

# **BULLIS CHARTER SCHOOL**

## **Parent/Student Handbook**



**A CALIFORNIA  
PUBLIC SCHOOL**

**2015-2016**



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PUBLIC SCHOOL

# BULLIS CHARTER SCHOOL

Founding Superintendent/Principal  
Principal  
Assistant Principal  
Director of Special Projects & Curriculum  
Director of Strategic Initiatives & Partnerships  
Executive Assistant  
Executive Assistant  
BCI Office Manager  
Registrar  
Information & Communications Technology Coordinator

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Linda Lukas  
Martha Gutierrez  
Charles Morgan

Dear Parents and Students,

On behalf of the BCS staff, I welcome you to the 2015-16 school year!

We are looking forward to a productive year, one that is filled with academic, social, and emotional growth. We hope you will be pleased with the school and your child's progress.

A fundamental aspect of a quality educational program is frequent communication between home and school. This handbook has been developed to explain our expectations, policies, and procedures. Within these pages, you will also find an explanation of the services we offer. Please take time to read this handbook carefully.

I am eager to speak with you at any time. Please do not hesitate to call with any questions or concerns you may have.

We all look forward to working with you this year.

Sincerely,

Wanny Hersey  
Founding Superintendent/Principal

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## **DAILY SCHEDULE**

### **Kindergarten:**

Morning: 8:15 am – 12:10 pm

Afternoon: 11:25 am – 3:10 pm

Fridays: 8:15 am – 12:40 pm

### **Grades 1 – 5:**

8:35 am\* – 3:15 pm\*\*

\* Extra-curriculars begin at 7:45 am

\*\* Extra-curriculars go until 4:15 pm on Mondays, Tuesdays, Wednesdays (north campus); Mondays, Tuesdays, Thursdays (south campus)

Play rehearsals (M-F) go to 3:30 - 4:30 pm

### **Grades 6-8**

8:00 am\* – 3:29 pm\*\*

\* Extra-curriculars begin at 7:15 – 8:00 am

\*\*Office Hours and After School Sports go until 4:30 pm

## **MAIN OFFICE HOURS**

Monday – Friday, 7:45 am – 4:30 pm

## DROP OFF & PICK-UP PROCEDURES

The safety of our students is a primary concern. In an effort to provide the safest environment during the drop-off and pick-up of children, we ask your cooperation in following these procedures:

1. PLEASE **clarify arrangements** with your child about after-school plans **each morning** to avoid confusion later in the day. The office is not always able to get messages to students before they leave.
2. Students are to be dropped off and picked up at the parking lot. Parents must pull over to the curb or park and walk their child(ren) to and from the front of the school.
3. Students who walk or ride bikes should cross at the crosswalk. Bike riders must walk their bikes once on the school grounds.
4. Morning supervision begins at 8:15 am. **Students are not allowed on campus before this time** unless they are enrolled in a school sanctioned, staff supervised activity. **After-school supervision ends at 3:30 pm.** All students not attending extended day extracurricular classes who have not been picked up by that time are brought to the school office and should then be picked up there.
5. **If students are not picked up** by parents within 15 minutes of dismissal, the office will contact the people on the students' emergency card to pick them up.

The parking lot is very congested before and after school. **We want to be good neighbors.** Please be sensitive to the concerns of the residents and discuss with your children the importance of respecting neighborhood property.

If parents or guardians are planning to travel, it is imperative that the student's teachers and the front office be informed **in writing** of any changes in plans, guardianship, carpooling, contact information, etc. Please be aware that students will only be released to adults who have been authorized on the "Student Pick-up List" that is found on our K12 Online registration portal.

### Leaving School Premises

Bullis Charter School is a closed campus. Students are not permitted to leave the school premises unless they are in the company of a parent or authorized guardian. The office should be notified in writing when a student will be picked up during the school day and who will pick up the child. The authorized adult picking up the child must sign the student out at the school office. This precaution is for the safety of all BCS students.

