

Parent & Student Handbook

2024-2025

BANCROFT BOBCATS



619.668-5890



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www.lmsvschools.org/bancroft



Dear Bancroft Families,

I am thrilled to welcome you back to another exciting school year at Bancroft Elementary! As we embark on this new academic journey, I am filled with a sense of optimism and anticipation for all the wonderful experiences and achievements that lie ahead.

First and foremost, I want to extend a warm welcome to our new families joining the Bancroft community. We are delighted to have you with us and look forward to getting to know you better. To our returning families, welcome back! Your continued support and partnership are invaluable to our success, and we are excited to continue building on the strong foundation we have established together.

As we navigate the challenges and opportunities of the new school year, we remain committed to our core values of excellence, integrity, and inclusivity. We believe that every student deserves a high-quality education that not only equips them with academic skills but also fosters social, emotional, and ethical development. Our dedicated teachers and staff are here to support your children every step of the way, encouraging them to explore, inquire, and grow.

Communication between home and school is vital to ensuring the success of our students. We encourage you to stay actively involved in your child's education and to reach out to us with any questions, concerns, or suggestions. The purpose of this handbook is to give you a better understanding of the rules, policies, procedures, and responsibilities which are part of everyday life at our school. This handbook was also developed to promote positive and frequent communication between home and school, along with the Class Dojo app. Our school website, newsletters, and social media platforms will keep you informed about important events, updates, and opportunities for involvement. We also invite you to attend our Back-to-School Night, where you will have the chance to meet your child's teacher, learn more about the curriculum, and discover ways to support your child's learning journey.

I want to express my heartfelt gratitude for entrusting us with your child's education. Together, we will make this school year a memorable and successful one for all our students. I am confident that with your support, we will continue to foster a love of learning, inspire creativity, and nurture the unique talents of each and every student at Bancroft Elementary.

Thank you for being a part of our Bancroft family. Let's make this school year our best one yet!

Respectfully,

Nathan Saucedo
Principal



Attendance

School success goes hand in hand with good attendance. Help your child succeed in school; build a habit of good attendance. If a child is ill, they should stay home to rest and recover. The state of California accepts the following as **excused** absences:

- Personal illness or injury
- Medical/dental/counseling appointments
- Bereavement (immediate family funeral)

All other absences are **unexcused**.

In the event that your child will miss school for three (3) consecutive days or more for any reason, other than illness, please contact the Health Technician prior to the absences for an Independent Study Contract. The contract describes the work to be completed, and it is the responsibility of the parent to see that the work is done. A student contract does require time to prepare and a minimum of two (2) days advance notice is required. Once your child returns to school and submits their completed Independent Study Contract, these absences will be cleared.

Regular school attendance is expected. Students are required by law to be at school. Children who are habitually absent or tardy miss critical opportunities for learning (the state of California considers three (3) or more unexcused absences to be excessive). Parents will be held responsible. Actions ranging from a parent reminder letter, to notification of local truant officer, referral to the School Attendance Review Team (SART) and or Student Attendance Review Board (SARB) at the district office, to a referral through the San Diego County Juvenile Court System are mandated by law. Ten or more absences are considered habitual.

Absences

In order for a student to achieve his/her potential, it is very important that your child arrive on time and attend school every day. Being absent or late interferes with your child's progress in school because each subject is taught in step-by-step sequence.

- When your child is absent, **please call the school Attendance Line (619) 668-5890; Press 1**. This is a 24 hour line. All absences must be promptly reported to the office by a parent or guardian. To be excused, absences must be reported within 20 days of the absence.
- Be sure to report communicable diseases to our office. If you are not sure about keeping your child at home, please check with our Health Technician.

Tardies

Tardiness to school negatively affects your child's education. Students who are tardy miss opening instruction and interrupt their class when coming in late. Students are tardy if not in class or at Peace Circle (Fridays) by 8:30am.

The **only excused tardy** is for a doctor or dentist visit. Students who are tardy will need to check into the health office to sign in and **present a note from the medical/dental provider**. Three tardies, in excess of 30 minutes each or leaving 30 minutes or more before dismissal will result in an unexcused absence.

