

# **Bangor Union Elementary School District**

*Our school provides education for students in grades Kindergarten through Eighth. The focus of the educational program at Bangor School is teaching students foundational skills, especially Reading, Language Arts, Mathematics, Science, and Social Science, and then building applications from those basic core academics.*

Dear Bangor School Parents and Guardians,

On behalf of the staff at Bangor School, I am happy to welcome you to 2017/18 school year. The staff and the Board of Trustees of the Bangor Union Elementary School District take pride in helping your children to grow academically, socially, and emotionally.

To prepare students for the next step, our staff along with the input from stakeholders at the end of last year, were able to identify a focus and direction for the upcoming year to better serve the community. This task was especially challenging due to budget and enrollment trends. Our goal is to provide all Bangor students with a safe and engaging environment.

We believe that the best learning environment is one in which parents, children, and staff work together cooperatively. We ask for your assistance and support in providing the best educational experience possible by ensuring that your student:

- Attends school daily
- Arrives ready for school on time
- Completes all homework
- Reads regularly outside school hours
- Shares what they learn at school with you
- Meets your high academic and behavioral expectations

We look forward to working with you and your child. It will be a very successful year with the implementation of a strong comprehensive educational program. Thank you for taking an active part in your child's education

Sincerely,

Roger Bylund,

Superintendent

# BANGOR UNION ELEMENTARY SCHOOL

## Mission, Vision, and Goals

*Board Approved on June 11, 2009*

### Our Mission:

Bangor Union Elementary strives for the highest academic standards for all students. Our highly **trained, committed, and professional teaching and support staff** are dedicated to creating a safe, caring, and inclusive environment that fosters **excellence in academic and personal life skills**.

In addition to academic growth, teachers and staff promote the social and emotional growth of students to ensure that they have the **personal and interpersonal skills** to achieve success and **happiness** in life as an adult and **function as responsible and productive citizens**.

The administration at Bangor Union Elementary is supportive of the staff and teachers and works to ensure that a **rigorous, dynamic and comprehensive curriculum is delivered to our students in order to** continue to meet or exceed the State and Federal academic standards.

### Our Vision:

- All students meet or exceed the rigorous State and Federal academic standards.
- High expectations are held for all students
- Accommodations and adaptations to curriculum for all Special Needs students to excel.
- **Respect for all students' uniqueness and diversity and the different ways and rates at which students learn.**
- Curriculum is research-based, meaningful, and engaging to all students.
- The learning environment is safe, kind, and dedicated to the growth of every student.
- **Students are our first priority and drive all decisions**

### Our Goals:

#### Goal 1: School Climate and Culture

**Create** a school culture and climate where all students feel physically, emotionally, and academically safe and supported.

**Objective 1.1:** Institute a program of staff mentoring of at-risk students to build resiliency skills and provide emotional support.

**Objective 1.2:** Increase opportunities for peer-to-peer student engagement (e.g.: matching upper grade students with a "Little Buddy") to increase a collaborative emotional and academic environment.

**Objective 1.3:** Institutionalize a research-based student-driven conflict management program to promote a safe and secure campus with a high-level of student involvement.

**Objective 1.4:** Ensure that rules and consequences are clear to all students, and that enforcement of those rules and consequences is consistent and fair by all staff members.

**Objective 1.5:** Provide activities that help students connect to school, promote leadership and social responsibility, celebrate accomplishments, and value diversity in an environment that is fun and enjoyable for all.

## Goal 2: Academic Program:

Develop an academic program that provides a logical and coordinated sequence of curriculum between grades, cutting edge instructional methodology and technology, and support systems for academic growth to meet the needs of diverse learners and meet and exceed state standards.

**Objective 2.1:** Institute a Professional Learning Community (PLC) plan that provides opportunities for cross-grade collaboration to coordinate sequencing of curriculum, **professional development, and continuous school improvement.**

**Objective 2.2:** Create a technology plan that embeds technology skills into the curriculum and **creates a logical, sequential development of technology skills between grade levels.**

**Objective 2.3:** Provide opportunities to analyze existing and future assessment data to identify areas of student and program needs, **areas of instructional and curriculum strength and growth, and to guide scope and sequence of curriculum.**

**Objective 2.4:** Ensure that the needs of diverse learners are being identified and that programs and support are in place to meet those needs **to ensure access to core curriculum through differentiation and universal access.**

**Objective 2.5:** Provide opportunities for student leadership and school activities that promote engagement and connection to school and school staff.

## Goal 3: Student Preparation and Development

Prepare students for secondary and post secondary education and successful life experiences *by* developing resilient, lifelong learners and problem solvers who conduct themselves with integrity and character to be **productive and responsible** citizens in a democratic society.

**Objective 3.1:** Promote healthy lifestyles

**Objective 3.2:** Provide opportunities for **community service** by students in the community to build engagement and responsibility in civic-affairs.

**Objective 3.3:** Institute a research-based program to build student resiliency and reinforce positive character traits of an effective citizen in a democratic society.

**Objective 3.4:** Ensure that curriculum provides students authentic, real-world applications to promote problem solving, critical thinking, and passion for lifelong learning.

## ACCIDENTS

If a student becomes ill or injured at school, we will do everything we can; however, by law, we are not allowed to give a child medication. We will make every effort to contact parents. If parents are not at home, we will call the person listed on the STUDENT RECORD FORM or, if it is deemed necessary, we will contact "911" to have the child transported for emergency treatment. It is absolutely critical that parents keep the school informed of current phone numbers and people to contact in case of emergency. If this information changes during the year, please contact the Office immediately. We can render first aid only. If more care is needed, we call the parents, paramedics, and physician listed on the Student Record Form in that order. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE TO THIS INFORMATION.**

## ARRIVALS

For student supervision reasons, ALL STUDENTS must report to the multipurpose room every morning. Breakfast is served from 8-8:12am. Tables and seating will be available for students that do not eat. All students will be dismissed to class at 8:17am to report to class by 8:20am. Students arriving to class after 8:20 must go to the office for a late slip before reporting to class. All students should go home promptly when dismissed at 2:40, unless participating in sports or the After School Program.