## ATTENDANCE POLICIES

### Absences and Tardies

When your child is going to be absent OR tardy, please contact the school office before 9 am and leave a message on the Attendance Line (650-947-4100, ext. 2) or email [office@bullischarterschool.com](mailto:office@bullischarterschool.com) with the following information:

1. Child's first *and* last name
2. Teacher's name
3. Your relationship to the child
4. Reason for absence or tardy

When your child returns to school, please send a written excuse. If your child is marked absent and you have not contacted us by telephone, the office will contact you for verification and the reason for the absence. Emergencies, illnesses, doctors' appointments, religious holidays/celebrations will be considered excused absences.

### **Tardiness**

Please help us support each child's learning and instill the valuable life skill of punctuality by making sure your child(ren) arrives on time to school. Students who arrive at school after their designated start time **MUST** come to the office, sign in, and take a tardy slip to their teacher.

Sequence of Consequences for unexcused tardies:

1. 1<sup>st</sup> and 2<sup>nd</sup> unexcused tardy within a trimester – Student will receive a verbal warning.
2. 3<sup>rd</sup> unexcused tardy – Student will receive a letter from his/her teacher.
3. 4<sup>th</sup> unexcused tardy – Student will receive a letter from the assistant principal/principal.
4. 5<sup>th</sup> unexcused tardy – Student will serve detention at lunch/recess.
5. 6<sup>th</sup> and each subsequent unexcused tardy – Student will serve an after-school detention. A meeting with the parent or guardian may be scheduled.

Students who have excessive unexcused absences and who are chronically tardy may be declared as habitual truants.

### **Assignments**

When a student is out for one or two days, he/she should call another student in the class for assignments. If your child will be out more than two days, please contact your child's teacher to request his/her homework. Teachers provide homework assignments for students who are out ill for more than three days. Please allow teachers 24 hours to gather the homework and any appropriate materials; these will be available for pick up in the school office.

### **Vacation**

Vacation time is provided within the school calendar. Bullis Charter School requests that families refrain from removing their children from school for vacations.

If there are extenuating circumstances and it is necessary to miss school for five or more days, an Independent Study Agreement will be set up. We ask that you advise the school one week in advance of the intended absence to allow time for your child's teacher to prepare long range assignments and prepare the Independent Study Agreement. We cannot stress enough the importance of Independent Study Agreements during extended absences.

## **STUDENT POLICIES**

### **Dress Code**

Students are expected to come to school in neat, clean, appropriate clothing and closed-toe shoes suitable for active participation in P.E. and playground activities. Mini skirts, short shorts, and spaghetti straps are not appropriate clothing for school. Clothing should be comfortable, be of proper fit, and not revealing or otherwise disruptive to learning. Pants must fit at the waist; shirts must come to the waist. (Please also refer to Middle School Dress Code below.)

## BCS Middle School Dress Code

### *Clothing Must Fit*

- Pants, shorts, or skirts must fit at the waist and stay up at the waist without a belt.
- Shirts must come down to at least the waistband of skirts, shorts, or pants, even when arms are raised.
- Underwear, including bras, must never show, whether standing, sitting, bending down, or bending forward.
- Shoes must be comfortable to allow student to access all areas/grounds of the campus at any time.

### *Clothing Cannot Be Inappropriate on School Grounds*

- Sexual or racist remarks are prohibited on any article of clothing.
- No high (over 2") heels may be worn.
- No underwear may be showing at any time (including bras and their straps).
- No halter-tops or tops with spaghetti straps may be worn.
- Straps must be a minimum of 2-fingers wide.
- No thick chains may be worn anywhere on the body.
- No sunglasses may be worn inside the classrooms/school buildings.
- No hats or hoods may be worn inside the classrooms/school buildings.
- No brightly colored make-up may be worn, except for special occasions.
- No images of or images related to drugs, weapons, alcohol, or tobacco may be on any article of clothing.

### *Clothing Must Not Be Distracting to the Wearer or Other Students*

- No shirts with technology (flashing lights or sounds) on them may be worn.
- No crazy hats, except for on special occasions (e.g. Crazy Hat Day) may be worn.
- No cleavage will ever be shown.
- Clothing may not be see-through so undergarments are noticeable.
- Shorts/skirts may be no shorter than the end of the fingertips when arms are at sides and hands are extended.
- Skin-tight leggings may only be worn with a shirt/skirt/dress that covers below the buttocks. Outerwear, such as coats, ponchos, blazers, do not qualify.

