



BACICH ELEMENTARY SCHOOL

Principal, Sally Peck
Assistant Principal, Methinee Bozeman

PARENT
SCHOOL HANDBOOK
2019-2020

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2019-2020 BACICH PARENT HANDBOOK

KENTFIELD SCHOOL DISTRICT VISION:

Kentfield School District will deliver a quality education that empowers our students to reach high, work hard, and be kind.

KENTFIELD SCHOOL DISTRICT MISSION:

The Kentfield School District's mission is to inspire and challenge all students to live, learn, and lead to their full potential.

Welcome to Bacich School!

We are excited to begin a new school year at Bacich. We welcome 625 TK-4th grade students and over 55 new families to our school. 2019-2020 is a year of great excitement and the completion of our new school building thanks to the Kentfield/Greenbrae community that approved the school bond that made this school improvement possible.

The remodeled building, which will house the administration and front office, will provide a greater sense of security to our campus. The main entrance to our school will be off Sir Francis Drake Boulevard. Visitors can enter campus from either this entrance or by using a "FOB Device" to access the gate off McAllister Avenue next to the Kindergarten playground. School families may get a Bacich "FOB" by contacting Patty Martinez (415-451-5130) at the Kentfield School District Office.

ALL visitors to Bacich School MUST sign in at the front office and wear a visitor badge while on campus.

VISITING SCHOOL

PARENTS/GUESTS/VOLUNTEERS IN CLASSROOMS

We encourage parents to be involved in our school community. Parents are encouraged to contact their child's teacher regarding volunteer opportunities in the classroom. Parents who volunteer in the classroom during the regular school day **may not bring younger siblings**. Volunteer opportunities are also available through the PTA. Please see the website for more information. All parents entering the school **must sign in and out at the front office and wear a visitor's badge while on campus**. This includes parent volunteers who access the school campus from the McAllister Avenue gate(s).

OUTSIDE VISITORS

Outside visitors, which might include tutors, therapists, doctors, etc., must make an arrangement with the administration to observe in classrooms. A one-week notice is requested of all outside visitors who wish to observe a student, as an administrator will also participate in the observations. Outside visitors are limited to a 30-minute visit, agreed upon ahead of time with the administration. All visitors are required to sign in at the office and wear a visitor badge while on campus.

STUDENT GUEST/VISITORS

Students from other schools, new students or friends/relatives of Bacich students may not shadow in classrooms.

MID DAY APPOINTMENTS

When parents arrive to pick up a child for an unscheduled mid-day appointment, they are to come to the office, rather than disrupt a classroom lesson. Parents are asked to be considerate of this request, as the sign-in/out system is designed to keep our children safe.

**BACICH SCHOOL STAFF
2019-2020**

Sally Peck, Principal
Methinee Bozeman, Assistant Principal
Lynn Bartha, Assistant to the Principal
Jan Canon, Attendance Secretary
Krista Geissberger, Office Support
Medhani Gebremichael, Day Custodian
Jose Zamorano, Night Custodian

CLASSROOM TEACHERS (Room #)

<p>TK/KINDERGARTEN Barbara Peters (5) Kerri Baetkey (6) Thalia Milano (21) Heather Snyder (20) Katie Stern (19) Jen Wallen (11)</p> <p>FIRST GRADE Claire Adams (16) Lisa Cicurel Jones/Janeen Swan (18) Nancy Kaneshiro (13) Isabella Fanning (14) Elizabeth Peterson (15)</p>	<p>SECOND GRADE Cass Walsh (3) Lindsay Zerzan (4) Theo Hausammann (22) Amber Stewart (23) Marty Ross (25) Kelly Steers(24)</p> <p>THIRD GRADE Katy Colwell (1) Jenna Maioriello (2) Andrea Livengood (28) Erica Johnson (27) Marjorie Bukowski (26)</p>	<p>FOURTH GRADE Victoria Denson (32) Maria Martin (30) Denise Marshall (34) Farah Maisonneuve (31) Brittnee Stone (29)</p> <p>SDC CLASS Malina Akau (17)</p> <p>LEARNING LAB (RSP) Erin Early (9) Jen Shelly (9) Trish Washburn (9)</p>
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PARAPROFESSIONALS

<p>Winnie Caulkins Jan Davison Diane Dominguez Nicloe Gallegioni Jody Gutske Gretchen Harris Sarah Kennedy Katie Knopf Mimi Little Laura McGibbon</p>	<p>Lisa Meagher Weldon Miller Melanie O'Dorsio Amita Puri Chris Rosenbery Susan Sharpe Ellen Snyder Amanda Sugarman Sonza Van Herick Alma Zuckerman</p>
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SUPPORT STAFF

Michael Bessonette.....	Technology / Maker
Ilene Braff.....	Physical Education Teacher
Jordana Franzblau.....	Reading Intervention Specialist
Amber Hatfield.....	English Language Specialist
Barbara Libby.....	Art Teacher
Celeste Perez.....	Physical Education Teacher
Becky Poon.....	Music Specialist
Julianne Russell.....	Occupational Therapist
Erika Salazar.....	Speech & Language Pathologist
Jean-Marc Schafer.....	Physical Education Specialist
Susan Warnick.....	Library Specialist
Maia Yamasaki.....	School Counselor
Fran Yang.....	Math/Science Coach
Laurel Yrun.....	School Nurse

* Consult the [School Directory](#) for teacher email addresses and the Kentfield Schools Foundation printed directory for parents' phone numbers.