Homelessness

Families who are living in the temporary accommodations of family or friends, hotels/motels, shelters/transitional living or are unsheltered may be qualified under the McKinney-Vento Homeless Assistance Act to receive services for their student. There are federal laws in place to ensure that students can continue their education at their school should there be a loss of housing for the family. Please contact the District Homeless Liaison at the District Office for more information: (619) 668-5700.

Emergency Number/New Address/Telephone

We **must** have emergency numbers for your child so that we can reach someone in case of an illness or accident. If you are not sure we have a proper emergency number for you, please call and check or give us the new number if it has been changed. If you move, or are planning to move during the school year, please let the office know as soon as possible. You will need to complete new paperwork before we can make any address changes.

Release of Children

When you wish to take your child from school during the school day, it is necessary for you to come to the office and sign them out for the day. For your protections, children are released to parents, guardians, or other authorized persons only. Be sure to bring identification. If a student is being picked up early from school, only the parent/guardian will be permitted to sign the student out unless a signed note is given to the office ahead of time indicating who will be picking the student up from school that day. Please do not call ahead to have your child waiting in the office as they are likely to miss class time while waiting for their parent/guardian to arrive.

Illness at School

If your child has a fever (100.4F or higher) or is displaying other symptoms of illness, the parent, or person listed by the parent on the emergency card, will be notified. The child should be picked up as soon as possible. **Students should have a normal temperature (98.6F) for 24 hours without the aid of a fever reducing medication before returning to school.** School personnel, including the Health Technician, are not permitted to administer treatment or to diagnose. In the event of an injury, the same procedure will be followed.

In order for a child to leave school, the child must be signed out by an adult listed on the emergency contact. **Please be sure to present proper identification for pick up.**

Medication

In order to have your child take medication at school, a Physician's Authorization for Medication form must be completed annually by the doctor and parent and sent to the school. No medication will be given at school without this form. This includes over-the-counter medication such as Tylenol, cough drops, cough syrup, ointments, sunscreen, etc. These forms may be picked up in the office or on our website. **Only adults may transport medication to and from school.** All medication taken at school must be under the supervision of a designated school employee.

Insurance

Each year La Mesa-Spring Valley School District provides information to parents on an Accident Medical/Dental Expense insurance policy. The school district itself does not provide any medical or dental expense insurance for pupils injured on school premises or in school activities. If you do not carry insurance on your child, you are urged to enroll your child under one of the commercial plans that are offered by the insurance company. There is also health coverage available through Medi-Cal. The health office has more information.

School Office

School office hours are 7:30am to 3:30pm. To better serve you, please follow these suggestions:

- If your child is absent, please call the school Attendance Line: (619) 667-5870; Press 1.

If you have to make special arrangements for transportation, etc., please make these arrangements **BEFORE** your child comes to school.

Entering Campus During School Hours

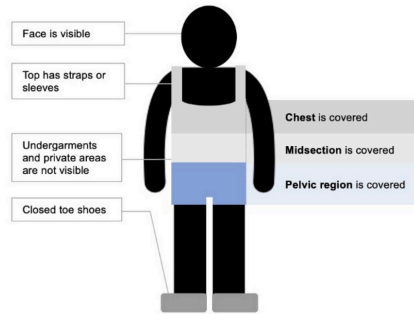
We welcome your visit to our amazing school. **ALL** visitors **MUST** check in at the office with a valid ID, complete a visitor form and get a visitor badge before entering the campus. This means if you are on campus for ANY REASON, we must know. This request is made to protect the children from unauthorized visitors and to locate the teacher for you if the class is out of the room at the time.

Interruptions to the Classroom

Our site is part of the District-wide commitment to eliminate classroom interruptions to instruction. If your child has forgotten their lunch or homework, you may not take it to the classroom. In addition, please make after-school pick-up arrangements (as well as any alternative plans) before school. Each interruption costs precious instructional time.

Dress Code

We feel that appropriate clothing for school contributes to a child's total attitude and focus in the classroom.