## **Homework Policy**

The general daily expectation for homework is from 30 to 60 minutes Monday through Thursday, although time may vary depending upon your child's study habits. Older children will generally have more homework. Teachers will assign long-term projects and daily assignments or reinforcement activities for skills taught during the day. These assignments are to be used as part of the next day's lesson.

Occasionally, your child may seem to have too much homework on a particular evening. However, if your child seems overwhelmed with homework on a regular basis, please contact your child's teacher(s). Remember, all children have a basic minimum standing assignment of nightly independent reading above and beyond all other assignments. No child should report that they have no homework. If your child repeatedly says that he/she has no homework, please contact your child's teacher(s).

## **Technology**

The use of computers, the Internet, and other technology tools is a privilege, and unacceptable use will result in revocation of those privileges. Bullis Charter School's main oversight of students' acceptable use is during the school day. However, violations of acceptable use outside of school hours can negatively affect the school and members of its community. As a result, violations of the Bullis Charter School's Acceptable Use Policy outside of school that come to the attention of the BCS personnel may be treated in a disciplinary manner.

Students are expected to abide by the generally accepted rules of network etiquette while using technology during the school day and at school-sponsored events. Unacceptable and/or unethical use of the Internet will be cause for revoking network privileges and/or disciplinary action. To use any technology at BCS, students, their parents, and their homeroom teachers must sign an Acceptable Use Policy (AUP). As outlined in the AUP, students are responsible for the following:

- Students are responsible for their computers and email accounts.
- Students are responsible for using appropriate language in email messages, online postings, and other digital communications with others.
- Students are responsible for treating others appropriately and will not engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- Students are responsible for their use of the Internet and the BCS server and will not engage in inappropriate behavior.
- Students are responsible for their conduct on ALL online sites and understand that what they do on social networking websites should not negatively impact the school learning environment and/or their fellow students, teachers and administrators.
- Students are responsible for being honest while online.
- Students are responsible for protecting the security of BCS' network and will not attempt to bypass security settings.
- Students are responsible for protecting school property and understand that this includes, but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology device.
- Students are responsible for following school rules whenever they publish anything online including copyright laws.
- Students are responsible for all electronic devices they bring to school and school-sponsored events and will follow all school rules and expectations for any devices.
- Students are responsible for all their actions and understand that they will be held accountable for any violations.

In addition, at school and at school-sponsored events, students may not bring or use any personal electronic devices without the permission of a BCS teacher. Approved devices must be kept out of sight and turned off during the school day and at school-sponsored events, except when otherwise directed by a BCS teacher or staff member. Electronic devices include, but are not limited to, cell phones, computers, iPods or other mp3 or audio-video players, iPads, Kindles or other electronic book readers, and cameras.

## **Cell Phones**

Having a cell phone at school is a privilege, and any misuse of a cell phone may cause the phone to be



taken away from the student. If a phone is taken away from the student, it will be turned in to the office and the student's homeroom teacher will be notified. The first time a student's cell phone is taken away, the student will receive a warning, and may bring a parent to the office to retrieve the phone after school. On the second offense, the cell phone will be held until the end of the school year.

Cell phones must be turned off and out-of-sight during the school day (8:00 a.m. – 4:15 p.m.) and during school-sponsored events. Students may use their cell phones before and after school but NOT during break and/or lunch while on campus. During the school day and at school-sponsored events, students who need to call their parents must ask permission from a supervising teacher. Students who need to call for a ride home at the end of the day may use their cell phones in the pick up area ONLY. The school is NOT responsible for the loss of a cell phone. Students are responsible for their personal property.

**Lost and Found** - Many valuable articles of clothing and other items are turned into the "Lost and Found." The Lost and Found is located outside the Multi-Purpose Room. Several times during the year, all unclaimed articles are donated to charity.

**Wheels on Campus** – Skateboards, roller blades, Razors, bicycles, and similar wheeled devices may not be ridden on campus, although they may be ridden to school. These items must be kept either in the bike rack, in the classroom, or the office during school hours. NOTE: Bikes must be walked on campus and locked in the bike rack.