KENTFIELD SCHOOL BOARD OF TRUSTEES

Heather McPhail Sridharan President	hmcphailsridharan@kentfieldschools.org
Davina Goldwasser,	dgoldwasser@kentfieldschools.org
Sarah Killingsworth	skillingsworth@kentfieldschools.org
David Riedel	driedel@kentfieldschools.org
Quoc Tran	qtran@kentfieldschools.org

The Kentfield School Board members are elected by the community and serve four-year terms. The Board has responsibilities as defined in the Education Code:

- Establish the educational philosophy
- Make policy to provide overall guidelines
- Adopt budget and approve expenditures
- Set rules and regulations for governing administration and operation of the district
- Adopt curriculum
- Evaluate the education process

Regular meetings of the Kentfield School District Board of Trustees are held on the second Tuesday of each month in the Kentfield School District Office, 750 College Avenue, Kentfield, CA 94904. Closed session usually begins at 4:30 PM, followed by open session at 5:00 PM. The public is invited to attend open session.

For more information, please contact the District Office at (415) 458-5130.

Scheduled Board Meetings for 2019 – 2020

- | | |
|----------------------|-------------------|
| • August 20, 2019 | February 11, 2020 |
| • September 10, 2019 | March 10, 2020 |
| • October 15, 2019 | April 21, 2020 |
| • November 12, 2019 | May 12, 2020 |
| • December 10, 2019 | May 26, 2020 |
| • January 14, 2020 | June 9, 2020 |

Board packets are available to the public through Agenda Online. The link can be found on our website.

GOVERNING BOARD POLICIES

All Kentfield School Board adopted policies are accessible on the Internet. To access the policies, go to the Kentfield School District School Web Site www.kentfieldschools.org, click on About Us, then Policies and follow the directions to access GAMUT Online.

SCHOOL BELL SCHEDULE

TRANSITIONAL KINDERGARTEN / KINDERGARTEN SCHEDULE

September 3 – September 13, 2019

8:15-12:00 p.m.

September 16, 2019 – June 12, 2020

8:15-1:10 p.m.

All Wednesdays: 8:15a.m. - 12:00p.m.

1ST & 2ND GRADE SCHEDULE

September 3, 2019 – June 12, 2020

8:15 - 9:55 Homeroom

9:55 - 10:15 Recess

10:15 – 12:15 Homeroom

12:15 - 1:00 Lunch

1:00 - 2:20 Homeroom

Every Wednesday: 8:15 a.m. - 12:15 p.m.

3RD & 4TH GRADE SCHEDULE

September 3, 2019 – June 12, 2020

8:15 - 10:25 Homeroom

10:25 – 10:45 Recess

10:45 – 12:45 Homeroom

12:45 -1:30 Lunch

1:30 - 2:53 Homeroom

Every Wednesday: 8:15 a.m. - 12:30 p.m.

All Wednesdays are Minimum Days / Check School Calendar for Additional Minimum days(no lunch at school on these days)

PARENT COMMUNICATION PROTOCOL

OFFICE PHONE MESSAGES

Arrangements for play dates, dentist appointments, etc., should be made outside of school hours. In case of an emergency or school related business, please contact the Bacich School office and a message will be communicated to your child.

COMMUNICATION AT BACICH

For families, the best sources of information about the Kentfield School District and Bacich School are the District website, the Bacich website and the electronic *Weekly Newsletter* sent from the District each week. Included on the web sites is a calendar of important dates and events, emergency information, KIK and PTA information, and school/district announcements. Included in the Weekly Newsletter are newsletters from the Superintendent, Principals, and timely and pertinent information for the specific week.

HOW TO CONTACT YOUR CHILD'S TEACHER

There are several ways to contact your child's teacher. Email addresses and voicemail extensions are available on the Bacich website through the Staff Directory link and in the KIK Directory. Email is the best way to reach the teacher. Teachers will do their best to respond to email and phone message within 24 hours on school days.

If you urgently need to reach your child's teacher or get a message to your child, please call the school office.

When I Need Information Regarding	I Should Call / Email First	I Should Call/ Email Second
Front Office Staff:	Lynn Bartha 925-2220	Jan Canon 925-2220
Classroom performance / academic progress	Classroom teacher or specialist teacher	Principal
School Policy/Procedures	Principal	Assistant Principal or Office Staff 925-2220
Discipline/Behavior/Academic concerns in school or classroom	Classroom teacher*	Principal or Assistant Principal
Curriculum/program	Grade Level Coordinator*	Principal or Assistant Principal
Confidential matters regarding personal concerns	Principal	School Counselor Maia Yamasaki 925-2220x255
After school classes Enrichment classes Sports offered by local non-profit leagues Recreation departments, etc.	Community Bulletin Board	Office Staff 925-2220
Attendance	Attendance hotline: Jan Canon, 925-2222	
Health issues/concerns	School nurse: Laurel Yrun 925-2220x269	

Day Care questions (Marin Enrichment)	Caitlin Schmitt 461-4395	Laura Schmitt 461-4395
Special Education	Virginia Di Girolamo 458-5126	

Parent/Teacher Conferences take place in the fall. However, parents may also request to meet with a teacher during the school year by contacting the teacher ahead of time to schedule a mutually convenient time.

