and cleared through MDUSD.
- To take your child out of school during the day, notify office staff and use the student sign-outs clipboard.

## Bancroft Elementary Behavior Expectations Matrix

| Common Area  | Be Safe  | Be Respectful and Be Kind   | Be Responsible   |
|--|--|---|--|
| <b>All common areas</b><br>*Library , Music, Garden and Steam Lab<br>*Courtyard and Plaza<br>*Office | <ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet and objects to self</li> <li>Get adult help for accidents, spills, or to problem solve</li> <li>Use all equipment and materials appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait for your turn</li> <li>Clean up after self</li> <li>Follow adult directions the first time</li> <li>Show gratitude (manners)</li> </ul>   | <ul style="list-style-type: none"> <li>Take proper care of all personal belongings and school equipment</li> <li>Be honest</li> <li>Follow school rules</li> <li>Model appropriate behavior</li> </ul>   |
| Cafeteria/MUR  | <ul style="list-style-type: none"> <li>Walk in MUR.</li> <li>Face forward in lines.</li> <li>Sit with feet on floor, bottom on bench, and facing table.</li> <li>Eat only your food</li> <li>Get adult help for accidents, spills, to get extra food, or to problem solve</li> </ul> | <ul style="list-style-type: none"> <li>Allow anyone to sit next to you. All seats are open</li> <li>Use quiet voices.</li> <li>Wait patiently in line.</li> <li>Follow adult direction the first time.</li> <li>Say please and thank you.</li> </ul>                        | <ul style="list-style-type: none"> <li>Raise hand and wait to be excused</li> <li>Get all utensils, milk, etc, when first going through the lunch line.</li> <li>Clean up your area and use the recycle station.</li> </ul>  |
| Courtyard Lunch  | <ul style="list-style-type: none"> <li>Sit with feet on floor, bottom on bench, and facing table.</li> <li>Eat only your food</li> <li>Get adult help for accidents, spills, extra food, or to problem solve</li> </ul>  | <ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> <li>Use quiet voice</li> <li>Wait patiently in line</li> <li>Follow adult directions</li> </ul>   | <ul style="list-style-type: none"> <li>Get all utensils, milk, etc, when first going through the lunch line.</li> <li>Clean up your area and use recycle station</li> <li>Stay seated until dismissal to return to learning time.</li> </ul>   |
| Dianne Adair, Day Care   | <ul style="list-style-type: none"> <li>Walking to and from school and DC</li> <li>Use sidewalks and crosswalks</li> <li>Keep hands and feet to self</li> <li>Check- in immediately</li> </ul>  | <ul style="list-style-type: none"> <li>Follow adult directions (first time)</li> <li>Use quiet voices</li> <li>Wait patiently in line</li> <li>Use kind words and actions</li> <li>Clean up after self</li> </ul>   | <ul style="list-style-type: none"> <li>Walk promptly to day care after school dismissal</li> <li>Backpacks should remain on shoulder or back</li> <li>Put backpacks in the middle room</li> </ul>  |
| Backpack Hooks   | <ul style="list-style-type: none"> <li>Place backpack gently on hook</li> <li>All zippers should be zipped up at all times</li> </ul>  | <ul style="list-style-type: none"> <li>Leave backpacks already in place on its hook</li> <li>Eyes and hands should be focused only on your backpack</li> <li>If you notice a classmates belongings on the ground, please pick them up and gently place on a hook</li> </ul> | One backpack per hook<br><br>Place your jacket on the same hook as your backpack   |
| Playground Recess  | <ul style="list-style-type: none"> <li>Walk to and from the playground.</li> <li>Stay within boundaries.</li> <li>Be aware of activities/games around you.</li> </ul>  | <ul style="list-style-type: none"> <li>Play fairly</li> <li>Be ready to include everyone</li> </ul>   | <ul style="list-style-type: none"> <li>Model appropriate behaviors</li> <li>Be honest</li> <li>1<sup>st</sup> bell - Freeze               <ul style="list-style-type: none"> <li>At 1<sup>st</sup> whistle – Equipment return. Walk to pick up personal item.</li> <li>2<sup>nd</sup> whistle- Walk to class, MUR or Courtyard. (3 tweets)</li> <li>Face in the direction of one of the yard duty adults to be ready to listen.</li> </ul> </li> </ul> |
| Non-playground Areas (halls, breezeways, sidewalks)  | <ul style="list-style-type: none"> <li>Stay to the right.</li> <li>Allow others to pass.</li> </ul>  | <ul style="list-style-type: none"> <li>Hold the door open for the person behind you.</li> <li>Use quiet voices</li> </ul>   | <ul style="list-style-type: none"> <li>Stay on sidewalks</li> </ul>  |
| Bathrooms  | <ul style="list-style-type: none"> <li>Keep feet on floor.</li> <li>Keep water in sink.</li> <li>Wash hands.</li> <li>Put towels in garbage can.</li> </ul>  | <ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use quiet voices</li> <li>Use "Museum Walk" to and from the restroom</li> </ul>   | <ul style="list-style-type: none"> <li>Flush toilet after use.</li> <li>Use the 2 pump of soap maximum into your palms</li> <li>3 pulls down on the paper towel dispenser</li> <li>Return to room promptly.</li> </ul>   |
| Arrival and Dismissal Areas  | <ul style="list-style-type: none"> <li>Walk bike on school property</li> <li>Use sidewalks and crosswalks.</li> <li>Wait in designate and supervised areas.</li> </ul>   | <ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Use actions and words that show our Bancroft pride and caring.</li> </ul>   | <ul style="list-style-type: none"> <li>Arrive on time</li> <li>Leave on time</li> <li>Get teacher's or office permission to use the phone at school.</li> <li>Cell phone off and in backpack.</li> </ul>   |
| Special Events and Assemblies  | <ul style="list-style-type: none"> <li>Wait for arrival dismissal signal</li> <li>Arrive and depart quietly</li> </ul>   | <ul style="list-style-type: none"> <li>Use audience manners, actions, words, and voices</li> <li>Be seated or stand following adult directions the first time</li> </ul>  | <ul style="list-style-type: none"> <li>Take proper care of all personal belongings and school equipment</li> <li>Be honest</li> <li>Follow school rules</li> <li>Model appropriate behavior</li> </ul>   |
| Bobcat Paws Outside Classroom  | <ul style="list-style-type: none"> <li>Walk to and from the paw</li> </ul>   | <ul style="list-style-type: none"> <li>Wait patiently in line</li> <li>Respect personal space "Hula-Hoop" Space.</li> <li>Greet classmates and teacher with a smile</li> </ul>  | <ul style="list-style-type: none"> <li>Stay on designated paw</li> <li>Look forward</li> </ul>   |