## ATTENDANCE

Regular attendance is essential to a child's school progress. Loss of school time places a student at a serious disadvantage both in terms of completing assignments and maintaining enthusiasm. Much of the learning experience is based on instruction and classroom activities. These cannot be made up at home. Continued absence may produce a lack of interest and motivation to continue the educational process. Even excused absences are counted by the state as non-attendance days and it costs the school some of the funding needed to make the annual budget. California State Law requires every student to attend school full-time until 18 years of age or until high school is completed.

School attendance is vital to student success; therefore the following policies are in effect:

- 1) Positive Attendance Eligibility: Students must have positive attendance of available school days to be eligible for field trips and extra curricular and co-curricular activities. This includes class field trips, athletics, dances, Shady Creek Science Camp, 8<sup>th</sup> Grade Promotion and other school sponsored activities. Exceptions will be at the Principal's discretion that may include extenuating medical or compelling emergency circumstances. Absences fully credited by Short-term Independent Study are exempt from this policy.
- 2) Chronic Absence Verification Absences totaling more than 7 days total or 3 consecutive days require medical verification or they will be considered unexcused (Truant.)

Students who are present at school are counted for apportionment. Students who are absent are not counted. Bangor School recommends and appreciates when parents call the school the morning of their students' absence. **Following an absence, a note signed by the parent/guardian must be sent upon the student's return to school.** The note needs to be dated and indicate the nature of the absence. The note should also include any restrictions the school should make on his/her activities. Failure to provide a signed excuse note within three school days will result in unexcused absences being assigned to the

student's record and possible truancy consequences for the parent. Any illness absence over 3 consecutive or 7 total days must be verified by a doctor's note or the absence will be declared truant. Short-term Independent Study packets can be offered if they will be gone from school more than five days. District Board approval for more than 10 consecutive days and but not more than 20 days.

Student tardiness can be a serious problem. It deprives your student of valuable instruction time and the opportunity to participate in the breakfast program. It disrupts:

- the teacher, your student and classmates
- the cook (for lunch count)
- the office for the tardy note

The following policy will be in effect for every new school year. If a student is late to school, he or she must check into the office to obtain an admit slip and then proceed directly to class.

LATE Policy: Consequences per trimester

- 1<sup>st</sup> Verbal Warning to student
- 2<sup>nd</sup> Parent Conference – In person or telephone conference
- 3<sup>rd</sup> Referral to Student Attendance Review Board (SARB)

LATE- student arrives to school less than 30 minutes late (before 8:50am)

TARDY- student arrives to school more than 30 minutes after the bell rings (after 8:50am)

**Attendance Incentives:** In order to encourage/motivate students toward better attendance, students will be rewarded for perfect attendance:

**Monthly:** Each month that a child has perfect attendance, he/she will receive a "Recognition Certificate" and a Homework Pass.

**Trimester:** Awards may include: Students will be awarded an afternoon of a feature movie, and a drawing to win the feature DVD.

**Yearly:** Students that have achieved perfect attendance for the year (May 31) will earn (2) Feather River Cinema Tickets

To contact a student or to withdraw him/her from school, YOU MUST COME TO THE OFFICE AND NOT GO DIRECTLY TO YOUR CHILD'S CLASS. We must know who is in our school at all times. We don't know everyone, so please don't be offended if you are asked to identify yourself. We will not release children from school except to the parents or legal guardian of the child or to those designated on the emergency card in the office.

**AWARDS ASSEMBLIES**

Assemblies are for building school spirit, communicating needed information, performance, and awarding outstanding achievement by students, staff, and parents. Dates and times for assemblies will be included on the school calendars sent home with students. Parents are invited and strongly urged to attend Awards Assemblies both to support their students and motivate the children to full effort.

## **BELL SCHEDULE**

Monday – Thursday	8:20 a.m.	School Begins, K-8
	10:00-10:15	Recess K-8
	11:50-12:45	Staggered Lunch and noon recess
	2:40 p.m.	Dismissal K-8
Friday	1:30 p.m.	Dismissal K-8

*(A detailed bell schedule that includes staggered lunches available in the office)*

### **Early Dismissal, Every Friday at 1:30pm**

Bangor Elementary School is adopting the Professional Learning Community school model which incorporates regularly scheduled time for staff collaboration. Thus, we have revised our school bell schedule to allow for Early Dismissal Days each Friday at 1:30 for staff collaboration. This will allow our staff time to review standardized testing results, align scope and sequence of curriculum, plan instructional activities and professional growth, and engage in school wide planning

## **BICYCLES**

Students may ride bicycles to school but not on the school campus. Bicycles must be locked in the rack and students are not allowed to loiter around that area. Accessories that can be easily removed should not be left on bikes. Students are to walk bicycles on and off campus and are to:

1. Ride on the right side of the street (same side as automobiles, as per State Law).
2. Walk bikes across crosswalks and at all times on school grounds.

## **CAFETERIA PROCEDURES**

The Bangor School cafeteria qualifies for the Community Eligibility Provision (CEP) through the National School Meal Program. Therefore, there is no charge for any students to eat school breakfast, lunch, or afterschool snacks. However, there is a form required to be completed by the parents/guardians.

Teachers, upon the arrival of students, will take a hand count of the milk and lunches. This count is sent to the office by 8:45 a.m. All students arriving at school late or leaving after the lunch count is taken must check into the office and cafeteria before leaving school for lunch count adjustments.

### **Student Cafeteria Prices:**

<b>Milk</b>	<b>No Charge</b>
<b>Breakfast:</b>	<b>No Charge</b>
<b>Lunch</b>	<b>No Charge</b>
<b>Afterschool Program Snack</b>	<b>No Charge</b>

## CLOSED CAMPUS

Bangor School has a closed campus policy. Students shall not leave the school grounds at any time during the school day until their regular dismissal time. At dismissal time, all students not participating in organized after-school activities shall leave campus. Parents may withdraw a student during the school day by going to the school office and signing their child out during regular school hours. After 2:40, parents must sign students out from the After School Program. Students who walk home or are picked up by parents after school are to wait in front of the Administration building with the "after school walker teacher". Students walking home are to wait for the "after school walker teacher" to be escorted to the street and should follow proper laws while walking home on public streets. To enhance security, all gates to the school are locked at 8:30. During school hours, parents shall access campus through the administration building only. **Parents and visitors are required to sign in and wear proper identification when instructed.** After school hours, parents can access the After School Program through the gate between the Administration building and the Gym/MP room.