KENTFIELD SCHOOLS PARENT TEACHER ASSOCIATION (KSPTA)

The Kentfield Schools Parent Teacher Association is a group of parents, teachers, administrators, and other friends of the schools dedicated to supporting and enriching the school life of the students in the Kentfield School District (Bacich Elementary and Kent Middle School). KSPTA functions as a liaison between the staff and the school community and works to facilitate communication and understanding of school programs and to encourage community engagement. KSPTA runs the Lead Room Parent program at Bacich and coordinates parent volunteers on both campuses. One of the biggest volunteer efforts is the Lunch Program at both schools, which KSPTA administers and staffs. Through annual fundraising efforts, membership dues, and donations, the KSPTA funds programs in the schools ranging from classroom supplies stipends, specialist stipends for music, library, P.E. and STEAM/Maker, after school sports programs at Kent, dance instruction, and many others. KSPTA also hosts many community building events throughout the year, including Welcome Coffees, New Family Socials, Bacich Pizza and Games Night, Maker Night, 5th/6th Grade Games Night, Bloom, Book Fair, Craft Fair, Lunar New Year and a variety of Parent Education programming. KSPTA helps keep staff morale strong with Staff Appreciation Week, breakfasts and other treats throughout the year. In 2018-2019, KSPTA funded over \$120,000 worth of programs in the schools.

KSPTA is part of the broader California PTA and national PTA networks, and members of the KSPTA are automatically members of the broader organizations, which advocate at the state and national level for better funding for schools, improved student outcomes, equity, innovation and excellence in public education.

For more information, including how to become a member of the KSPTA, please visit www.kspta.org today!

KSPTA Mission Statement: The mission of the KSPTA is to support collaboration among parents, teachers, and administrators with the goal of optimizing our children's education. We advocate for students, promote communication with parents, support our teachers, and facilitate community involvement. Through our large network of volunteers and our fundraising efforts, we provide support for our children and their endeavors in the Kentfield School District.

KENTFIELD INVESTS IN KIDS! (KIK)

The Kentfield Schools Foundation is known in the Greenbrae/Kentfield community as **kik**, or Kentfield Invests in Kids. The parent-driven foundation raises money to bridge the widening gap between government funding and the real cost to deliver the excellent high quality education that our children receive at Bacich Elementary School and Kent Middle School (the Kentfield School District or KSD). Most schools in California have created foundations because state funding and local taxes no longer cover quality public school education; **kik** is essential to providing the best, most competitive education for KSD students and raises money annually to provide:

- Smaller than average class sizes
- Specialists and Classroom Aides
- Enrichment programs: Art, Music, PE, Band/Chorus, Technology, Maker Space, Drama, Performing Arts, Enterprise, Service Innovation, Woodshop, Poetry and Library Program and Credentialed Librarians

SCHOOL SITE COUNCIL

The School Site Council (SSC) is an advisory and representative body of parents, faculty, and staff charged with (1) defining and developing a sense of purpose, direction, and community for the school: and (2) building a capacity for change through collaborative decision-making.

The primary purpose of SSC is to develop, approve, monitor and assess the Single Plan for Student Achievement (SPSA). If you have an interest in joining the School Site Council, please contact principal Sally Peck (speck@kentfieldschools.org).

AFTER-SCHOOL OPTIONS

The Kentfield School District does not provide before or after school care. Marin Enrichment, which is located on the Bacich campus, has operated on the school site for 25+ years and is an excellent option for before and after school care. Larkspur Recreation and Ross Recreation offer after school classes, which include sewing, woodworking, chess and more. Additionally, Viva el Espanol offers before school Spanish classes. All before school and after school care options can be found on the Bacich School website.

BACICH SCHOOL POLICIES AND PROCEDURES

ABSENCES

Please telephone the school before 8:30 a.m. at **(415) 925-2222** and leave a message on our confidential voice mail each day when your child is absent. For safety reasons, we must confirm all absences.

- **State your name**
- **State your child's name**
- **State your child's grade**
- **State the reason for his or her absence**

TARDIES/TRUANCIES

Students are expected to be on time every day. Students who are tardy disrupt the educational activities and classroom learning. It is important to arrive at school on time. ***If students are tardy, they MUST check in at the school office*** and will be given a tardy slip to be admitted to class. Tardies are **excused** for certain reasons, including doctor and dentist appointments. However, being tardy due to oversleeping, or traffic is considered an **unexcused** tardy. Students who arrive late after 8:45 a.m. three times without a valid excuse will have one **unexcused** absence reported.

Official notification will be sent home when a student has three or more unexcused/unverified tardies in excess of 30 minutes. Students who are excessively truant or absent without a valid excuse, will be referred to the Student Attendance Review Board (SARB), as mandated by the California Education Code and the Kentfield School District Policy. **A student who is tardy without a valid excuse for more than 3 days is considered truant under Education Code 48200-48340.**

Students are expected to attend a full day of classes each day unless a medical note is provided and the circumstances are discussed with administration.