As illustrated in the graphic above, students must wear clothing that fully covers the chest (at approximately armpit level), midsection (with arms down), and pelvic region. With the exception of shoulder straps, undergarments and private areas must not be visible. Tops must have shoulder straps or sleeves. Closed toe shoes must be worn at all times.

- See-through and mesh clothing must have appropriate coverage underneath or on top and meet the minimum requirement listed above.
- Headgear must not be worn in a manner that hides a student's face, unless for religious, health, or other reasons approved by school administration. (Examples: hats, hoodies, sunglasses, masks, etc.)
- Clothing and accessories that may endanger student or staff safety is not permitted. (Examples: wallet chains, spiked wristbands, etc.)
- Clothing and personal items (such as jewelry, backpacks, water bottles, etc.) shall not:
 - Depict, imply, advertise, or advocate illegal, violent or lewd content, weapons, or the use of alcohol, tobacco, marijuana, or any other controlled substance;
 - Depict or imply pornography, nudity, or sexual acts;
 - Display or imply vulgar, discriminatory, or obscene language or images;
 - State, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

Please see full dress code on our website: [LMSVSCHOOLS.ORG/BANCROFT](https://lmsvschools.org/bancroft)

Extended School Services (ESS) Program

This is a self-supporting, year-round childcare program offered before and after school to students enrolled at Bancroft. This program is located in the Multi-Purpose Room (MPR). Enrollment is open. Hours are 6:00am - 6:00pm. If you need further information, please call (619) 668-5839.

Extra-Curricular Activities

Through the school year, there will be opportunities for participation in extra-curricular activities. Your children will receive information regarding opportunities as they become available.

Pictures

School pictures are usually taken shortly after the start of the school year. There will be a make-up day for those who are absent. Children should wear bright, colorful clothing on Picture Day. In addition to fall pictures, we also take spring pictures and 5th grade promotion pictures.

Tobacco-Free Policy

Students, employees, and community members are reminded that Bancroft is a tobacco-free environment. No smoking is allowed anywhere on campus.

Pets on Campus

California Education Code, Section 32210, California Penal Code Section 626.8, and CUSD Policy AR 1330 stipulate that animals are not allowed on school grounds as posted on the metal signs located on the perimeter fence. Horses, dogs, cats, and birds are examples of forbidden animals but this is by no means a complete list. Any animal that is necessary under the Americans with Disabilities Act (ADA) of 1990 will be allowed, but only after the office has been notified. Pets brought for sharing must have prior permission from the teacher and administrative staff.

Library/Media Center

Bancroft has a resource and reference library available for your child's use when school is in session. Your child will visit the library once a week and will be allowed to borrow materials. Books will be due the following week. Students who lose or damage books will be billed the cost of replacing them. Appropriate library behavior is expected of all students.

Lost and Found

Clothing articles and lunch boxes that are left in the classroom by students will be kept in the classrooms for a period of time and then placed in the "Lost and Found," located at the front of the school, outside the Multipurpose Room. Please clearly mark all jackets, hats, sweaters, lunch boxes, etc., with your child's name. Children who have lost things on the playground should check in their classroom first, and finally the "Lost and Found." Please check with the office for items of value; money, jewelry, etc. Items not claimed by the end of the school year will be donated.

Personal Property

Students assume the responsibility for loss or damage to their clothing, equipment, books or instruments. The school endeavors to protect all personal property, such as bikes, but it is not responsible for them. **Large sums of money and articles of real or sentimental value should not be brought to school. Personal toys and games are NOT allowed in school (including sports balls, Nintendo Switch, iPods or any other personal electronic toy).**

We will not investigate the loss of any personal property.