## **BEHAVIORAL EXPECTATIONS**

Bullis Charter School's expectations are based on the Six Pillars of Character. The entire staff at BCS is committed to modeling and supporting a safe, respectful and caring school environment. We believe that in such an environment, students will be able to learn and perform to the best of their ability.

### **CHARACTER PILLARS**

#### **CARING**

Be kind, helpful, and understanding.  
Be thankful.  
Forgive others.

#### **RESPECT**

Treat other people like you would like them to treat you.  
Use good manners.  
Understand that all people are different and all people have feelings.

#### **RESPONSIBILITY**

Do what you are supposed to do.  
Keep trying and always do your best.  
Think before you act.  
Make good choices.

#### **TRUSTWORTHINESS**

Be honest. Never lie, cheat, or steal.  
Do what you say you will do.

## **FAIRNESS**

Play by the rules. Take turns. Share.  
Be a good listener.

## **CITIZENSHIP**

Do what you can to make your school and neighborhood better.  
Cooperate with others.  
Be friendly.  
Protect the environment.  
Obey the laws.

One component of the support network needed to maintain a caring school culture where all students feel they belong is developing individual and group responsibility. The goal of the behavior expectations at BCS is to teach children to be responsible citizens. Teachable moments within the classrooms and playground are utilized so students will learn to apply the concepts of the Six Pillars to everyday situations.

We value s school/home partnership. We see this partnership as an essential component in the social, emotional, and behavioral development of our students.

## **CLASSROOM EXPECTATIONS**

The teacher and class will discuss and apply the Six Pillars as they establish expectations for behavior and consequences for inappropriate behavior within the class. These will be shared and discussed at Back-to-School Night, during regular class meetings, as well as in small group and individual conferencing for the purpose of clarifying expectations and resolving conflicts/problems.

In the event of a serious behavior problem, the student will be sent directly to the office to meet with the principal or designee. The parent will be contacted and procedures will be followed as stated in the BCS discipline policy and State of California Education Code.

## **SCHOOL EXPECTATIONS**

Students are expected to behave in accordance with the Six Character Pillars.

### **Caring / Respect / Fairness**

- Play and participate in activities with no bullying, threatening actions, or fighting.
- Remain seated at assigned lunch tables for a minimum of ten minutes to finish eating lunch.
- Refrain from “name calling.”
- Clothing with inappropriate language or pictures will not be allowed.
- Students will not use offensive language or gestures.
- Listen and follow directions given by adults in charge.

### **Responsibility / Citizenship / Trustworthiness**

- Dangerous objects (including laser pointers) or models of dangerous objects should not be in students' possession.
- Students may not possess alcohol, drugs, drug paraphernalia and/or controlled substances at school.
- Arrive on time to school.
- Be prompt and prepared for class.
- Objects which may be a distraction to the child or disruptive to the class will not be permitted.
- Skateboards, roller blades, bicycles, and similar devices may be ridden to school but not on campus, and students must keep them locked in the bike rack or in the classroom.
- Chewing gum will not be brought to school.
- School and personal property will be respected.
- Students will not engage in disruptive classroom behavior as determined by the teacher.
- Students will participate in keeping the campus clean and litter free.
- Permission shall be presented before a student is allowed to leave campus early.

Behavior expectations are reinforced by fair and consistent consequences. Behavior concerns are handled by the classroom teacher through whole group, small group, and individual counseling and consequences.

In order to uphold these specific expectations as well as the more general ones contained within the Six Pillars, consequences for not meeting them may include a personal apology, time out, citation, parent contact, referral to principal or assistant principal, restitution for damaged, lost or stolen property, confiscation of an object, school service, recess detention, after school detention, suspension and/or expulsion. The principal has the final discretion for all consequences.

Students are expected to responsibly and respectfully accept consequences for inappropriate behavior.

## **ANTI-BULLYING POLICY**

A safe learning environment is one in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation and abuse. A goal of Bullis Charter School is to enhance and sustain safe and healthy learning environments. One way we are doing this is by reducing the incidence of bullying, cyber bullying and retaliation through prevention, effective and compassionate intervention, and school-wide social promotion.

