

**Boulder Creek Elementary School**  
400 Lomond Street, Boulder Creek, CA 95006

Phone: (831)338-6413 Fax: (831) 338-6118  
Attendance Line: (831) 338-2887  
Website: [www.bce.slvusd.org](http://www.bce.slvusd.org)

**Table of Contents**

<b><u>Topic</u></b>	<b><u>Page</u></b>
District Office	2
School Office	2
Calendar	3
School Schedules	4
Campus Map	5
Traffic Map	6
Teacher Roster	7
Arrival/Dismissal/Sign Out	8
Attendance	9
Health and Safety	9 - 10
Emergency and Safety	10
Emergency Closure Procedures	11
General Information	12
Special Programs	12-14
Homework Policy	14
General Guidelines	15
PBIS at BCE: A General Overview	16 - 19
Parent and Community Support	20 - 21
Fundraising	21

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT**

**325 Marion Avenue, Ben Lomond, CA 95005**

[www.slvusd.org](http://www.slvusd.org)

Superintendent - Dr Laurie Bruton	336-5194
Assistant Superintendent of Instruction - Debora Bodenheimer	336-8852
Chief Business Officer - Chris Schiermeyer	336-9672
Director of Special Education - Sandi Reimer	336-9678
Director of Fiscal Services - Julie McCarthy	336-8467
Student Nutrition Services – Cathy Frost	335-5384
Director of Maintenance, Operations & Transportation – Erik Slaughter	335-3464
Director of Human Resources – Lynn Chappell	336-5193

**BOARD OF TRUSTEES**  
2015

Laurie Bruton, Superintendent  
George Wylie  
Kip Tellez

Lea Dakota  
Kathy Ritchie  
Laura Dolson

The Board of Trustees usually meets on the first and third Wednesday of each month. The meetings are held in the multipurpose room on the district office campus, located at 325 Marion Ave. in Ben Lomond. All community members are invited to attend. The meetings begin at 6 p.m. Agendas for the meetings are posted on the school office window.

**BOULDER CREEK ELEMENTARY SCHOOL**  
**Office Staff and Office Hours**

Denise Fosburgh  
Margaret Zavaroni  
Alma Steinberg

Principal  
Administrative Assistant  
Registrar and Attendance

The school office is open from 7:30 am until 4 pm on Mondays, Tuesdays and Thursdays. It closes at 3:30 pm on Fridays, and at 3 pm on Wednesdays.  
The office is closed on student holidays and during the summer months.

## **Daily Schedules**

### **Monday, Tuesday, Thursday, Friday**

Kindergarten	8:30 a.m. - 11:50 a.m.
Grades 1,2,3	8:30 a.m. - 2:44 p.m.
Grades 4,5	8:20 a.m. - 2:59 p.m.

### **Wednesdays**

*(except 11/18 and 6/9)*

Kindergarten	8:30 a.m. – 11:50 a.m.
Grades 1,2,3	8:30 a.m. – 1:15 p.m.
Grades 4,5	8:20 a.m. – 1:15 p.m.

## **Minimum Day Schedules**

(Family Conferences & Last Day of School)

Minimum days are shortened instructional days for students. *Family Conferences* are scheduled for November 16, 17, 18, 19, and 20. On these days, the kindergarten schedule remains the same. Students in grades 1–3 will be dismissed at 12:10 p.m. and grades 4 - 5 at 12:15 p.m. On the *last day of school*, June 9, all students in grades 1-5 will be dismissed at 12:15 p.m.

## **Restructured/Early Out Days**

(All Wednesdays except 11/18 and 6/8)

Restructured Days (Early Out) are scheduled for *every* Wednesday (except 11/18 and 6/8) for staff development and grade level collaboration. On these days, all students in grades 1-5 will be dismissed at 1:15 p.m. If your child needs after-school day care on these days, the YMCA will provide care from 1:15 - 3 p.m. for a fee. Please call the YMCA at 338-6788 for more information.



## **Arrival/Dismissal/Student Sign-out**

### **Student Arrival/Dismissal**

Students ***must not*** arrive on campus before 8:10 a.m., as there is no supervision before this time. For your child's safety, please do not let him/her arrive before supervision is provided. This is a liability issue.

### **Student Dismissal**

All students are to leave campus immediately after dismissal times by bus or parent transportation. We do not provide campus supervision after dismissal time. Each student must leave campus after school unless supervised directly by his/her parent or guardian.