Cell Phones

Cell phones, smart watches or other mobile communication devices are brought to school at your own risk. We will NOT investigate the loss or theft of these devices. Cell phones, smart watches or other mobile communication devices are to be turned off and put away during school hours. They may not be kept in a pocket or at a student's desk. If a student is using their cell phone, smart watch etc. during school hours, the following steps will be taken:

- 1st offense - Cell phone etc. will be turned into the teacher for the remainder of the day
- 2nd offense - Cell phone etc. will be turned into the office until the parent picks it up.
- 3rd offense - The student will be required to turn his/her cell phone etc. into the office each morning and pick it up at the end of each school day

Safety Patrol

5th grade students are recommended to participate in this program by their teacher. The following are taken into consideration: citizenship, attitude, effort and responsibility. All students are required to obey the Safety Patrol members. Safety Patrol members must not be distracted in any way while on duty. This is a serious violation of school and police policy. Safety Patrol may not enter campus any earlier than 8:00am. Our Safety Patrol is on duty in front of the school at 8:15-8:30am and at 2:40-3:00 pm, Mondays, Wednesdays, Thursdays and Fridays. On Tuesdays, the Safety Patrol is on duty from 8:15-8:30am. and at 1:25-1:45pm.

Vision and Hearing Screening

The State mandates that students in public schools in California be screened for vision and hearing depending on their grade. Each student in Kindergarten is screened for both hearing and vision. In the first grade, the only testing done is color distinction for boys. Hearing is done on all second and fifth graders, and vision is done on all third and sixth graders. Students in fourth grade are not tested. Any student who already wears glasses and/or has had a previous hearing problem is screened if there is a concern. A pupil may be excluded from mandated screening programs if the parent/guardian files a written statement refusing consent for the examination with the school.

Safest Route to School/Traffic

Due to heavy traffic during arrival and dismissal times, we ask that parents take time to talk over traffic safety and street crossing procedures with children. **Children and parents should walk on the sidewalks and cross only at the signals or stop signs.** Please model safe habits at all times; children learn from examples.

Pick-Up and Drop Off Safely

It is your responsibility:

- Pull all the way up to the curb
- Do not double park (not even for just a minute)
- Never allow your child to walk between cars
- Children should enter the car from the curb/passenger side, NOT the street/driver side
- Avoid U-turns in front of the school
- No student drop off in the staff parking lot
- Respect all painted curbs and follow the city municipal codes:

10.16.110 Curb markings (excerpt)

1. Red shall mean no stopping, standing or parking at any time except as permitted by the state Vehicle Code, except, that a bus may stop in a red zone marked or signed as a bus zone.
2. Yellow shall mean no stopping, standing or parking at any time between seven a.m. and six p.m. of any day except Sundays and holidays for any purpose other than the loading or unloading of passengers or materials; provided, that the loading or unloading of passengers shall not consume more than three minutes nor the loading or unloading of materials more than twenty minutes.
3. White shall mean no stopping, standing or parking for any purpose other than loading or unloading of passengers, or for the purpose of depositing mail in an adjacent mail box, which shall not exceed three minutes, and such restrictions shall apply between seven a.m. and six p.m. of any day except Sundays and holidays and except as follows:
4. Blue indicates parking limited exclusively to the vehicles of physically handicapped persons.
5. Green indicates time-limited parking (Ord. 3353 § 1, 1979; prior code § 17-42)

DO NOT PARK IN THE BUS TURNAROUND. Our buses need this area clear to load/unload our bus riders safely.

Bus Expectations

Some students ride the bus to and from school each day. The bus is an extension of school and students are expected to follow the same rules that in place at school.

- Follow the directions of the adults assisting with buses (driver, teacher, attendants, etc.)
- Wait patiently in line; don't push or shove others
- Sit 2 – 3 people per seat, or in your assigned seat
- Remove your backpack
- Once seated, buckle your seatbelt (when available) and stay in your seat
- Phones: games and music only (use headphones or a quiet level)
- Talk quietly with your seat partner
- Don't scream or yell
- Keep the noise from getting too loud and distracting for the driver
- Keep your hands and body to yourself while exiting

Students who are unable to follow the expectations on the bus may face consequences including:

- Phone call home
- Loss of bus privileges; assigned seating, harness seating, etc.
- Bus suspension

Bicycles, Skateboards, Scooters, etc.

We consider riding a bicycle to school a privilege, and certain standards of safety must be maintained. Failure to follow the student bicycle safety standards will result in the loss of this privilege. Once it is returned and on file this privilege is in force. Bicycles are to be ridden to school for transportation only. They are not to be ridden on the school grounds while school is in session. Be sure bicycles are padlocked as the school does not take responsibility for bike security. **Safety helmets are required by law.** For the safety of your child, and legal compliance, your child must wear a helmet. In addition, students are expected to follow all traffic laws.