As defined by California law [Cal. Ed. Code, Sec. 48900, subd. (r)], bullying is:

“...any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils . . . directed toward one or more pupils that has, or can be reasonably predicted to have, the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D. Causing a reasonable pupil to experience substantial interference with his or her ability to

participate in or benefit from the services, activities, or privileges provided by a school."

Bullying, cyber bullying and retaliation are prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school related activities, functions or programs (whether on or off school grounds), or through the use of any web based technology owned, leased or used by Bullis Charter School (e.g., Bullis gmail), whether or not such activities use Bullis' equipment, hardware or software. The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

## **SEQUENCE OF CONSEQUENCES**

1. When a child receives a citation, parents will be notified by phone, email or in writing.
2. An after-school detention will be assigned on receipt of three citations or at the discretion of the Principal or designee. Detention will be served for one hour on a designated day following the incident. Parent will be contacted.
3. When a student receives an after-school detention, the parents will receive a detention slip and/or a call indicating the date and time of detention. The detention slip is to be signed by the parent. The white copy of the detention slip is kept by parent and the pink and yellow copies are returned to school. After school detentions are held from 3:15 to 4:15 for first through fifth grade students and from 3:30-4:30 for sixth through eighth grade students.
4. Students must serve their after-school detention on the assigned day. No excuse, except absence from school, will be accepted. In case of a school absence, detention will be rescheduled for the following week.
5. During detention, students will sit quietly for 10 minutes and then begin assigned tasks or complete class work as needed.
6. At the end of detention, students will be picked up unless the office has been notified of other arrangements.

## **LUNCH**

Students are expected to bring their own lunches or participate in the BBC sponsored lunch program. The purpose of the lunch program is to provide excellent, nutritious lunches for students. Students who qualify may participate in the National School Lunch Program (NSLP) for free or reduced priced lunches. If you would like more information, please contact the main office. If students do not elect to participate in the BBC sponsored lunch program, they are expected to bring their own lunch.

Students will sit with their class at assigned tables to eat until they are excused by a lunch table supervisor. "Nut free" tables are available for students with severe food allergies. Students are expected to behave in a courteous and responsible manner. Students are expected to stay seated until they finish their lunch or until they are excused by a lunch table supervisor after the lunch dismissal bell rings. When students finish eating, they must discard their own trash, pick up and discard one extra piece of trash, sit back down, and wait to be dismissed by a lunch table supervisor.

## **PLAYGROUND PROCEDURES**

1. Balls are to be thrown as part of a game. They are not to be thrown, kicked, or batted toward others or buildings. No pegging or dodgeball types of games are allowed unless organized by a teacher or

as part of an organized event.

- a. Kicking stray balls or running through games is not permitted.
  - b. Hard balls, tennis balls, or balls smaller than a tennis ball may not be used.
  - c. Bats may only be used during P.E. periods, under supervision of an adult.
2. Sticks, rocks, and tan bark may not be thrown.
  3. Tackling other students is not permitted.
  4. Students should stay in the designated playground area during lunch and recess.
  5. When the recess warning bell rings, students are to stop playing and walk directly and quietly to their classroom or where they have been instructed to meet their teacher.
  6. Food is to be eaten only at designated eating areas, not in the play area. Students are to put trash into the cans provided.
  7. Students should never climb or hang on the fences.

## **Play Structure Rules**

### Slide

- 1 person goes down at a time
- No jumping off of the slide
- Students must go down the slide feet-first
- Get off of the slide at the bottom and move 5 steps away from it
- Wait for the person before you to move away before sliding
- Do not walk up or down the slide

### Monkey Bars

- You must travel in only one direction
- One person may travel on the bars at a time
- You may not engage in any activity on top of the bars
- No hanging for long periods of time
- No running underneath bars when in use
- Hang only by hands on the bars

### Poles

- Slide down only
- Slide feet first

## **Dome Rules**

- One person per hammock
- No pushing/ rough play
- No hanging upside down
- Only 15 people on the outside at a time
- Only 15 people climbing on the inside at a time
- 5 minute limit if there is a line (hammock and structure)
- No standing on the hammock
- No eating on or inside the dome
- No jumping on or off the dome
- One line for the hammock, and one line for the dome