EXCUSED ABSENCES

Parents are encouraged to schedule medical appointments outside of school hours whenever possible. When a student has had 14 absences in the school year, all subsequent absences must be verified by a physician. **(Kentfield Board Policy AR5113c)**

- Illness
- Medical or dental appointment
- Bereavement of an immediate family member
- Religious observance days

UNEXCUSED ABSENCES

The Kentfield School District strongly recommends that students and their families not schedule vacations and family trips during the school year. Absences for this reason is an unexcused absence.

TRANSPORTATION/SAFETY

Getting to School by Car: Drop Off and Pick Up Rules

The two entrances (off SFD and McAllister) are used by pedestrians, bicyclists, cars and a small school bus. We ask that all families use caution when entering or exiting our school grounds. If your child arrives by car, there will continue to be parent volunteers assisting students to get in and out of cars. When dropping off and picking up we ask that:

- You do **NOT** stop and leave your car in the drop-off/pick-up area, not even for **ONE MINUTE**
- You refrain from using cell phones
- You pull forward, as far as possible, to make room for other cars to enter the drop-off/pick-up area
- You do not pass stopped or slow moving vehicles in the drop-off/pick-up area
- You encourage your child to have his/her backpacks or other belongings ready to exit/enter the car quickly and safely to the sidewalk. ***Students should not exit/enter from the driver's side of the car***

Getting to School by Bicycle or Scooter

We encourage students to ride bikes and scooters to school whenever possible. There are several locations on campus to securely park/lock bikes and scooters.

Bicycles and scooters must always be walked in the hallways and may not be ridden on the playground during school hours for the safety of all staff, parents and students.

We ask that parents teach their children bicycle/scooter safety and traffic rules. Practicing with young children how to travel with caution, while being attentive to cars on the road, is highly recommended.

Parking

With the completion of our new building, our large parking lot will be back in use. Unfortunately, we do not gain any additional parking spaces and both the Sir Francis Drake parking lot and the McAllister parking lot will be for staff only. School visitors are encouraged to park along the school fence on Sir Francis Drake or in the McAllister neighborhood.

BACICH SCHOOL STUDENT / ADULT CHARACTER EXPECTATIONS

Character Education

Character Counts is the education program followed by our school. We strive to teach principled reasoning and ethical decision making through the *Six Pillars of Character*: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

It is the District and school expectation that students, staff members, parents, and outside organizations, which use the school's facilities before or after school hours, demonstrate respectful and courteous behavior at all times while on our campus.

Monthly all-school assemblies, class meetings, school and classroom newsletters, parent programs and staff meetings are some of the venues where character education is highlighted in our school community.

Adults in our school community are expected to model the character expectations, which we ask of our students. Adults are asked to familiarize themselves with Bacich's **Code of Character** for *Adults in our School Community* found below.

***Character Education begins with the adults in our school community.....**

Be Trustworthy

- Be honest
- Be open and direct with your communication (i.e., when hearing gossip, go to the source)

Be Respectful

- Treat others with respect
- Honor confidentiality
- Treat others as if children are watching

Be Responsible

- Take responsibility for your actions and mistakes
- Be responsible for your fair share in volunteer activities

Be Fair

- Demonstrate tolerance and acceptance
 - Assume good will

Be Caring

- Be kind and compassionate to others
- Show appreciation to teachers, volunteers and peers

Be a Good Citizen

- Protect and nurture our environment
- Honor school rules such as carline etiquette and being punctual
Keep Bacich School campus clean

***Approved annually by the Bacich School Site Council**

PROGRESSIVE SCHOOL CONSEQUENCES

Choosing to comply with school rules will result in an orderly learning environment of cooperation and mutual respect. Children will be recognized for good citizenship in the classroom and on the playground

Choosing not to follow the school rules may result in the assignment of an appropriate deterrent. Examples of progressively administered consequences are:

1. Verbal warning
2. Loss of classroom privilege
3. Behavior Management Car sent home to be signed by parent/guardian and return to Assistant Principal
4. Conference with the Principal or Assistant Principal
5. Recess/lunch time detention
6. Community Service (i.e., school beautification)
7. Suspension from school

School administration has discretion to apply a range of consequences depending on the severity or repeated nature of the infraction(s) **Please refer to the KSD Board Policy 5144 for District discipline policies**

SERIOUS OFFENSES

The following behaviors defined by California Education Code (**EDC 48900**) may result in suspension and/or expulsion:

- Causing, attempting to cause and threatening to cause physical injury to another person
- Possessing, using, selling or furnishing any drug paraphernalia, knife, explosive, firearm, laser pen/pointer or other dangerous object
- Offering, arranging or negotiating to sell or deliver any controlled substance or alcohol or being under the influence of a controlled substance or alcohol
- Committing or attempting to commit robbery or extortion or knowingly receiving stolen school or private property
- Causing or attempting to cause damage, or stealing or attempting to steal school or private property
- Possessing or using matches, tobacco or nicotine products or imitation firearms
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Disrupting school activities or willfully defying school authorities
- Committing or attempting to commit a sexual assault
- Harassing, threatening or intimidating a student who is a complaining witness in a school disciplinary proceeding
- Offering, arranging, negotiating or selling drugs
- Engaging or attempting to engage in hazing
- Committing sexual harassment or causing, attempting to cause, threatening to cause or participating in an act of hate violence ➤ Creating an intimidating or hostile educational environment
- Making terrorist threats against school officials or school

ARRIVAL AND DISMISSAL TIMES

The school office is open at 8:00 a.m. – 4:00 p.m. for school families.