School Pride

We try very hard to keep the school looking neat and clean. We are certainly proud of its appearance and trust that you feel the same way. We would appreciate your cooperation in helping us instill in your children pride and respect for school property. Remind them to pick up their litter and leave places better than they found them.

Parent Teacher Association (PTA)

PTA is a long-standing organization which represents the interest of the children in the school and community. This organization puts the children of Bancroft first and is dependent upon volunteers. The membership drive takes place at the beginning of the school year. The PTA also distributes a PTA calendar of events and activities. We welcome your participation.

Technology Devices and Textbooks

Technology devices and textbooks are loaned to students for their use during the school year. These technology devices and books should be handled carefully with the idea that other students will be using them in the coming years. Students are responsible for taking care of the technology and textbooks issued to them. Students will be charged for any technology and/or textbook that is lost or damaged beyond normal repair. A separate Technology Agreement is updated each year.

Volunteers

Bancroft actively encourages parents, guardians, grandparents and members of the community to volunteer. At the beginning of the school year, a volunteer interest form is sent home with each child. We encourage you to fill it out to let us know how you would like to help. We need you and your children need you. The first time you come in to volunteer, you will be asked to complete a Volunteer form and provide identification. This form will remain on file and will be updated as needed. Whenever you volunteer, please go to the school office to sign in with a valid ID. You will get a badge that must be worn while on campus. We respectfully request that volunteers turn off their cell phones while in classrooms.

Volunteer Fingerprinting

Volunteer chaperones who are not under the direct supervision of staff are required to be fingerprinted through the Department of Justice system. In other words, if you are alone with a group of students on a study trip and/or on campus, the volunteer must have fingerprint clearance through the La Mesa-Spring Valley School District. Once you are on file with the District, your information will be valid for the years you volunteer in the La Mesa-Spring Valley School District.

School Hours

It is important that all students be in class on time.

TK-5th Grade	8:30am-2:50pm Monday/Wednesday/Thursday/Friday 8:30am-1:35pm Tuesday
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Students are to arrive at school no earlier than 8:00am as there is no supervision prior to this time. Students should wait at the front of the school until the supervisor opens the front gate. After school, students are to go directly home when their class is dismissed. Parents waiting for children should wait outside of the campus gates and not at classroom doors or in hallways.

Breakfast

Bancroft offers breakfast before each school day. Both breakfast and lunch will be free for all students during the 2024-2025 school year. Breakfast will be served 8:00am to 8:25am. Students may arrive at 8:00am and enter through the front or back gate. Students will use their lunch card and go through the line just as they do during lunch. Then, students will eat at the lunch tables. At 8:15am students may clean up and head to the blacktop to meet their class/teachers.

Morning Arrival Procedures

Students should not arrive before 8:00am. When students arrive, they will wait outside of the gates until 8:00am. Any students arriving before 8:15am, will be directed to the lunch table area. Students arriving between 8:15am-8:30am will report to the blacktop area. Our front and back Ildica gates will be opened by 8:00am each morning. Students may not play on the playground before school starts. The gates will be locked at 8:30am. The only exit point after 8:30am will be at the front of the campus.

Late Pick-up

Other than students in the Extended School Services Program or other school activities, of which you will be notified, there is no after-school supervision. Therefore, **it is important that you pick up your child in a timely manner.** Students still waiting to be picked up when Safety Patrol comes in will be brought to the office and parents will be called. Students not picked up by 3:30pm will be sent to ESS and there may be a fee associated with this service.

Wellness Policy

The La Mesa-Spring Valley School District has adopted a Wellness Policy in compliance with federal guidelines. Our school is committed to this policy by providing a school environment that will protect and promote children's health, well-being and ability to learn by supporting healthy eating and physical activity. You may view the actual Wellness Policy under the parent information section of the District website at www.lmsvsd.org. Please comply with the following guideline: **Snacks brought to school should be nutritious. Chips, cookies, candy, pastries and donuts are not acceptable snack choices. Gum is not allowed at school at anytime.**

Homework Policy

Please refer to the District website at www.lmsvschools.org for Board policies.