### **Wave rules**

- Limit of people 15
- Time limit 5 minutes if there is a line
- No standing on the wave
- No pushing
- No lying down
- No arguing
- Don't eat or drink on the wave (choking hazard)
- No bouncing on wave

## **PARENT POLICIES**

### **Parent Responsibilities**

Educating children is a complex and difficult task requiring close cooperation and understanding between home, school, and child. As parents, you can help the school do its job by:

- Providing a quiet place and time for homework to be completed.
- Requiring that your child read for the minimum number of nightly independent minutes.
- Making certain your child has sufficient sleep and complete, nutritious meals.
- Making certain your child arrives to school on time.
- Supporting the school's expectation that students uphold the Character Pillars. (see page 8)

### **Change of Address and Telephone Number**

It is essential that we have your most current address and phone number for our records. Please remember to update your information in the K12 registration portal if you change employment or residence. It is also essential that emergency contact names and numbers be updated as necessary. This will ensure that a faculty member or office staff can reach you or your designated emergency contact person in the event of injury or illness.

### **Visitors/Volunteers**

Students' guests are not permitted at any time to attend classes due to liability and immunization regulations. All visitors must receive prior permission from the school administration and must sign in at the front office before coming on campus.

While all BCS parents are welcome to visit and/or volunteer at the school, for the safety of the students, BCS is a closed campus. We respectfully request that you please call in advance to make an appointment. All approved visitors and volunteers MUST sign in and get a visitor's badge at the office before going to a classroom.

### **Forgotten Items**

Forgotten lunches, books, homework, etc. may be dropped off in the school office. Please be certain your child's full name and classroom teacher are written on the item. Please remind your child to always go to the office to check for forgotten lunches, etc. The office will not interrupt class instruction regarding forgotten items or to distribute them. Please do not go into your child's classroom to drop off items.

### **Procedures for Parental Concerns**

It is in the interest of both parents and staff to address concerns as quickly as possible. In order to

facilitate this process, the following procedures have been established. While this section of the policy deals specifically with “complaints regarding employees,” the steps outlined below would also apply when parents/guardians have concerns of any nature:

Bullis Charter School encourages free and informal discussions between staff members and parents regarding concerns.

1. Parents are expected to bring their concerns directly to the school employee for discussion and resolution.
2. When a written or oral concern is received by an administrator, the administrator shall first inform the parent of this policy and encourage him/her to speak directly to the employee.
3. If the concern is not resolved at this level, the parent shall bring the concern to the employee’s immediate supervisor.
4. All written communications to an administrator regarding a particular staff member will be shared with the staff member unless anonymity is requested. If a parent/guardian expresses a concern in writing and also requests anonymity, the administrator will respect the parent’s request but will also share the general content of the letter with the staff member.

## **SCHOOL PROGRAMS**

### **BBC – Bullis Booster Club**

There are many opportunities for parents to be involved at Bullis. Our volunteers are essential to the enriched program that is offered at Bullis Charter School. The volunteer program operates under the direction of the BBC and opportunities to serve are available in a multitude of areas including: lunch program, playground supervision, field trip drivers, landscaping committee, directory, Walk-a-thon, and many more! We encourage all BCS parents to be involved in some manner at the school. We hope you will attend our BBC Coffees and sign-up as a volunteer for your choice of activity.

### **Parent Volunteers**

BCS’s Insurance Carrier mandates that all volunteers sign in on the volunteer registry at the school office and sign out upon departing. California state law requires any volunteer to have a current TB test.

### **Field Trips**

Individual classes may take trips several times during the year in support of the school's educational program. Each field trip must have prior approval of the Principal. The teacher will notify parents each time the class is going on a field trip. A permission slip must be completed by a parent/guardian and submitted to the school prior to each trip. If you do not want your child to go on a particular trip, your child may remain at school. Supervision and classroom activities will be provided.

Prior to any parent volunteers driving students to or from a field trip, the driver must complete the Volunteer Driver Information form that is located on the K12 Online registration portal. The information included on this form must be current in order for a parent to be able to drive on any school-sponsored field trip.

