

# John Blacow Elementary School

40404 Sundale Dr. Fremont, CA 94538

## 2017 - 2018 School Year Citizenship Handbook



### BLACOW BOBCATS

#### Our Mission Statement

**To develop life-long learners, critical thinkers, and global citizens in the follow manner:**

- Delivering a rigorous instructional program
- Providing a safe, nurturing learning environment
- Embracing the diversity of our staff, students and school community
- Honoring our parents as partners

# **Citizenship Acknowledgement**

Our staff encourages you to review this Citizenship Handbook with your child and sign pages **9** and **10** at the end of this handbook. As parents, teachers, staff and students we will strive to model the citizenship guidelines outlined in the handbook.

## **Blacow Bobcats Students' Bill of Rights**

As a community of learners, composed of students, staff and parents we hold ourselves responsible to provide a nurturing environment for every student. Thus we will work together to foster an environment in which the following students' rights can be observed and respected:

Students in our school have the right to:

1. Be respected as individuals and for the background, talent and gift each brings.
2. Be responsible for their actions and choices.
3. Learn in a disruption – free environment.
4. Know what is expected of them at all times in every area of the school.
5. Be protected from physical harm.
6. Be protected from verbal abuse.
7. Have their positive behavior recognized and rewarded.
8. Have their personal property protected.
9. Have their concerns heard.
10. Be treated with kindness, caring and respect.

## **Blacow Staff's Pledge**

1. We treat others with dignity and respect.
2. We believe that all children can learn to be responsible for their actions and we will work to teach them the skills to become responsible partners in their own learning and behavior.
3. We establish high standards and expectations for ourselves and our students in relation to behavior, work habits, and academic performance.
4. We believe that all children can achieve and we will take whatever steps are necessary to insure that every student achieves to their maximum potential.
5. We strive to communicate and consult, on a regular basis, with students and parents regarding academic performance and behavior.

# School-Wide Rules and Norms

## 1. Show Respect

- a. Students keep hands, feet and other objects to themselves.
- b. No spitting, pushing, shoving, kicking, hitting, or tackling
- c. No throwing objects

## 2. Make Good Decisions

- a. Students use acceptable school language (no swearing or cussing).
- b. No name calling, teasing
- c. No talking back to adults

## 3. Solve A Problem

- a. Tell an adult if there's a problem
- b. Kindly tell the other person to stop

**Students will make all staff and students feel safe at school. Students will respect each other and adults on campus.** Bullying and teasing cause pain and stress to the victims. It is never justified or excusable. Blacow has a ZERO tolerance policy for harassment and/or bullying.

- No teasing or bullying of fellow students, name calling, insults, written notes or other means that make fun of or degrade others
- No picking on, threatening, laughing at or excluding someone.

**Students are responsible for their school work.**

- Students will arrive to school on time
- Students will complete class assignments and homework
- Students will return papers that are to be signed by parents.

**Students follow procedures for safety drill signals.**

- When a bell rings, stop! Drop to Knees! Freeze!
- Students WALK when a whistle is blown or safety signal is given
- During safety drills, there is total silence.

**Students are responsible to clean up their space and school.**

- Clean up lunchroom area – on top and underneath the table
- Replace borrowed equipment & take care of shared equipment and books in the classroom, library and labs
- Clean desk and pick up litter under and around desk
- Help maintain gardens and common areas clean
- No littering

# Playground and Common School Rules

## General Rules

- Cell phones must be off during school hours and shall not carry them on their person (should be kept in a backpack or purse).
- No electronic devices (i.e. iPod, PSPs, radios, etc.)
- No trading cards or toys are allowed at school.
- Balls may be brought from home if they are the same general type as those provided by the school & they are shared.
- No hard balls or bats are allowed.
- No skateboards, bicycles, scooters are allowed beyond the sidewalk.
- No gum allowed at school.
- Per Board policy 5132 Student Dress Code - all students must abide by FUSD dress code.
- No hats inside the building.
- No mini skirts or short shorts.
- No open toed shoes
- No halter-tops or tank tops with spaghetti straps.
- No revealing clothing.
- No under clothing worn as outer clothing.
- No clothing showing drugs, gangs, alcohol, or violence.
- Principal or Designee will make final decision on whether or not clothing adheres to dress code.

## Blacktop Rules

- No food is allowed on the blacktop or other play areas.
- No kicking or throwing balls on the blacktop except in organized games.
- No climbing poles or fences.
- Wall ball can only be played on wall ball walls.