## CONFERENCES

It is Bangor School's policy to discuss a student's progress and problems with parents at the end of the first Trimester. Parents may request other conferences as desired by calling the school during business hours to make an appointment with the student's teacher. Teachers, as well, may ask for parent conferences as desired. Teachers may set up class meetings to discuss goals, programs, and other plans as needed throughout the year. At the first Trimester conference, parents will receive the child's first report card, a verbal report of progress, and suggestions for home support activities, etc. Parents will be asked to join with the school in a Parent/School Contract. This contract pledges us all to work together to improve education for each child in the school. Conferences are held at the school during normal business hours unless otherwise arranged by parent and teacher. In the event of serious student difficulty, teachers will send home periodic pupil progress reports and will initiate a special conference involving principal, parents, teacher and, if needed, the student.

## CONTROLLED SUBSTANCES

The School Board and Administration of Bangor Union School District will not tolerate any use or association with any controlled substance on this campus. Section 11354 of the Health and Safety Code describes the consequences of drug trafficking:

"Every person who in any voluntary manner solicits, induces, encourages, or intimidates any minor with the intent that the minor shall violate any provision of this chapter or Section 11550, who hires, employs, or uses a minor to unlawfully transport, carry, sell, give away, prepare for sale, or peddle any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, or who unlawfully sells, furnishes, administers, gives, or offers to sell, furnish, administer, or give any such controlled substance to a minor shall be punished by imprisonment in the state prison."

The Administration will enforce these laws to their fullest extent and may contact law enforcement agencies whenever drugs or alcohol are involved with students on campus.

## **DEPARTURES FROM SCHOOL**

**EARLY DISMISSALS:** In the event it is necessary for a student to keep a doctor or a dentist's appointment during the school day, he/she must bring a note signed by a parent or guardian stating dismissal time and who will be picking up the student. This note is to be handed in to the teacher at the start of class time. The teacher will send the note to the office with other notes and lunch count. This note will help the teacher prepare early notes and information for your child.

When picking up a student, parents or guardians must first go to the office to sign him/her out. The Principal or the school secretary will contact the classroom to get the student. If a parent sends someone else to pick up the student, then the note must specifically give permission for that person to pick up the student. The student will not be released unless the person picking him/her up is listed on the Student Record Form.

## **DISASTER PREPAREDNESS PLAN**

In addition to the regular monthly fire drill we conduct lockdown (Code Red), and Emergency Drills, where children "duck and cover" under furniture in the classrooms. In addition we have developed a strategic plan at Bangor for evacuation of the school should that become necessary. It is important for parents to know what this plan is.

In a natural disaster, severe weather, or utility outage children normally will remain at school and take the best available shelter if appropriate. Every precaution will be taken to minimize the possibility of injury from flying objects such as shattered glass, lighting fixtures, etc. A Go-Home plan is only considered as a last resort and would be considered only after all appropriate steps have been taken to determine that is the safest plan and those safe conditions in sending children home prevail. In the case of a Go-Home plan, the school will telephone you or your emergency contact with early school release information. Transportation will be provided for the regularly transported students by school bus. If the school CANNOT get hold of the parent or emergency contact, the child will be kept at school UNTIL THE PARENT COMES TO SCHOOL TO PICK UP HIS/HER CHILD. It is extremely important for parents to instruct their children on the safest route home and to arrange for their children to report to the home of a neighbor if neither parent is at home when they arrive. This arrangement is to be reported to the school on the Student Record Form furnished by the school. If students must be moved from the school, they will be at Bangor Church or Community Hall

## **DRESS CODE: Dress for Success from Head to Toe**

Students are expected to dress appropriately every day for school. Style of clothing may be individual and personal yet not be distracting, disruptive or unsafe. When participating in any school activity (sports, field trips, 6<sup>th</sup> Grade Science Camp, dances or Parent Association events), students must follow this code.

The following apply to all clothing articles: No clothing that depicts or promotes drugs, alcohol, tobacco, or conveys the inference of drug use or illegal activity is permitted. No clothing decorated with inappropriate words, pictures or slogans are allowed. No clothing with pictures, words or symbols referring to weapons, violence, gangs, sex or sexual innuendos are allowed. The final decision upon the appropriateness of attire lies with the discretion of the school administration.

*HATS:* Hats may be worn for protection from the sun – bills of hats facing forward.  
(Individual classroom rules are at the teacher’s discretion).

*SKIRTS/DRESSES/SHORTS:* Should be approximately mid-thigh level in length. Shorts are not to be so short, as to where undergarments are exposed or the length causes a distraction to the learning environment at school.

*TOPS AND SHIRTS:* Should fit in a secure manner, be of the proper size, and cover the upper torso. Any garment that reveals the midriff/navel/stomach, breasts/cleavage, or bare back and shoulders during any normal bodily movement is prohibited. Inappropriate wear would include but not be limited to be sheer/fishnet/see through garments, tube tops, halter tops, spaghetti straps, or other thin strap tops (less than 2 inches) are not permitted. Clothes shall be sufficient to conceal undergarments at all times. Items of clothing may be combined to adhere to the intent of the dress code.

*SHOES:* Must ensure student safety. Heeled shoes must not exceed two inches. No flip-flops or strapless sandals may be worn. If secure sandals are worn, sneakers must be brought for *PE*.

*PANTS:* No bagging/sagging-pants, sweats and shorts. Pants must fit appropriately and must be worn around the waist. (This includes pants that are too small/tight to fit appropriately.) For example, if a student’s waste size is 30 inches, pants should be no larger than 32 inches or too small to fit waist. Pants should be kept in good repair and no undergarments should be visible.

*PAJAMAS:* Pajamas or slippers will only be permitted on specified spirit days. The School Activity calendar or individual classroom teacher’s newsletters will specify dates when apparel is suitable.