### **Student Council**

Student Council is offered to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders and provides opportunities for students to learn and practice leadership skills. Two representatives will be selected from each classroom each semester to serve

on Student Council. The BCS student body will elect officers and only representatives will be able to run for Student Council board positions. Students not serving as representatives will have opportunities to work on numerous Student Council committees.

### **Pictures**

School pictures, class and individual, will be taken in the fall and will be delivered before December vacation. This service is provided by the Bullis Booster Club and is organized so there is minimal disruption of the classroom program.

### **Testing**

Each spring, all BCS students in grades 2-8 take part in the state mandated Common Core State Standards aligned Smarter Balanced test in English language arts and mathematics. Students in grade 5 and grade 8 will continue to take the CA STAR (Standardized Testing and Reporting) test in science. The results of these tests compare our students' performance with other students in the state.

Students in grade 2 are also administered the Cognitive Abilities Test on which their verbal, quantitative, and non-verbal reasoning abilities are measured. Understanding students' pattern of reasoning skills is useful information for parents and teachers because they relate to performance in academics. These results are also useful data to consider when developing Focused Learning Goals in the fall.

Questions about a student's testing performance may be directed to the classroom teacher or the Principal.

### **Health Services**

BCS employs a full-time nurse, and first aid and care for students may also administered by the school office staff. Working parents should arrange for a nearby adult to be available to pick up their ill or injured child. Please indicate this person on your emergency card.

The school provides no medications. Children requiring administration of medication at school must obtain the proper school form from the office. Medications prescribed by a physician during the regular school day may be administered by the school nurse or other designated school personnel, or self administered by the student if the school has received the fully completed the Authorization to Administer Medication form. This form is available at the office and must be signed by both the physician and parent, and returned to the school office.

## **STUDENT SUPPORT AND SERVICES**

### **Student Study Team**

The Student Study Team (SST) meets as needed to provide support and assistance to classroom teachers and parents seeking alternative intervention strategies for working with students who are experiencing difficulties due to behavioral, emotional, motivational and/or family issues. Regular members of our staff who may serve on the SST with the parents are the principal, assistant principal, school psychologist, counselor, resource teacher, speech and language therapist, Reading Specialist, and classroom teacher. Other persons who may participate include the student and appropriate support professionals from the community. Through collaboration and dialogue, a specific plan is developed for meeting the student's particular needs. When the SST feels that there is an indication of a learning disability, the team formalizes a plan of action and, in consultation with the parents and with their



permission, determines the appropriate tests to administer.

### **Special Education Program**

When testing indicates that a student qualifies for Special Education services, an IEP team including the parents, teacher(s), resource specialist, psychologist, and principal convenes. The student's areas of need are determined and the special education staff develops Individual Education Plans (IEP), working with the classroom teachers to modify instruction and assignments, and coordinate support programs as necessary. Reviews of the progress of IEP goals occur each trimester, new goals are developed yearly, and formal assessment occurs every three years. Parents, classroom teachers or other staff may request a review of the IEP at any time in order to update and modify the plan prior to the annual review.

All students with special needs are taught through a collaboration of staff efforts. Students may be seen on a pullout basis, addressing the issues in their IEP and/or on a collaborative basis in the classroom working on assignments within the classes.

Bullis Charter School also employs a Speech and Language Pathologist, an Occupational Therapist, and an Educational Psychologist. Parent authorization is required prior to the testing of a child.

### **Counselor**

BCS employs counselors to provide mental health support services for students. The services may consist of: consultation with teachers concerning student mental health issues; direct therapeutic intervention with children, either 1:1 or in small groups; facilitating parenting support groups; and referral to outside agencies, if appropriate. Our Counselors' expertise and guidance are also utilized on the school's Student Study Team, Individual Education Plans, and Crisis Team.

### **English Learner (EL) Program**

The goal of our EL program is to facilitate English language acquisition that will allow our EL students to perform comparably with their English-only peers, to have access to the core curriculum and all other programs, and to maintain their self-esteem and cultural identity.