### **Late Arrival/Departure**

If your child arrives at school after the bell rings, he/she will need to check in at our office and receive a pass before entering class. If you need your child before school ends, please sign him/her out in the office and obtain a pass before going to the classroom.

### **Bus Safety**

Two things can help create a safe experience for bus riding students:

- Do not allow your child to arrive at the bus stop earlier than 5 minutes before pick-up time. When children arrive too early, they may engage in unsafe behavior while waiting for the bus.
- Remind your child that good behavior is required on the bus at all times. Failure to follow safety rules may lead to the loss of riding privileges.

### **Helmet Safety Policy**

Students riding bikes, skateboards or scooters to school **must have a helmet permission slip on file** in the office. As required by state law and for safety, all students riding bikes, skateboards or scooters to school must wear a helmet. Bikes are to be walked onto the school campus and locked to the bike rack until the end of the school day. Skateboards and scooters must remain in the office.

### **Traffic Pattern**

The intersection in front of the school is congested at dismissal time. You can help us keep traffic flowing (see map next page) and provide additional safety for our students by:

- not driving onto school grounds
- not parking where “No Parking” signs are posted
- not stopping in the intersection
- not leaving your car unattended
- going around the block if parking is not available
- having students leave and enter your car from passenger side only
- using the Harmon Street pick-up area
- meeting your child on the next block below the school
- being patient and cooperating with the crosswalk supervisor

## **ATTENDANCE**

**338-2887 - 24 hour absence reporting line – 338-2887**

### **Attendance**

In order to maximize learning, we need all students to be at school consistently and on time. Being in school daily is best for their learning and the learning of their classmates. If your child is sick, at a medical or dental appointment, at a funeral, or observing a religious holiday, ***please call to let us know on our attendance line 338-2887***. This line is open 24 hours per day.

### **Tardies**

Being on time insures a smooth beginning for learning for every student in a classroom. If your child arrives at school after the bell rings, he/she will need to check in at our office before entering class. Any student who is tardy by more than 30 minutes will receive an unexcused tardy. California law states that a child is considered truant if he/she has three or more unexcused tardies in one year.

### **Appointments**

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours or on professional development days. If you must make an appointment on a school day, please try to schedule it after 11:30 a.m.

### **Independent Study Contracts**

If your child will be absent for 5 or more school days, he/she can keep up with classroom learning and our school can receive funding by participating in an Independent Studies Contract. Please schedule this with the classroom teacher at least one week in advance. Parents agree to oversee the completion of assignments, which are submitted to the teacher and principal for approval upon return. Completed work must be stored in the school office for auditing purposes, but copies may be made for students and parents.

### **Moving?**

Please notify the school at least one week in advance if you will be moving or transferring to another school.

## **Health and Safety**

### **Health Services**

The school district employs a nurse should one be required. You will be notified of any current contagious diseases or health concerns by way of a form letter.

### **Immunizations**

The California School Immunization Law requires every child entering California schools to have a proof of required immunizations (polio, diphtheria, pertussis, tetanus (DPT), hepatitis B, chickenpox (varicella), measles, mumps and rubella (MMR). Before school entry, all students must have complete records showing dates of immunizations. A completed health exam form, signed by a physician, is required to be on file by first grade, and there is a new requirement for a documented dental exam before entering kindergarten or first grade. Students may be excluded from school if all requirements are not met. All necessary forms will be provided by the school office staff upon request.

### **Medications**

All medications (prescription or nonprescription) **must be held in the school office** together with a signed doctor permission form. If your child must take any medication at school, it needs to be sent to school in the original prescription container. In the event that your child has asthma or is allergic to bee stings, it is highly recommended that there be an inhaler or bee sting kit in the office, and sent with your child on a field trip.

### **Peanut Free Environment**

Please help make BCE a Peanut Free environment. This year, we have several students with life threatening allergies to peanuts. All kindergarten classrooms are 'peanut free' zones. Please contact your child's kindergarten teacher for additional information. In grades 1 – 5, there will be separate eating areas designated as 'peanut free' zones. Please look for lists from the classroom teacher of acceptable treats for school celebrations. See our website or talk with your child's teacher for more information.