*JEWELRY:* Jewelry may not be worn during athletic participation (to avoid possible injury). Jewelry and piercings can be very dangerous during recesses and PE. For safety reasons, students should not wear pierced body jewelry that protrudes, dangles, or droops (other than the ears.) The principal and/or teachers will counsel students, as necessary, to refrain from wearing excessive make-up, large or expensive jewelry.

### **EMERGENCY-CIVIL DEFENSE PLANS**

If the school must close early because of power failure, snow, etc., parents will be notified by phone if possible. Students will be sent home by bus or parent pickup procedures.

### **EMERGENCY INFORMATION**

Please complete the Student Record Form given at the beginning of the school year for each child in your family. It is necessary that we have current addresses and phone numbers on each of our students in case of an emergency situation. It is also necessary to have a parent’s signature on a card for each child. A change in any of the following should be reported to the school office immediately:

- Home Phone Number
- Parent(s) work phone number(s) and work address(es)
- Name, address, and phone number of a friend or relative you have designated to be notified if you cannot be reached

It is important that the parents of a child be reached in case of an emergency. For this reason, every effort should be made to keep the school office informed of any changes in address or telephone number as soon as possible. Phone access must be provided for safety reasons.

### **FIELD TRIPS**

Field Trips are an important part of the school program and enhance the learning experiences of students. Teachers may make the trip conditional on completion of preparatory lessons. Appropriate behavior and attendance requirements apply. Therefore, students exhibiting consistent or severe behavioral or attendance issues may not be eligible to attend. Parents are informed and encouraged to participate in most field trips. In the event that the field trip occurs before or after school hours, parents are responsible for transporting their student to and from school at the arranged time. Parents who do not wish their child to attend a field trip need not sign the permission form.

**No child will be allowed to participate in a field trip without a permission slip signed by a parent or guardian.** The school will provide the permission slip. It is the responsibility of the student to take the slip home, have it completed, signed, and return no later than the day before field trip.

**TELEPHONE PERMISSION CANNOT BE ACCEPTED FOR FIELD TRIPS.**

### **8<sup>th</sup> GRADE PROMOTION CEREMONY AND END OF YEAR ACTIVITIES**

Promotion ceremonies are considered a school related activity and attendance and behavioral requirements apply in order to participate. In addition, students must meet all academic requirements in order to be promoted and participate in the ceremony. Participation in the 8<sup>th</sup> grade trip is contingent on good grades, behavior and attendance during the entire eighth grade school year.

### **FIRE DRILLS**

**THE FOLLOWING INSTRUCTIONS PERTAIN TO FIRE DRILLS WHICH ARE HELD MONTHLY:**

The fire alarm is a continuous, long blast from the fire horn located in each wing. At the first sound of the fire horn, students are to quietly leave the rooms and move in a single file to the designated areas. Teachers are to be the last persons leaving the classrooms, closing all the doors and taking a class list for roll call. All students must leave the buildings and proceed in a straight line, stopping no less than 50 feet from the building. There are two designated areas for students to gather during a fire drill. Teachers will be thoroughly aware to the designated area they are to lead their students to. It should be kept in mind that a systematic and orderly manner of leaving the building and proceeding to the designated area is of the utmost importance. Students must keep quiet and follow directions of those in charge. In the event of a fire or fire drill, the teacher will take the roll to ensure all students are out of the classroom after evacuation. Fire drills and other emergency drills train the children to react in good order in the event there is ever a real emergency.

## **GRADING SYSTEM**

Each classroom has a grading system based upon the completed class work, test scores, and daily class participation. The grading system relates directly to the State grade level standards adopted by this school, especially in Reading/Language Arts and Mathematics. Grades have the following values:

### **Grades 4, 5, 6, 7, and 8**

A = Superior  
B = Above Average  
C = Satisfactory Work  
D = Below Average  
F = Failure  
I = Incomplete

### **Grades 1 - 3**

E = Excellent  
V = Very Good  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory  
I = Incomplete

In addition to the above grades, each student will be evaluated for behavior, study habits, and social maturity. Official student evaluations (report cards), including teacher's comments, will be issued three times each year. A parent conference is part of the first trimester evaluation report. Progress reports are mailed home to parents' part way through each Trimester. These informal reports keep parents apprised of the progress their child is making.

The District's promotion/retention policy requires students to meet certain standards. The policy is included in the supplementary materials at the back of this handbook. State law requires the school to certify that students in grades 3 through 8 have met and mastered their grade level standards before they are promoted to the next grade. The graduation ceremony and graduation trip require participants to maintain a minimum cumulative grade point average of 2.0 during their eighth grade year in all classes.

## **HEADLICE**

Head lice are small insects which live in human hair. They are highly contagious in that they like to move from head to head in shared hats, combs, coats, etc. Bangor School has an active NO NITS policy. Staff is employed to check the heads of every student in the school at least every other week. Students who have developed a presence of headlice will be sent home.

Parents will be contacted immediately. Children who have contracted headlice should be treated with special headlice shampoo to kill the lice, and all nits (eggs) must be removed from the hair. Children are to return to school within three days, and be nit free. Parents of returning students are to bring the child to the office in the morning before school to be checked. **DO NOT SEND THE CHILD TO SCHOOL ON THE BUS ON HIS/HER FIRST DAY BACK FROM HEADLICE.**

## **HOMEWORK**

Students may be assigned homework by their teachers. The amount of homework may depend on the student's grade level, time of year or what pertains to the curriculum in the classroom. Regular homework is generally not assigned over weekends or holidays, however, students may need to work on homework, projects, or long term assignments. Homework may be necessary work which the teacher expects to be done outside of class time or long-term assignments or projects. If a student has not made good use of working time in class there may also be work not completed by the student, requiring more than one hour

for completion at home. If a student is absent, the parent may call the office and request that homework be obtained. Students doing make up work will be expected to accomplish two days work for each day of absence, including test preparation.

### **HONOR ROLL**

An honor roll has been established at the Bangor School whereby students who do outstanding work in their subjects are given special recognition. In order to be placed on the honor roll in any Trimester, the students must have a 3.0 grade point average or better or have an average of **VERY GOOD** in primary grades. All subject areas are included. If a student earns an F, I, or U in academics on the report card, then the student does not qualify for the honor roll.