## **COMMUNICATION**

### **Parent – Teacher Communication**

#### **Back-to-School Night**

This annual event is held in the fall and is an opportunity for parents to meet their child's teacher(s), meet the entire school faculty, and hear about our programs and expectations. It is not a conference time but rather a time to receive general school and classroom information.

#### **Classroom Newsletter**

Each teacher will send a newsletter home on a regular basis to inform parents of classroom accomplishments and scheduled events. This is an important piece of communication that will also be published on the teachers' websites.

#### **Focused Learning Goals (FLGs)**

FLGs are the primary tool by which teachers, parents, and students use to communicate and focus their work in order to ensure the needs of every student are being met. The goals for FLGs are aligned to the

BCS Strategic Objectives and are developed at the October Parent Conferences (see below). In grades K-5, FLGs are developed in 6 categories: Math, Reading, Writing, Content, Behavioral, and Personal. For the grades 6-8 students, FLGs may be developed for the areas of English Language Arts, History/Social Science, Math, Science, Personal, Foreign Language, and Physical Education with foci on Academics, Work/Study Habits, and Behavioral in each category.

Parent and student input will also be solicited in the development of these goals as will input from other BCS staff members, as appropriate. Students will participate in the process in developmentally appropriate ways. The FLG document will also delineate the parties responsible for implementing, monitoring, and evaluating each of the goals.

Progress on FLGs will be monitored throughout the year:

- Teachers and students will regularly review FLGs.
- 2<sup>nd</sup> trimester report cards will provide update on progress.
- Parents may meet with teacher(s) during March FLG conferences.
- All FLGs will be given a rubric score at the end of the year. All goals receiving a score of 3 or less will be revisited next year at the October Parent Conferences.

### **October Parent Conferences**

We strongly encourage every parent to come to Bullis' scheduled conferences in the fall. It is during this conference that your child's Focused Learning Goals (FLGs) will be developed for the year. Additional conferences can be arranged by contacting your child's teacher(s). If you are having difficulty arranging a conference, the school office can assist you. Please note, your child may be present during any conference.

### **March FLG Conferences**

These FLG Conferences are 20-minute voluntary conferences designed to specifically address one or two Focused Learning Goals. Sign-up forms will be sent home by the classroom teacher in advance of the conferences.

**Report Cards** - Parents will receive report cards at the end of each trimester (three times throughout the year). These allow parents to understand how their child(ren) is progressing as measured against the California Common Core State Standards. Parents of children who are not making adequate progress will be contacted during the trimester. If you have any questions about your child's grades, please contact your child's teacher(s).

### **Parent – School Communication**

#### **“MyBCS” Website**

An internal site for the BCS community is hosted at our school's website ([www.bullischarterhschool.com/mybcs](http://www.bullischarterhschool.com/mybcs)). To access the password-protected content contained in these pages, parents need to have a Schoolwires login account. If you believe that did not receive account credentials, please email [support@bullischarterhschool.com](mailto:support@bullischarterhschool.com).

#### **Email Communications**

School-wide emails will be sent weekly via the BBC Sunday Notices and our electronic school newsletter, the “Bear Essentials.” In order to receive these communications, you must have a Schoolwires login account associated with an *active* email address. Additionally, all communications

are archived under “Communications” on the “MyBCS” section of our school website.

### **BBC Newsletter**

The BBC publishes issues of the “BBC Broadcast” newsletter throughout the year highlighting school happenings and BBC activities that is distributed via email.

### **Grade Level Meetings**

Grade level meetings are held with the Founding Superintendent/Principal, the school counselor and the grade level teacher(s) to discuss the emotional, social and psychological issues relating to students.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment of or by any student or member of the school staff shall not be tolerated. The Governing Board considers sexual harassment to be a major offense, which may result in disciplinary action, including expulsion, of the offending student.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual’s performance at school and/or creates an intimidating, hostile or offensive educational environment. The conduct described above is also sexual harassment when submission to it is either explicitly or implicitly a term or condition of an individual’s access to education.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Students may receive age appropriate training and/or instruction on the prohibition of sexual harassment at school. Copies of this policy and administrative regulations containing rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are available at the BCS Main Office.

Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such an incident to his or her teacher or to the Principal. The incident will be promptly investigated in a confidential manner.