- **ARRIVAL:** All students need to arrive between 8:00 a.m. and the start of school at 8:10 am.
- **DISMISSAL:** TK and Kindergarten students are released to parents/guardians in the kindergarten courtyard/playground or in the kindergarten carline. **Parents and guardians are asked not to enter the Kindergarten Area until 1:10 p.m.** so that the teaching day is not interrupted.

Students in Grades 1-4 will be dismissed from their classrooms.

Parents and children, who are waiting for other children (later dismissal), **must** wait in the Quad or other designated area. Students excused at early dismissal are not allowed to play on the playground or play structure while other students are still in class. This is a disruption to the learning environment.

If a child is absent from the school day s/he may not participate in any school events, such as field trips, concerts, plays, etc.

PLAYGROUND/TECHNOLOGY EXPECTATIONS

PLAYGROUND

The playground is open to Bacich School students from 8:00 a.m. each morning until the end of the school day. The playground is open for public use after 2:53 p.m. each school day and all day on the weekends and holidays. Younger siblings are not permitted to play on the playground when school is in session.

CELL PHONES / OTHER ELECTRONICS & TOYS

- **CELL PHONES** - Students may not use a phone during the school day. Cell phones and other electronic devices brought to school are to be turned off and stored in student backpacks. This includes wearable technology. Calling or texting during the school day to and from any person, including parents, is prohibited. This includes while on school-sponsored field trips. During the school day, students may **NEVER** film or photograph another child, staff member, other personnel or parent volunteer, without his or her permission.
Infractions of the cell phone and wearable device policy will result in confiscation of the technology device and will require parent retrieval.
- **BALLS** – Basketballs, soccer balls and bouncy balls are allowed to be used before and after school **ONLY** and must be shared.
- **TOYS** – Toys of any kind including toy weapons, fidgets, spinners and card collections may not be brought to school. The classroom teacher may give special permission to bring these items for “show & tell” only. Toys brought without permission may be collected by the teacher or school office and returned to the parent.
- **ELECTRONIC TECHNOLOGY** – Wearable technology such as FitBits, Apple Watches and other like devices may not be worn during the school day. If brought to school, they must be turned off and placed in backpack until dismissal.

EMERGENCY/DISASTER PROCEDURES

EMERGENCY PLANS

The school has a formal safety plan as required by Education Code. Students will be supervised until released to a parent or an emergency contact person. Earthquake, lockdown or fire drills are held monthly throughout the school year. First aid and emergency supplies are stored on campus, as well as in each classroom.

- **EMERGENCY INFORMATION** Parents are required to inform the school office whenever there is a change in emergency information. Parents are responsible for updating information in the Aeries Student Information System and make any necessary changes. **During an emergency, your child will ONLY be released to those contacts listed on your child's emergency list.**
- **EMERGENCY SCHOOL CLOSING** If the administration declares that school is closed due to an emergency, the following will occur:
 - email-blasts will be sent to all families
 - Phone calls and/or text messages via school messenger will be made to parent phone numbers as listed in the Aeries Communication System.
 - An announcement will be placed on KCBS 740 and KGO 810 by 6:00 a.m.

HOMEWORK / MAKE UP WORK

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

HOMEWORK (KSD Board Policy #6154)

Homework is assigned to reinforce and extend skills taught in school. Homework is one of the key links between school and home. It offers parents a daily opportunity to have a positive impact on their student's education. Homework teaches children to work independently, encourages self-discipline and responsibility and fosters a love of learning. The Bacich "Symbaloo" website (<http://kentfield.symbaloo.com>) offers multiple options for additional homework and challenges.

K - 8 GUIDELINES FOR HOMEWORK TIMES

Kindergarten	10 minutes (weekly)
1st grade	10 minutes (3x/week)
2nd grade	20 minutes (3x/week)
3rd grade	30 minutes (3x/week) does not include projects such as book reports or current events
4th grade	40-50 minutes (3x/week) does not include projects such as book reports or current events

Reading (reading or be read to)

Reading for a certain amount of minutes a night will not be "assigned" as homework. We do not wish to limit how much time students spend reading. It is our expectation that Bacich students will read for many minutes everyday. We hope parents encourage reading seven days a week!

Thursdays are designated as a "No Homework Night" at Bacich. Parents are encouraged to engage in family time for learning activities with their children on this evening.

PRIVATE TUTORING

Students are expected to attend school for the full school day and will not be excused for private tutoring during school hours. Private tutors must contact the District Office for permission to tutor on campus. A fee and proof of insurance is required.