PRINCIPAL'S LIST: In addition to the Honor Roll, Bangor recognizes students earning a 4.0 GPA or better, or equivalent marks for the primary students, will qualify for this special award. Both Honor Roll and Principal's List students are honored at school-wide assemblies each TRIMESTER. Parents are welcome and are encouraged to attend award's assemblies to support their children.

### **ILLNESS, NOTES, AND WHEN TO STAY HOME**

If a student is ill in the morning, he or she should not come to school and endanger his or her health and the health of others. If a student becomes ill at school, parents will be contacted to come after the child and take him/her home. It is important to provide the school with a telephone number which will assist the nurse or office personnel in contacting parents or guardians. Parents must provide a signed note explaining the child's absence upon return to school.

*COMMUNICABLE DISEASES* Please notify the school immediately if your child contracts a communicable disease, such as measles, mumps, chickenpox, head lice, scabies, etc., in order that the school may notify the parents of other children who may have been exposed. Any student having had a communicable disease may be readmitted only by the school nurse, other certificated personnel, or by presenting a note from the attending physician.

For the welfare and safety of all students, it is required that children remain at home for at least the first two days of a cold. When parents are in doubt as to a child's fitness for school, the family physician should be contacted.

In order to protect your child, we are responsible to report outbreaks of communicable diseases to the Butte County Department of Public Health. Communicable diseases are those that can be spread easily among groups of children. According to the Regulations of California State Department of Health Services, Section 2508 states, Reporting by Schools, "It shall be the duty of anyone in charge of a public or private school, Kindergarten, boarding school, or day nursery to report at once to the local health officer the presence or suspected presence of any of the communicable diseases."

The Health Department is interested in gathering disease data and providing information about prevention and control of disease. After a disease is reported, you may receive a phone call from a public health nurse asking for more information. This is to help protect the family's health.

CALIFORNIA ADMINISTRATIVE CODE, SECTION 65, STATES: "Pupils who have any contagious disease must be sent home."

## **INTERNET USE**

Students must have a signed Internet Acceptable Use Agreement on file before using any school technology, and must adhere to the terms of this agreement. Student use of all internets shall be only for educational purposes during the regular school day and After School program. No social networking is allowed. Strict policies are in place to address the issues of cyber bullying.

## **LOST AND FOUND**

Lost and found articles of clothing are placed in a box by the cafeteria and can be claimed anytime during the school day. Items other than clothing (jewelry, keys, personal items) are turned in to the school office. Any items found on school grounds or bus should be taken to the appropriate place.

PARENTS ARE ENCOURAGED TO LABEL THEIR STUDENT'S PERSONAL EFFECTS WITH THEIR NAMES. Students/Parents are requested to check the Lost and Found box periodically. A reminder will be included in the bulletin after a length of time as to the date unclaimed clothing will be donated to a local charity.

## **MEDICAL SERVICES**

Educational Code Section 4601.1 states that parents must be notified that school authorities may excuse any pupil in grades 7 and 8 from the school for the purpose of obtaining "*confidential medical services without the consent of the pupil's parent.*" Bangor's administrative policy is to maintain communication with parents in all matters concerning your children.

## **MEDICATIONS AND SCHOOL NURSE**

*MEDICATIONS:* Since medical treatment is the responsibility of the parent and the family doctor, medications are rarely given in school. In most instances, the parent, with the help of the family physician, is urged to work out a schedule of giving medication outside of the school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give medication. Medicine will be given only on the written authorization and explicit directions from the doctor and parent. Contact the Health Clerk and/or District Secretary if medications must be administered at school, so the appropriate instructions and paper work is in place.

**ALL MEDICATIONS MUST BE KEPT IN THE OFFICE AND WILL BE DISPENSED BY OFFICE PERSONNEL ONLY. MEDICATIONS MAY NOT BE WITH STUDENTS.**

If there are any concerns for the physical welfare of a student, please let us know. Bangor students are periodically examined for hearing and visual problems. The Health Clerk on staff has limited hours. If you have health concerns please contact the office, so a message can be forwarded.

## **PARENT FINANCIAL RESPONSIBILITY**

State law and Board policy state that parents are financially responsible for all lost or damaged school materials. Parents are legally and financially responsible for vandalism or damage to school property which their children cause. Bangor School will bill parents for the above student incurred damages.

## **PARENT'S ASSOCIATION**

Parents are invited to be involved in the school through the Bangor Parent's Association. Any parent, family member, or community member may join and attend meetings which are held once a month. Members are a part of the decision-making activities regarding fund raising and disbursement of those funds for improving the quality of education in our school.

## **CLASS CELEBRATIONS**

There are three traditional class celebrations afternoons during the year: Winter Break, Spring Break, and Valentines Day. Parent Volunteers arrange for treats and the teachers and students plan the activities. These celebrations are usually held in the last hour of the school day. Any food served must comply with the National School Nutrition Regulations and District Wellness Policy, and not be served during and in competition with the National School Food Program.

PLEASE NOTE: Special, separate activities will be held for students who do not celebrate these events or participate in parties. Parents are requested to keep children in school for the entire school day; however, if desired, on party days parents can check out a child from school at 1:30 p.m. No costumes will be worn during the school day on Halloween. **STUDENT-INITIATED ACTIVITIES MUST BE APPROVED BY THE TEACHER AND PRINCIPAL PRIOR TO THE EVENT.**

The school may sponsor school dances for Bangor School students. These dances are reserved for Bangor Elementary students only unless special arrangements and permission have been granted by the principal.

## **PATRIOTISM**

The flag salute will be conducted at the beginning of each school day, in the respective classroom, under the direct supervision of the classroom teacher.

## **QUESTIONS**

It is our wish to work as closely as possible with the pupil's parents in all matters of concern. If there is a question concerning any actions or regulations at school, we hope you will not hesitate to call the school office at 679-2434 Ext. 201 for clarification. On classroom issues parents should first consult with the teacher by appointment. After that, if needed, the administrator should be consulted. Office hours are from 8:00 am to 3:30 PM.