## Play Structure Rules

- No food is allowed on the play structure.
- No climbing up the slide; feet first on the slide.
- No standing on top of the bars.
- No jumping from high areas.
- Cross the traveling bars in one direction.
- One hand on bars at all times.
- No running or balls in the tanbark.
- No throwing tanbark.

# Cafeteria, Lunch Expectations

Lunch will be served at Blacow School. During eating times, students may purchase their food on campus or may bring their own. There are designated eating areas, and students are expected to eat in those areas.

Parents who choose to come on campus during lunch **must sign in at the school office.** They must obtain a visitor badge before entering the cafeteria.

Should parents need to bring a lunch for their child during the school day, it must be brought to the school office, not directly to the classroom. Please do not send children with lunch items that require a microwave!

Students are responsible for their behavior during lunch. While in the cafeteria, the students will:

- sit at their designated tables and use "indoor voices";
- clean their own eating area (on, under and around the table);
- throw away their own garbage;
- remain seated until dismissed by the supervisors;
- touch only their own food! They are not to be trading food;
- **or** asking other students for food.

## Recognition and Rewards

### **BLACOW BOBCAT BUCKS**

Bobcat Bucks is a school-wide program that recognizes students for doing good deeds, being good citizens, friends or helpers. Students who are recognized will receive Bobcat Bucks from teachers and staff members. Bucks can be redeemed from the student store during designated lunch periods.

### **ACADEMIC HONOR ROLL**

- Teachers have set standards for achievement at each grade level.
- Students who have attained outstanding achievement will receive a Principal's Honor Roll Certificate.

### **PERFECT ATTENDANCE**

Students must have no absences or tardies, excused or unexcused, within the grading period to qualify for a perfect attendance certificate.

# Blacow Elementary School

## Homework Policy

Homework is an integral part of our educational program at Blacow Elementary School as well as District Policy (Board Policy 6154, revised April 2010). Out-of-class assignments are provided to extend and reinforce the learning that takes place in the classroom, enhance study skills, and help students develop independent work habits.

1. **We believe homework can serve a good purpose when it:**
  - a) Provides needed practice.
  - b) Enriches and extends school experiences.
  - c) Trains students in good learning habits.
  - d) Is reasonable, appropriate and relevant.
  
2. **Homework is any of the following:**
  - a) An extension of daily assignments not completed in class;
  - b) Studying for upcoming quizzes/tests (test schedules will spread out evenly across the week);
  - c) Special assignments given;
  - d) Long-term assignments such as reports;
  - e) Independent practice with portions of materials already covered in class;
  - f) Make-up homework; (students with excused absences are allotted the same number of days of the absence to complete the work).
  
3. Failure to turn in homework is reflected under “study skills” on the report card and may be partially factored into core subject grades.
  
4. No homework will be given without instructions or direction by the teacher. Teachers will communicate and be cognizant of homework being assigned in other classes.
  
5. **In assigning homework, teachers will keep in mind the following:**
  - a) Homework will not be given as punishment.
  - b) Homework should be well within the ability of the child to do independently.
  - c) A child who works diligently during the day spends much of his mental energy at school. Therefore, extensive assignments should be held to a minimum.
  - d) Homework will be reviewed and/or corrected, and feedback will be given to students in a timely manner.
  - e) Weekly “take home” folders will contain some returned homework as well as other pertinent school information.
  - f) Homework will be assigned nightly, Monday through Thursday. Teachers will communicate to families when not assigning homework during special occasions.
  - g) Homework will not be given over weekends, during breaks or vacations.

6. **Special Needs Students will receive homework with the following in mind:**
- a) GATE students will have the same amount of homework as students in non-GATE classes. The type of homework however may vary from that given to other students.
  - b) RSP students can receive assistance from the RSP teacher in completing their homework, as necessary and appropriate. Communication exists between the regular classroom teacher and the teacher of special programs so that the total time required for each student is responsible and appropriate.
  - c) EL students should receive modified classroom homework, as necessary and appropriate.

**Minimum Homework Assignment Times (Board Policy 6154, revised April 14, 2010)**

The following is the amount of time necessary to provide for adequate home study and reinforcement for the average student at each grade level. If students do not have specific assignments, parents are encouraged to provide enrichment and reinforcement during that time. If homework consistently takes much longer, contact your child’s teacher.