### **Student Accidents**

All student accidents are recorded in the office and appropriate first aid is administered. Please encourage your child to report any bumps, bruises, or scrapes to the playground supervisor or teacher immediately. You will be notified in the event of a serious illness or accident. A log is kept of students in sickbay where they stay until signed out by an authorized adult (an adult on your emergency list). It is very important that we have names and current phone numbers for at least three local emergency designees. Should you be notified that your child is ill, please make immediate arrangements to have him/her picked up. Also, please inform the school if your child becomes ill with a communicable disease and may have exposed other children (including head lice).

### **Student Insurance**

The school district has made available low-cost accident insurance to parents/guardians for their children. All children are eligible. Applications are available via InfoSnap. The San Lorenzo Valley Unified School District does not carry accident insurance on students.

## **Emergency and Safety**

### **Emergency Information**

If you change numbers, jobs, or contacts during the year, please notify the office immediately. Make sure you update your emergency contacts. These are the people we will contact in an emergency if we cannot get through to you. Children may not be released to persons not on the emergency card without a written note from a parent or guardian.



## **Disaster Procedures**

In case of a natural disaster (earthquake, flood, etc.) the following procedures will be used to help us unite you and your child quickly and safely:

- All parents/guardians are directed to come and pick up their children at school as soon as it is safe to do so. Please report to the office unless alerted otherwise.
- The staff will take care of your child until you or your designee are able to pick him/her up. We can only release children to parents/guardians or individuals listed on the emergency card.
- If the disaster occurs during school hours, we urge you to walk to school if you live within a reasonable distance.
- Staff will keep a record of the name and address of the person to whom your child is released so that you can be properly directed to your child's whereabouts.
- **Please do not call the school--we must have the lines open for emergency calls.**
- We are prepared to care for your children if you are not able to reach the school and we cannot contact anyone on your child's emergency card. We have a number of people with first aid certificates and we will be in communication with various local emergency services. Emergency drills are held once a month to ensure preparedness for fires, earthquakes, and hostile intruders.

## **General Information**

### **Driving on Field Trips**

Many teachers wish to extend their program by taking their classes on field trips. Most teachers depend on parents to volunteer to drive. If you think you might like to drive on a field trip, please start the school year by going online to our school website to print off drivers' forms, then take it to your student's teacher with a copy of your driver's license and a copy of the declaration page from your insurance policy. The declaration page will show the limits of liability and the expiration date of your policy. In order to drive on a field trip the district requires minimum coverage of \$100,000 per person, \$300,000 per incident, and \$50,000 property damage. If your policy expires during the school year, please be sure the teacher receives a copy of your new policy. Insurance companies are comfortable faxing your insurance information to us (338-6118) if that is more convenient for you.

### **Lost and Found**

Labeled items will be stored in the office and returned when possible to students. Unclaimed and unlabeled items will be placed on tables located outside of the office and donated to charity at the end of each trimester.

### **Money**

Money for lunch, milk, field trips, etc., should be brought to school in an envelope labeled with your child's name and the purpose for the money. Students should not bring large sums of money to school.

### **Library**

Our library is open daily from 8:10 a.m. to 3:00 p.m. Our librarian works with teachers and students as a resource for literature, research, reading, and writing activities. Students may visit the library before or after school, during recesses, or with a classroom pass.

### **School Lunches**

Lunch menus will be handed out to 1<sup>st</sup> through 5<sup>th</sup> grade students monthly. Lunches cost \$3.25 and may be purchased with cash, check or by opening a lunch account. Accounts are created by paying cash or by

writing a check to SNS (Student Nutrition Services) for any multiple of \$3.25. Please call Student Nutrition Services at 335-5384 for information about paying for lunches online through EZSchoolPay.com. The lunch menu may also be accessed on our website [www.bce.slvusd.org](http://www.bce.slvusd.org).

### **After-School Care**

The YMCA Childcare Program is available at BCE before and after school hours. This program is run independently of BCE and the school district. For information and cost, please call 338-6788.

### **Community Services**

Big Brothers/Big Sisters	464-8691	Crisis Intervention	454-4022
BC Public Library	338-7277	Parental Stress	426-7322
Children's Mental Health	454-4900	Child Protective Services	454-4222
Mtn. Community Resources	335-6600		

## **Special Programs**

### **Student Study Team**

Students who are demonstrating academic and/or behavioral needs may be referred for support by staff or parents. This school team meets with parents and the child's teacher to develop strategies to foster student success and growth.