## **BUS RULES**

The Bangor Union School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding the buses of the school district. These rules will assure safe and proper travel to and from school and/or school functions. They are to be observed while riding the bus and waiting at school bus stops. Students are to catch the AM bus at their assigned bus stop and will be dropped off at their assigned PM bus stop. State traffic laws prohibit students crossing a street unattended to reach a bus stop. The following list of student actions constitutes violations of the established rules and regulations:

1. Fighting on the bus or at the bus stop.
2. Putting any part of body out of bus window at any time.
3. Any movement out of seats while bus is in motion.
4. Legs, feet, and objects obstructing aisle or facing to the rear in seats.
5. Creating excessive noise.
6. Lighting of matches, cigarettes, smoking on bus.
7. Failure to obey driver or any other adult in authority.
8. Defacing, marking, or damaging bus surfaces.

AUTHORITY OF BUS DRIVER (SECTION 14103 California Administrative Code Title 5) states:

- Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations.
- Board of Trustees shall adopt rules and regulations to enforce this section. These regulations shall include, but not be limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers and other interested parties.

### **CAFETERIA RULES**

Students will conduct themselves as ladies and gentlemen at all times just as though they were in a nice restaurant. In addition, they will:

1. Walk quietly to, from, and in the cafeteria.
2. Keep hands, feet, and food in their own space.
3. Wait quietly in line and at the table.
4. Student should face and seat with both legs under the table
5. Talk softly to those in nearby area.
6. Eat quietly in a mannerly fashion and keep their space clean.

BE CLEAN, BE RESPECTFUL, BE COMPOSED

### **GENERAL SCHOOL RULES**

In addition to being polite and courteous, trying his or her best in school, doing assigned homework, and following state laws and local School Board policies, Bangor students will:

1. Follow directions and obey and respect the adult on duty.
2. Stay in assigned areas (stay away from school buildings, out of trees, off poles and roof, away from sheds; stay inside fenced areas and out of weeded areas).
3. Keep hands, feet, and objects to self. Refrain from public display of affection.
4. Use appropriate language.
5. Not interfere with other's games.
6. Use equipment appropriately.

7. Use halls properly (no running on blacktop areas, in halls, or on sidewalks).
8. Keep school clean.
9. Use rest rooms properly, and return promptly to class.
10. Leave expensive toys and equipment (radios, etc.) and personal sports equipment at home; don't bring them to school. The school is not responsible for loss due to theft of items that should not have been brought to school.
11. Do not chew gum at school or on buses.
12. Expressions of physical affection or gang affiliation are not allowed.

#### GUIDELINES and CLARIFICATIONS....

1. Students are to follow safety rules when playing on the playground features. It may be that too many students will be using the devices at one time. In that case the playground supervisor will assign one group of children to play at a time.
2. In the picnic area, especially around the tables, the students are asked to sit on the benches, not the tables.
3. Passes are required to leave rooms during class time.
4. No student is allowed in a room without supervision from a teacher or appropriate adult.
5. "Walking" students must stay on sidewalks to enter or leave the school grounds. At the end of the school day, "walkers" leave ONLY WITH THE WALKER TEACHER AFTER THE BUSES HAVE LEFT. THIS INCLUDES CHILDREN BEING PICKED UP BY PARENTS. FOR GARDEN CLUB, YOU MUST NOT ENTER THE BUS PARKING AREA UNTIL THE BUSES HAVE LEFT!
6. Students must be "signed out" by parent or guardian in the office when leaving school before the end of the school day.

The State Law and School Board policy forbids any illegal or restricted substances on school premises, vandalism, habitual truancy, theft, disobedience, profanity, vulgarity, defiance, assault, violence, weapons, disorderly conduct, etc. Such offenses may result in suspension and/or expulsion from school.

#### **POSITIVE REWARDS**

Students demonstrating positive behavior or "caught being good" either in the classroom or on the playground will receive Panther Paws. This award will also entitle them to a ticket entering them in a monthly drawing for prizes and a drawing each trimester for a grand prize. Bangor School has several honors and awards available for students to earn throughout the year. There is monthly Character Counts recognition for students exemplifying the various positive traits promoted by the staff and Student Council.

### **BEHAVIORAL CONSEQUENCES (Minor Infractions)**

The following consequences will be implemented for minor student infractions. Minor infractions include but are not limited to: not following instructions, inappropriate language, rough play, horseplay, etc. These infractions could occur both in and outside the classroom. Recess supervisors may issue verbal warnings as necessary.

1st & 2nd consequence	Recess Detention- Student serves recess detention in classroom and assigned appropriate writing activities to reflect on their behavior
3rd consequence	Lunch Detention- student serves detention during lunch. Students may eat lunch, but this out on lunch recess. Students will be assigned to either cleanup, campus beautification, a writing assignment or quiet time
4th consequence	In School Suspension- student will be removed from their regular classroom and placed in an alternate classroom or the office. Students will assigned classwork. In school suspension can be for a full or partial day
5th consequence	Home Suspension- students will be sent home for up to five school days

\* Detentions are held in designated teacher classrooms Tuesday and Thursday's.

### **BEHAVIORAL CONSEQUENCES (Major Infractions)**

Severe (Major) or chronic misbehavior will be referred to the Principal's office for administrative disciplinary intervention/action. Depending on the infraction, consequences could include, but are not limited to: suspension, behavior contract, student and or parent conference, detention (multiple days), community service, referral to the Student Study Team, loss of privileges (removal from extracurricular activities) and recommendation for expulsion.

The following infractions may result in immediate at home suspension:

1. Fighting
2. Major disrespect
3. Major defiance
4. Bringing a weapon or dangerous object to school
5. Harassment or bullying
6. Drugs or alcohol: use, possession, or under the influence

**Disciplinary Referrals or (Yellow Slips) – yellow slips may be issued to students for major infractions or reported minor infractions. Yellow slips list reason for referral, the date, the behavior/violation and who it was issued by. Yellow slips may be mailed to parents to communicate the behavior violation.**

## **SAFETY**

Pupils who walk to or from school should cross in designated crosswalks. Students must walk on the side of the street facing traffic. State Law!

## **SCHOOL CALENDAR**

Please refer to the attached calendar of important dates at Bangor School.