<b>Grade</b>	<b>Minutes per evening</b>	<b>Minutes per week</b>
Kindergarten	10-15	40-60
First/Second Grade	10-30	40-120
Third/Fourth Grade	30-45	120-180
Fifth/Sixth Grade	45-60	180-240

The Board supports the development of lifelong readers. In accordance with State content standards, the following are recommended guidelines in addition to regular school reading:

- **By grade 4**, read one-half million words annually, roughly 20-30 minutes per night
- **By grade 8**, read one million words annually, roughly 20-30 minutes per night
- **By grade 12**, read two million words annually, roughly 20-30 minutes per night

The Blacow Elementary Homework Policy will be monitored, including gathering feedback from parents, staff and students, annually. Monitoring will be responsibility of the School Site Council. In an effort to strengthen the educational link between home and school, teachers will communicate classroom homework plans at Back-to-School Night, in classroom newsletters and teacher web pages. Copies of the Blacow Elementary Homework Policy will be available in the **Good Citizenship Handbook** and on the Fremont District web page”.

# When Behavior Is Inappropriate

Any staff member may assist students and remind them of school rules and appropriate conduct. Students who choose to violate school rules will be directly made aware of their unacceptable behavior. The behavior plan is progressive and is designed to help students learn what is expected. The following steps will be taken.

## **Verbal Warnings**

Staff will assist students by reminding them of rules, practicing and modeling appropriate conduct with the children.

## **Write-up's**

When students do not heed verbal warnings, then a write-up may be given. This must be signed by a parent and returned the next school day. Consequences of a write up can be:

- Loss of recess time
- Work or project detail
- Confiscation of any unauthorized item
- Loss of participation in field trips, classroom celebrations, school events and/or end of the year activities.

## **Referrals**

Serious or repeated offences will result in a referral to the office.

## **Suspension/Expulsion**

Students whose behavior constitutes a violation of Sec 48900 of the Education Code may be suspended WITHOUT prior warning. These violations are described in detail in your Parent's Rights Handbook and include abuse of school personnel, destruction of school property, leaving campus without permission, sexual harassment, cheating, defiance of authority, disruptive behavior on campus, physical contact (fighting), forgery, possession of alcohol, drugs or tobacco on campus.

Staff firmly believes that parents, students and the teachers must work together to teach and model citizenship. If a child is presenting inappropriate behavior, the teacher will call for a conference and a behavior contract will be designed to help the student. The contract will identify specific behavioral goals for the student and rewards for their achievement.

## **Parent Acknowledgement**

- I have received a copy of the citizenship policies.
- I have reviewed the citizenship policies.
- I will support the staff of Blacow School in the implementation of these policies.
- I will contact my child's teacher if I have concerns about my child's behavior.

**Sign pages 9 and 10 and return to your child's teacher.**



# Student's Responsibility

I have discussed Blacow Elementary school-wide rules, norms, playground rules, cafeteria expectations, and Citizenship policies with my child.

**I will strive to be a Blacow Star Citizen!**

Student Name: \_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Room

*Please complete and return to your child's teacher*

# John Blacow Elementary School Compact

The following Compact was developed as a statement of our commitment to support a quality educational program in a positive learning environment. The triangle symbolizes the partnership among teacher, student, and parents and is intended as a visible statement of teamwork between the school and home. Please review the pledge with your child, sign your name, and return this form to school. We believe this pledge can positively influence your child's success in school.

***WE AGREE  
THAT THE SCHOOL  
EXPERIENCE OF EACH  
STUDENT IS IMPORTANT AND  
THAT BY WORKING TOGETHER, AS A  
TEAM, WE CAN ALL BE SUCCESSFUL***

***Student Pledge:*** I will be responsible to:

- ❖ Come to school ready to learn and work hard.
- ❖ Bring the necessary material, completed assignments and homework.
- ❖ Limit my TV time and instead read or study everyday.
- ❖ Be a model of “respect and responsibility” for my peers.

***Parent/Family Pledge:*** I will be responsible to:

- ❖ Ensure that my child attends school everyday, arrives on time and gets adequate sleep each evening.
- ❖ Monitor child's homework by signing the homework log sheets (as appropriate).
- ❖ Monitor my child's progress by conferencing with the teacher, signing and returning the report card envelope and all other forms sent home by the teacher.
- ❖ Ensure my child participates in after school intervention classes as needed or available.
- ❖ Be a model of “respect and responsibility” for my child.

***Teacher Pledge:*** I will be responsible to:

- ❖ Have high expectations & help every child attain them
- ❖ Communicate regularly with families about your child
- ❖ Be a model of “respect and responsibility” for your child

---

Student's Signature

---

Parent's Signature

---

Date

---

Teacher

---

Grade

---

Room

***Please complete and return to your child's teacher***