### **Special Education**

Students with special needs receive special education services through varied programs. Students who demonstrate academic difficulties related to learning disabilities are served through the Resource Specialist Program. The RSP teacher and instructional assistant work collaboratively in classrooms (grades 1-5) and run a pullout program. For students with more intensive needs, a Special Day Class provides a learning environment for more than 50% of the day. SDC students are mainstreamed into regular classes as appropriate. Our LSH specialist serves students with language/speech difficulties. A school psychologist provides services to the school two days a week.

### **English Language Learner**

Students who are identified through our language survey as having a primary language other than English are assessed for oral language proficiency by the ELL staff. Tutoring assistance with special materials to bridge the language gap in academic areas are provided. Our ELL staff also works collaboratively with teachers to support our ELL students.

### **Title 1 Students**

Title 1 students are identified through performance in the California standards tests (grades 2-5) and PBA (K-1). Students identified as Title 1 receive specialized instruction and materials in the regular classroom and sometimes in pullout programs in an effort to meet State Content Standards. Classroom teachers, the Literacy Specialist, Resource Specialist, and instructional assistants implement this specialized instruction. Teachers attend conferences and workshops that reinforce and extend instructional strategies in language arts and mathematics. Additionally, programs such as Reading Recovery, Reading Booster Groups, and Homework Club are offered to support struggling students.

### **Literacy Specialist**

A full-time Literacy Specialist is available to support students (in grades K-5) and staff in the area of language arts. Our Literacy Specialist works with entire classrooms, small groups, and individuals to help develop and enhance reading and writing skills.

### **Gifted and Talented (GATE)**

In grades K-5, the needs of accelerated learners are served by a variety of classroom activities and modifications including differentiated classroom instruction, curricular extensions, and enrichment activities. Enrichment activities include: multimedia, technology, the arts, sciences, math, and literature. Students in grade 4 are assessed in the fall to determine eligibility for a formalized GATE program that serves grades 4 and 5.

### **Reading Recovery**

Ten staff members are trained in Reading Recovery. They provide specialized reading instruction to first graders based on assessment results.

### **Visual and Performing Arts**

All BCE students have the opportunity to participate in the visual and performing arts. Through classroom instruction and the visiting artist program, K-3 students receive additional instruction in art and music. Additionally, a weekly "group sing" is offered to all students in grades 1-3. Art Masterpiece and its accompanying music program is available to all students in grades 1-5 and is taught by community volunteers. Individual classroom drama performances occur on an ongoing basis. Classroom music and band are offered to students in grades 4 and 5. A student art show is featured at Open House.

### **Student Recognition**

We believe that through recognizing student achievement, we promote the motivation to succeed in school. We recognize all students at least once each year at monthly assemblies based on "The BCE Way." Invitation letters are sent home when your child is selected. We also recognize perfect attendance and personal best. Additionally, 4<sup>th</sup> and 5<sup>th</sup> graders will be recognized for school service and achievements.

### **Student Volunteer Programs**

Students in grades 4 and 5 are involved as school volunteers in the following programs: office monitors, flag/pledge monitors, conflict managers, library helpers, and cross-age tutors. These opportunities are discussed at Back-to-School Night.

### **On-Campus Counselor**

A licensed counselor is available to work with students and parents. The counselor is on campus 16 hours per week and provides a range of support for students. Families of students needing intensive or more long-term support will be given a list of appropriate referrals.

## **Homework Policy**

All BCE homework assignments are given to enhance reading skills; to provide practice and reinforcement of newly learned skills; to help develop a sense of personal responsibility; to encourage self-discipline; and to extend each child's ability to study independently.

Your child's homework assignments could include any or all of the following: reading; completion of work assigned during the regular school day; reinforcement of newly learned skills; long-term assignments, such as book reports and research projects.

The amount of time spent on homework can vary with the individual child and grade level. To facilitate your child's academic progress, please support them in completing their daily assigned reading.