Emergency Preparedness

In case of a school emergency, or natural disaster such as an earthquake, you need to be aware of our school's plan for releasing your child. Our concern is for the safe and orderly dismissal of all our students. If as many as 450 parents arrive at school at approximately the same time to pick up students, your cooperation and patience will be essential to our plan. Please wait for communication from our office before coming to pick up your child. We may not be able to release students immediately.

Parking will be very limited, so be prepared to park at least a block or two from the school. **DO NOT DOUBLE PARK in the school parking area or in front of the school**, as it may interfere with getting emergency vehicles into our school site. **DO NOT PARK in the bus turnaround.** For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, you will need to come to the office or other designated "Check In Area", and do the following:

1. Sign Student Release Log.
2. School office manager will check identification with emergency information, which you previously provided on Disaster Information/Emergency form.
3. Be prepared to present a picture identification card if requested.
4. A staff member will go to the Student Supervision Area, get your child, and take him/her to the "Family Reunion Area".
5. After completing the Student Release Log, go to the Family Reunion Area and wait for your child.

It may take some time for the orderly dismissal of over 450 students, so please be patient and be prepared to wait. The less confusion the staff has the quicker students will be reunited with parents/guardians.

It is imperative you keep all information on your child's Emergency Contact and Disaster Information form up-to-date. **Your child will be released only to those listed on the form**, or when circumstances warrant, it is in the best interest of your child to place him/her in an alternate place of safety, as judged by the Principal or Dean of Students. These procedures should be shared with everyone you list on the Emergency Card and Disaster Information form so they are familiar with our procedures.

Behavior Expectations and PBIS

What is PBIS?

Positive Behavior Interventions & Supports is a process for creating school environments that are more predictable and effective for achieving academic and social goals. PBIS will enhance our current systems and practices and also change our culture for the better.

Does it make a difference?

The PBIS model is a research-based strategy. The 3-tiered approach reduces problem behavior as a barrier to student achievement. We only have 180 days each year to advance academic progress, so instructional time is very valuable. Research shows that schools following the PBIS model recover thousands of hours of instructional time and, on average, four days of student instruction per year.

How does it work?

A key strategy of the PBIS process is prevention. Many students follow the school's expectations, but are never acknowledged for their positive behavior. Through instruction, comprehension and regular practice, all teachers and staff members will use a consistent set of behavioral rules. We will view it as an opportunity for reteaching, not just punishing.

What about students who are disruptive?

When problem behavior occurs, students are provided a full continuum of supports to address behaviors, such as re-teaching the expected behavior. If students do not respond, the intensity of the support increases. Most problem behaviors either have an academic or social base. Properly addressing the root cause of behavior can prevent student failure later in life.

How is PBIS different from other school behavior programs?

- This program is focused on acknowledging students for consistent positive behavior
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and language with respect to appropriate school behavior are consistent throughout the school.
- Problem behavior will be responded to with consistent consequences that are focused on re-teaching the expected behavior

What about parents?

Parents are an important part of PBIS implementation. We encourage parents to use the same expectations that we teach at school. This common language creates consistency and a unified support for expected students behavior. Children thrive when they have consistent, predictable expectations and consequences.

Bancroft has four behavioral expectations for all students that support the Bancroft Pledge, and work towards maintaining a safe and respectful environment.

Be Respectful ~ Be Responsible ~ Be Safe ~ Be Kind

PARENT/STUDENT SIGNATURE PAGE

Bancroft Elementary School 2024-2025

Dear Students and Parent(s)/Guardian(s):

The information in the handbook has been compiled to help our students and their families better understand our school and become an integral part of it. The guide will also assist students and their families in understanding school policies, procedures, programs, and expectations.

We ask that you familiarize yourself with the handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures.

Please return this page to your child's teacher.

Signing below is evidence that parents and students have or will read and understand the contents of the Bancroft Elementary Handbook.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Teacher/Grade