SCHOOL LUNCH PROGRAM

Parents have the option to provide a homemade lunch or to purchase Fun Lunch for their student. Bacich encourages the making of “trash free” lunches that contain re-usable containers for food and drink. Please see information about the school’s Nut Policy in the Food Allergy Protocol. Your child will need to sign up each trimester for the KSD Fun Lunch Program.

Fun Lunch is offered for free or reduced cost for families in need. For more information regarding applying for a free or reduced price, please contact Lynn Bartha in the Bacich School office.

FIELD TRIPS

Most field trips at Bacich will include a requested donation. To be a parent driver, you must complete a district form which can be found on the KSD website, which requires a California driver’s license and insurance information. There is a minimum amount of insurance coverage required for all drivers. The field trip form must be completed and all required documents provided to the school office **10 days prior** to the field trip before any parent is allowed to drive. Prior to any field trip, teachers will send home a field trip form to be completed and returned to the classroom teacher before a child is allowed to go on a field trip.

***Families who have students at Bacich and Kent must complete a Driver Form at each school.**

HEALTH/MEDICAL EMERGENCIES

INJURY OR ILLNESS

Parents will be notified to pick up their children if they are injured or too ill to remain at school. Ill or injured students cannot leave school unless accompanied by their parent or an adult authorized by the parent. The adult picking up the student must sign the child out in the main office. In cases of serious injury, parents will be immediately contacted and 911 will be called.

COMMUNICABLE DISEASES

Please notify the school office/school nurse if your child has been diagnosed with a communicable illness, such as strep infection, pink eye, or whooping cough. If your child has a fever of 100 degrees or greater, he or she should stay home from school until fever-free for 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen.

MEDICATION

Students who must take medication, including over the counter medication at school must have an "Authorization to Administer Medication" form on file completed by the parent and the student's physician. This form is available on the school website and from the main office. The school nurse or office personnel will assist student's with their medication. All medication will be kept in the school nurse's office. Medical information **must** be documented in the child's Aeries Student Information System and kept current. Parents must keep this information up to date.

Students who attend field trips must have their medication (i.e. Epi-pens) available in the school office **three days** prior to the off-campus event. This includes the 4th Grade Gold Country adventure.

HEAD LICE Head Lice is not a disease. Lice are a nuisance and require attention and diligence to rid them from the individual's head and from your home.

- Anyone can get head lice
- The majority of cases of head lice are not transmitted at school
- Lice are transmitted through direct contact with the hair of an infested person or through the sharing of personal items such as a hairbrush, combs, helmet, hat or pillows
- If your child becomes infested with lice, It is important to contact all individuals your child has been in close contact with.
- **Contact the School Office, if you find lice/nits on your child.** Information will go home to inform other families that there is a case of head lice in the class. This information is confidential. In this way, other families can check their child's head and monitor lice infestation in their family.
- Check the link at the following website for current information on head lice www.cdph.ca.gov/Programs/CID/DCDC/Pages/HeadLice.aspx Information is also available on the Bacich School website under Health, Wellness, and Nutrition.
Parents are encouraged to read the school's information on Head Lice found on the Bacich Home Page under the Health, Wellness, and Nutrition section.

FOOD ALLERGY PROTOCOL

Bacich School recognizes that some children have severe food allergies and/or dietary needs that require special conditions. It is our goal and responsibility to maintain a safe environment for all students during the school day. The most effective way to accommodate a wide variety of food allergies is to implement grade specific guidelines that recognize developmental awareness of our elementary aged students. Kindergarten requires the most managed and restricted environment. We ask families to avoid any nut products in their child's snack or lunches. We follow a **Nut Restricted Environment** in our classrooms. As our students mature, we encourage them to take more responsibility for their food allergies and dietary needs. *Some* Grade 1-4 classrooms are designated as "**nut restricted**" classrooms. We ask families in these classrooms to follow the school protocols for this food restriction.

Bacich is an open campus during afterschool hours, weekends and holidays. As a result, we cannot guarantee that students will not be exposed to a specific allergen.

PARTIES & FOOD GUIDELINES

Classroom parties are planned and organized in collaboration with the teacher and Room Parents. Parents should check with the classroom teacher for a schedule of celebrations during the school year.

Birthday party invitations or other non-school related invitations **may not** be distributed at school unless every child in the class is included.

Parents are asked not to share any snacks/treats with their child's class without teacher approval due to potential student allergies.

REQUEST FOR STUDENT INFORMATION

CONFIDENTIAL SCHOOL RELEASE FORMS

Independent schools may request confidential student information for possible admission. These admission forms will be sent directly to the requesting school and not given to parents or students, as indicated on the confidential school documentation.

RELEASE OF MEDICAL OR OBSERVATIONAL INFORMATION

A doctor requesting information regarding a student must submit the request in writing on a form provided by the doctor's office. The information will be returned directly to the requesting physician and not sent home with the student or their family.

RELEASE AND EXCHANGE FORMS

This form, which is available in the school office, is required if a school staff member wants to speak to a student's therapist, pediatrician, previous teacher or other outside professional.

PARENT ACCESS TO STUDENT RECORDS

If a parent wishes to access their child's CUM folder (cumulative record), they may do so by making an appointment with the school office. If a parent requests copies of their child's records, the school has five days to fulfill this request.