## **SCHOOL PICTURES**

Individual and group pictures are available for purchase each year in the fall and in the spring. School Picture Days are always listed in the School Bulletin.

## **SCHOOL SERVICES**

*HEALTH SERVICES:* Bangor School contracts with a qualified school nurse to conduct:

- Hearing tests
- Vision tests
- Personal Hygiene Instruction
- Dental screening

In addition, the school employs a Health Aide, who is on site daily. The duties include basic first aid, and periodic checks of all students for head lice, coordination of referral for health services and maintain health records.

*PSYCHOLOGICAL SERVICES:* The school psychologist visits Bangor School twice a month and is from the Butte County Office of Education. Additional psychological services are contracted by the school to improve student learning, emotional and behavioral health.

*RESOURCE SPECIALIST AND SPECIAL EDUCATION:* A Special Education teacher is part of our regular teaching staff and instructs assigned students individually or in small groups in math, reading, and written language.

*SPEECH THERAPIST:* A speech therapist is on campus one day per week working with language, speech, and hearing problems. Our Speech Therapist is from the Butte County Office of Education.

*SCHOOL COUNSELING:* Bangor school does not employ a school counselor, however the school does refer students to community based counseling resources, and offers on campus counseling services through Behavioral Health to eligible students. The classroom teacher and the school's Student Study Team refer these counseling services. Parents are encouraged to contact the classroom teacher with concerns, and together make decisions about the need for school counseling services.

## SHADY CREEK OUTDOOR SCIENCE EDUCATION CAMP

Sixth grade students eligible to participate in the Shady Creek outdoor science camp. This is a one week, overnight, education camp in which students to off-site facility to learn about science curriculum. Information is provided to sixth grade students prior to the trip. This trip is sponsored by escrip.com donations. Ask the office how you can help fund this important activity.

## SCHOOL WORK

When a teacher says an assignment is to be handed in at a certain time, students are expected to meet the deadline. When the student does not complete assignments:

- The teacher will talk to the student.
- Telephone or letter will notify the parents.
- Students could be required to remain after school and parents will have to provide transportation home; prior notice will be given.
- The parents could be asked to supervise the student at home to complete the work, or to attend in the classroom to assist their student with developing better work habits.
- Homework is a necessary part of the school learning program. It is not meant to punish the student or the parent. Often homework is used to reinforce skills learned in the classroom. Sometimes homework is used to have parent and student work together on a project. If there is ever a question about your child's homework or schoolwork, please call your child's teacher. They can help.

## SPORTS PROGRAM

If we have coaches and parent volunteers, participation in sports could include the following Feather River Park and Recreation League activities:

**FALL:** Cross-Country K-4, 4-8, Flag Football 5/6, 7/8, and Volleyball 5/6,7/8  
**WINTER:** Basketball 5/6girls, 7/8girls, 5/6 boys, 7/8 boys  
**SPRING:** Soccer

A child's participation in any sport is contingent on earning and maintaining at least a C average and good behavior while at school or school related activities

## STUDENT RESPONSIBILITIES

Each student enrolled in Bangor School has certain responsibilities that he/she must meet. Here are some "Dos":

- Be respectful to others.
- Take pride in your school.
- Care for school property.
- Keep your hands and body to yourself.

Article 2, Section 300 of the State of California Administrative Code, Title 5, specifies the following duties of pupils:

“Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher; have propriety of deportment; be diligent in study; be respectful to his/her teacher and others in authority; be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language.”

### **TELEPHONE USE/Cellular phone/PMDs**

Students are not permitted to use any school telephone except for emergency purposes. Students are expected to have all transportation needs arranged before arriving to school.

Students who choose to bring cell phones or PMD’s (personal music devices) to school must have them turned off and put away during the school day, so as to not disrupt the learning environment. (Ed. Code 48901.5) “Use” of a cell phone includes phone conversation, text messaging, emailing and picture/video taking; all are prohibited. Text messages of confiscated cell phones will be read by an adult similar to passed notes in class. Cell phones and PMD’s used during regular school hours will be confiscated. Students may pick up the confiscated device after school on the first offence. If the cell phone or PMD is confiscated a second time, a parent is required to pick up the device. If there is a third time the privilege will be revoked for the remainder of the school year. Any educational-related use of these devices must be cleared by the teacher through the Principal’s office. The school faculty and administration will not devote time investigating these lost or stolen electronic devices.

### **VISITORS**

All parents/guests must check into the front office before coming on to campus and get a visitor’s badge. We must maintain the safety of all students at school. Due to confidential material/reports or conversations, only school staff should occupy the staff room, except by specific invitation for exceptional events. High school or elementary students from other schools and preschoolers are not allowed on campus during school hours (8:00 a.m. to 4:00 p.m.) without specific permission from the school’s administrator. Students may not be on the school grounds evenings, weekends, and holidays. Children are encouraged to use the facilities available at the Bangor Park.

### **VOLUNTEERS**

Volunteers are an integral part of classroom and special activities at Bangor School. The children and teachers benefit from interested parents and adults. They help staff our school library and participate in numerous school-sponsored activities during the school year. Volunteers bring vast and rich resources to the school. The artists, musicians, or storytellers can generate a tremendous curiosity and excitement about their talents and stimulate further interest by students.

Parent volunteers work with individual or small groups in the classroom. They can also be tremendous help to teachers with arts and crafts projects, reading with children, and many other projects. Contact your children’s teachers. They will be thrilled with your offer of help, and so will the children. Regular volunteers are asked to submit their fingerprints to the Department of Justice at School expense, as a way to assure the community that students are in a safe place. Volunteers are expected to complete a Parent Volunteer form per Board Policy. Parent involvement is an important part of having a positive and safe school climate and culture.

We encourage parents to be involved with their student's education as well as being in the loop of what activities are happening at school. Parent volunteers, athletic coaches and frequent campus visitors will be screened according to our volunteer policy and California education code. We do not want to deter our community members from being a part of our school community, but our number one goal is student safety. If you have any questions related to the volunteer policy feel free to contact the main office.

### **ANNUAL PARENT NOTIFICATION**

The following legal sections are from the State of California Code and are required to be disseminated annually to all parents of school-aged children within the State of California.