SCHOOL RECORDS REQUEST- If a child is moving to another school, the receiving school will submit in writing, a *Request for Records* to the Bacich office.

STUDENT ACTIVITIES

STUDENT COUNCIL

The purpose of Student Council is to help with school activities and provide a leadership-training program for our students in grades 3 & 4. Two representatives from each classroom are selected during the school year. Representatives are expected to be responsible students, good citizens, and willing to give their time to meetings and other activities. They are the spokesperson for their classrooms and the Council.

GREEN TEAM

The Bacich Green Team is made up of volunteers from 2nd, 3rd and 4th grade. Our mission is to educate the Bacich community to be more responsible about the earth's resources and encourage everyone to live more sustainably. Each member has pledged their commitment to the goals of the program and to attend monthly meetings to address current issues and events. Bacich received the Silver Level Zero Waste Certification in 2019!

RESOLUTION TEAM

The Resolution Team is made up of students who, with adult supervision, mediate conflicts between their peers. At Bacich, our Resolution Team works in pairs to help other students solve playground issues that may arise during lunch recess.

RETENTION/PROMOTION

KINDERGARTEN RETENTION- see (Ed. Code 48011 & Board Policy 5123)

GRADE 1-5 RETENTION CRITERIA (Ed. Code 48070.5)

The Superintendent or designee shall identify students who should be retained or who are recommended for retention. Criteria and factors deemed important by the teacher/SST will evaluate the following information:

1. Teacher recommendation
2. Academic achievement, including standardized, District, and site assessment scores and ability
3. Social and physical levels of development
4. Attendance
5. Behavior
6. Student's age
7. Family and peer relationships
8. Impact of retention on the long term development of the student
9. Parental support/agreement

KINDERGARTEN TO FIRST GRADE PROMOTION

A student enrolled in kindergarten may be advanced/promoted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. (Ed. Code 48011) for additional information, see Board Policy #5123

• FIRST – FIFTH PROMOTION

1. The student has exceeded reading, writing and math standards based on site, District and state assessments
2. The student is in the upper five percent of his/her age group in terms of general cognitive ability
3. The physical development and social maturity of the student are consistent with his/her advanced cognitive ability
4. The parent/guardian of the student has filed a written statement with the school district approving the placement in the next grade

Appeal Process

If a parent disagrees with the school's recommendation for student retention or advancement of a student to the next grade, an appeal process may be initiated by contacting the District Superintendent within 10 days of the disputed determination to retain or promote.

INDEPENDENT STUDY

The Kentfield School District does not provide an Independent Study program for students who are absent for more than 10 days. KSD strongly recommends that students and their families not schedule vacations and family trips during the school year. Independent Study is available for students absent between six (6) and ten (10) consecutive days. **(Kentfield Board Policy 6154 & 6158). NO ATTENDANCE CREDIT IS GIVEN FOR ANY PERSONAL ABSENCE AND WILL BE RECORDED AS UNEXCUSED. We strongly urge all families to take vacations during scheduled breaks.**

STUDENT SUPPORT SERVICES

STUDENT SUCCESS TEAM (SST)

The SST team is an effective and efficient problem solving team comprised of administration, school support staff and parent(s) of the child. Teachers, staff and parents may refer a particular student of concern to the school's SST team for a more comprehensive review.

As a result of noted concerns, the SST may recommend school and/or home interventions, as the first line of defense to support the student's success. Bacich staff recognizes that students vary in their learning styles and strive to offer an education, which supports student challenges and celebrates their strengths. Assessment for Special Education eligibility and support may be considered when a severe discrepancy between ability and achievement seems apparent.

THE LEARNING CENTER PROGRAM

The Learning Center is a multi-tiered model of service delivery leading to increased access and achievement of students performing both above and below the core curriculum. Learning Center teachers and staff target specific areas of student need and provide support to those students who exhibit little or no progress despite high quality, standard-based core classroom instruction. The purpose of the Learning Center is to teach access strategies and to provide intensive intervention through differentiated activities, facilitated centers, integrated technology and enrichment centers. The Learning Center is a dynamic, flexible setting that provides opportunities for students to receive short or long-term supports.

DUE PROCESS

All students are entitled to due process. These procedures are contained in Board Policy. If suspension or expulsion is being considered, both the student and his/her parents may be given a copy of these policies at this time. Suspension will be assigned according to due process, which includes a parent conference by phone or in person. After suspension(s), the student and parent must return to school for an administrative conference before being allowed to return to class.

RESPECTING OTHER PEOPLE

Bullying is different than conflict. It occurs when a student, or group of students, *repeatedly* try to hurt, humiliate or get power over another less powerful student through physical, verbal, relational or cyber bullying. **Bullying & Cyber Bullying (EDC 48900) & (EDC 48900[r])**: The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communications, direct threats or other harmful texts, sounds or images on the Internet, social media or other technologies using a telephone, computer or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board Policy and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student/parent handbooks and other appropriate means, of district and school rules related to bullying, mechanisms

available for reporting incidents or threats and the consequences for perpetrators of bullying.

HARASSMENT (EDC 48900.4)

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability or sexual orientation.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

CARE OF PROPERTY

Stealing or disrespecting property of others will result in an office referral and appropriate consequences that may include detention, loss of an activity, restitution and/or suspension.