Section 212.6: It is the policy of the State of California that all persons, regardless of their sex, students should enjoy freedom from discrimination of any kind in educational institutions of the state.

The district's policy containing information on where to obtain specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies, as it relates to pupils, will be available upon request at the district office.

Section 32255, etc.: Requires that parents or guardians of all pupils registered be notified of the right of a pupil to refrain from the harmful or destructive use of animals in a course. Teachers utilizing animals or animal parts are required to inform pupils enrolled in that course of these rights. A teacher may work with such a student to develop and agree upon an alternative education project.

Section 35256: Parents or guardians must be notified that a copy of each school's Annual School Accountability Report Card will be provided upon request.

Section 35291: The governing board of each school district which maintains any grades 1-12, inclusive, shall, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

Bangor Union School will provide written notice to continuing pupils at the beginning of each year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures.

Section 46014: The school district governing board may, if it desires, adopt a resolution permitting pupils to be absent from school for the purpose of participating in religious exercises, for receiving religious instruction at their respective places of worship, or at other suitable places. Should the district do so, then pupils with written consent of the regulations may be excused from school in order to participate in accordance with the regulations adopted.

Section 48204 (f): A parent or guardian will be advised of employment-based school attendance options available to elementary school pupils where parent or legal guardian is employed within the boundaries of a district other than the district of residence. (Allen Bill).

Section 46015, 48205: Pupils shall be excused from school for justifiable personal reasons when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board of each district. The district will not receive State moneys for this type of absence.

The district follows uniform standards to be applied in determining if a justifiable personal reason exists for an excused absence as per board policy and standard attendance policy.

Section 48206.3, 48207, 48208: A pupil hospitalized with a temporary disability can receive individualized instruction by the school district in which the hospital is located and it is the primary responsibility of the parent to notify the district that the pupil is in the hospital.

Section 46010.1: The law provides that pupils in grades 7 to 12 may be excused from school for confidential medical purposes with expressed parent consent.

Section 48900: Suspension/Expulsion: The law requires that students who bring a gun to campus or who brandish a knife must be recommended for expulsion by the administration. The administration may recommend suspension or expulsion for a knife or other articles in this sections “a” through “f”. Parents are encouraged to call the school for information regarding suspendable/expellable actions by students.

Section 48900.1: Requires the governing board to adopt a policy that authorizes teachers to provide that the parents or guardians of a pupil who has been suspended by a teacher attend a portion of a school day in his or child’s or ward’s classroom.

In Bangor School, teachers may request the Principal/Superintendent to require parents attend time in the student’s classroom.

Section 48980: Parents shall be provided advanced notice of pupil instruction about use of drugs, tobacco, or alcohol offered throughout the year.

Section 49063: Parents have the right to view their child’s cumulative records in the presence of the Principal. They also may request copies of student material or request removal of any information contained therein. Copies will be provided within five (5) working days at a cost of 20 cents per page.

Section 49073: Directory information may be released to authorized agents or agencies unless parents specially request otherwise. This includes name, address, date and place of birth, height, weight, attendance.

Section 49077: The parent and pupil will be notified if the school is required by court order to furnish information, so long as such is not prohibited by said order.

Section 49423: If a pupil is required to take medication prescribed for him by a physician during the regular school day, he may be assisted by designated school personnel if the district receives: (a) a written note from the physician detailing the method, amount, and time schedules for such medication, and (b) a written note from the parent or guardian indicating a desire that the school district assist the pupil as set forth by the physician in his statement.

Section 49480: Parents must be notified that they are required to inform the designated certificated school employee if their child is on a continuing medication regimen for a non-episodic condition. They must identify the medication which is being taken, the dosage and the name of the supervising physician so that the district personnel may familiarize themselves with the possible effects of the drug on the child’s physical, intellectual, and social behavior, as well as watch for symptoms of adverse side effects. If the medication is to be given at school, section 49423 requirements are mandatory.

Section 49451: School providing auditory screenings, or visual screenings for its pupils, permit the parent or guardian of the enrolled child to file an annual statement denying consent of the above.

Section 49472: If the district provides medical or hospital services or both, through a nonprofit membership corporations or any sort of accident insurance, no pupil shall be compelled to accept such service without consent of his/her parents. Bangor School does not provide medical or hospital coverage. Parents may purchase coverage through a private carrier.

Section 49510-49520: A nutrition program for needy pupils is available for all students who meet the established criteria. The application and criteria are provided through the school office.

Section 52173: Prior to the enrollment of a pupil in a bilingual program, parents must be notified of such placement.

Section 51240, 51550, 51820: When classes in health education are offered where reproductive organs and their functions and processes are described, illustrated or discussed or where venereal disease is described, illustrated or discussed, an opportunity shall be provided to each parent or guardian to request in writing that the child not attend. Such request is valid for the school year but may be withdrawn at any time. The written or audiovisual materials to be used shall be available for inspection by parents or guardians at a reasonable time and place prior to the class.

Section 5120.5 (grades 7 & 8): Parents are to be notified that the school will be instructing in AIDS prevention. Notice must explain the purpose of the instruction. It must also advise parents or guardians of their right to request that his or her pupil not receive the instruction.

Section 52351: The parents or guardians of the pupil must be notified in advance of career counseling course commencing with course selection for the 7th grade so they may participate in such counseling sessions and decisions.

Sections 56030, 56040, 56300, 56301, 56220 (a): Each school district shall establish written policies and procedures for seeking out all individuals with exceptional needs including notification of all parents of their rights and procedures for initiating a referral for assessment to determine eligibility for special education programs. Bangor School offers special education programs for students K-8.

Section 58501: California law authorizes all school districts to provide alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school. Bangor School is a small school with no formal alternative programs or schools.

District Policy and education code allow parents the right to request a transfer from the district in which they reside to one in which they work or they wish to attend. Forms are available at the office. Upon completion, the Superintendent/Principal will place the request on the next Board agenda.

Title 5 4630, 3080 and 3081: Notice is required that anyone who has a concern that the district may not have acted in compliance with any of the state or federal laws or laws governing special education may file a complaint against the District. A complaint procedure exists for reporting violations of federal or state law.