DRESS AND APPEARANCE

A school dress code is in place for three reasons:

1. To ensure Bacich is a safe place to learn
2. To reinforce the notion that children should be dressed appropriately for optimal learning.
3. To promote community standards and expectations that all children are capable of meeting.

At Bacich, we support an informal, comfortable learning environment but we emphasize that apparel should be appropriate for school. Parents are asked to support the school by helping to dress their sons and daughters appropriately and by labeling all clothing with the child's name.

Cleanliness

Children should come to school clean and wearing fresh clothing everyday.

Shoes

Elementary students are active. Therefore, their shoes should be sturdy, safe and suitable for running and jumping, recess play and other physical activities that happen during the day. High heels, platform shoes, flip flops/beach shoes are not appropriate to wear to school. Tennis shoes must be worn during P.E. class.

Jewelry

Jewelry that is age-appropriate may be worn by students. Safety should be considered when choosing jewelry to wear to school.

Shirts/Tops

Tank tops with at least 1" strap may be worn. Spaghetti straps are not appropriate to wear at school. Shirts must be not be transparent or see-through. Midriffs and navels must be covered. This applies to both girls and boys. Students may not wear off the shoulder shirts/blouses.

Pants/Shorts

Low cut hip-rider and drop-waist pants are inappropriate. Underwear must be covered at all times.

Dresses

Any clothing with inappropriate messages or logos related to gender, race, culture, drugs, alcohol, adult themes, political statements or gangs, may not be worn at school at any time.

Progressive Consequences for Inappropriate Dress

- A staff member may request that the student choose something else to wear that is more appropriate for school. The Office has extra items of clothing for student use. If a top is inappropriate, we may provide a shirt as a cover-up. If a message is inappropriate, we may have the child reverse his/her shirt.
- Parent phone call or conference may be arranged with student, parent(s), and staff.
- Behavior Management Card/meeting with parent(s), student and school Administration.

SCHOOL SAFETY

- **Rough Housing** in the halls, eating areas and playground threaten the safety of others and is not permitted. Any kind of play fighting, or unsafe games are not permitted. Causing or threatening to cause physical injury to another student is forbidden.
- **Bicycles**, skateboards, scooters or other wheeled transportation devices are not allowed to be ridden anywhere on campus from the hours of 8:00 a.m. - 2:53 p.m. Students should walk their bikes, scooters and skateboards on school grounds. When riding to school, using any of these transportation devices, helmets must be worn. Students are expected to follow all safety rules for transportation, riding with traffic as close to the right side of the road as possible, stopping at stop signs, riding solo and in single file, using paths when provided and walking bikes, scooters and skateboards across crosswalks. Bicycles are to be locked securely in the bike racks provided at school; they are not to be left in the bike racks overnight. Bacich School is not responsible for theft or damage to bicycles, skateboards or scooters while on school property. Motorized vehicles of any kind are not permitted on campus.
- **Buying and/or Selling:** Students are not allowed to buy, sell or trade merchandise for personal profit on campus.
- **Closed Campus:** Students are not allowed to leave the Bacich School campus during school hours unless accompanied by an adult on a school authorized field trip or activity.
- **Crosswalks:** Students are expected to stop, look and listen before entering any crosswalk. If a crossing guard is present, students are expected to follow their directions.
- **Dogs** and other four-legged animals are not allowed on campus per board policy. Service dogs are an exception. (BP #6163.2)
- **Drugs, Alcohol and Tobacco:** Tobacco, including chewing tobacco, electronic cigarettes, alcohol and other drugs, including drug paraphernalia, are forbidden.
- **Weapons, look alike weapons, explosives, firearms, firecrackers, knives, laser devices and other dangerous objects** are forbidden at any time during school, at school activities or on the way to or from school. According to California Education Code (48900), bringing any of these items to school will result in suspension and possible loss of an activity.

EMERGENCY PROCEDURES

Bacich School's Emergency Preparedness plan has been developed by the entire staff, a team of parent volunteers, and the local Fire and Sheriff's departments.

Phone alert: If there is an emergency that requires the students to be evacuated, the phone numbers parents have selected, which are in Aeries Student Information System, will be called and/or text messaged by the automated phone system and parents will be informed of the situation. (To validate or modify your contact phone numbers, please go to <https://kentfieldsd.asp.aeries.net/air/>. **It is the parent's responsibility to keep all important information current and up to date in the Aeries Student Information System.**

Parking at school: The school's parking lots will be closed off in the event of an emergency. Parents must walk to school or park off the school campus.

Student Release: Children will be released from the field, their classroom, the Community Center or other predetermined location in the event of an emergency. Before taking a child from school, you need to sign them out -- ***photo ID required*** -- , so we have a record of who has collected them. *Only parents, guardians or other people you authorize can collect your child.* (To validate or modify the people you have authorized, please go to <https://kentfieldsd.asp.aeries.net/> and update your contacts in case of an emergency.

Medication: Any medication you have provided to the school will be brought out from the classrooms and the nurse's office. It is recommended that the school has medication for 72 hours for use following an emergency.

Questions? Call Principal Sally Peck at 925-2220 or speck@kentfieldschools.org