## General Guidelines

1. To maintain a positive, safe, and clean learning environment, the following items should not be brought to school:

- Electronic devices (i.e, iPods, cameras, Kindles, iPads), basically anything that needs to be charged or has a battery. If a student is going to bring a phone to school, complete the online form and turn it in to the teacher. There must be a signed permission slip on file, and phones may not be visible or turned on while students are on campus.
- Unauthorized athletic equipment such as baseballs, bats, and footballs. We have equipment that students can use during recess.
- Knives, firecrackers, fake swords or guns, or any other potentially dangerous weapon.
- Trading cards (trading is not allowed at school).
- Gum

2. To promote student safety and reduce distractions from learning, BCE has adopted the following dress code:

- Wear shoes at all times. Flip flops are not recommended.
- Tops should cover tummies, have shoulder straps and not show bra straps or be lower than shoulder blades in back.
- Shorts should be of a reasonable length – fingertip length when arms by side.
- Shirts may not display violent, sexual, or put-down messages or messages containing illegal or restricted substances (beer, alcohol, drugs).
- Hats must be removed indoors.
- Make-up may not be worn: this includes colored hair spray and gel and glitter worn as eyeliner.
- Sagging is not allowed.

3. To help ensure the safety of all students, students must stay on the school grounds during school hours. The following areas are off-limits unless there is adult supervision:

- Behind the 2-story or storage container on lowers.
- Staff parking lots and driveway.
- Redwood tree in front of school.
- Behind the main office building and the back stairway.
- Bleachers behind the baseball field.
- Area between the office and rooms 1-5.

# PBIS at BCE: A General Overview

The main focus of Positive Behavioral Intervention and Support (PBIS) is to provide a clear system for all expected behaviors at Boulder Creek Elementary School. This system includes a broad range of systemic and individualized strategies for achieving important academic and school-wide behavior outcomes. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understanding of their role in the educational process. The focus will be on teaching children positive behaviors and changing children's environments so that they may learn from their choices and be accountable for their actions.

The PBIS approach uses universal strategies for helping students achieve important social and learning goals. When good teaching and good behavior come together, students will excel in their learning. As part of the PBIS program, we have established behavior matrices for the behavior we expect in all areas of our school. Furthermore, we will actively teach, model, and reinforce our School-wide expectations of Be Respectful, Be Safe, and Be Responsible. Students will be instructed in what respect, safety, and responsibility look like across all settings of the school (i.e., instructional areas, walkways, MP room, etc). We will explicitly teach these expectations to our students and reward them frequently with positive notes and incentives for their great behavior.

Our school expectations and behavior matrices will specifically address bullying behaviors, provide a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all students. By detailing expected behavior, we will provide a common language for everyone and will maintain a school community in which all members feel safe to learn and do their personal best.

## *Proactive Approach to School-wide Discipline*

Schools that implement school-wide systems of positive behavior support focus on taking a team-based systems approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. **Behavioral Expectations are Defined.** A small number of clearly defined behavioral expectations are defined in positive, simple rules, The BCE Way: Be Respectful, Be Safe, Be Responsible
2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves more than simply telling students what behaviors they should demonstrate. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and modeled, and negative examples ("wrong way") are discussed. Students are given an opportunity to practice the "right way" until they demonstrate **fluent performance**.
3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. BCE has a formal system that acknowledges, supports and rewards appropriate behavior. Verbal praise, Golden Tickets, and other incentives are used by all staff to reinforce desired individual student behaviors.
4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior is unacceptable, and prevent that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict

what will occur when behavioral errors are identified. Student Minor Incident Referral Forms (SMIRF's) and Minor Tracking forms are used to document and record incidents managed by the teacher in the classroom. Major Office Referral Forms (MORF's) are used to refer major incidents or chronic disruptions to the administration. The Student Behavior Management Process /flowchart is used to help teachers distinguish major (level 2) from minor (level 1) behavioral incidents.

5. **Decisions About Behavior Management are Data Based.** One of the most important features of PBIS is the use of the web-based data management system called SWIS. It will track what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. SWIS will eliminate guesswork from the decision making process about what is and is not working in a building's behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, and parts of the school day. These reports will be documented in graphic form and reported to staff monthly.

## **BCE Expectations for Behavior: The BCE Way**

### Be Respectful

#### Students Will:

- Respect everyone's right to learn
- Speak and act in a helpful, kind and courteous way
- Peacefully resolve conflicts
- Follow the instructions of supervising adults

### Be Safe

#### Students Will:

- Play in a safe way
- Keep hands, feet and body to self
- Follow school safety guidelines
- Use materials and equipment appropriately

### Be Responsible

#### Students Will:

- Be prepared to learn and always do their best
- Take proper care of materials and equipment
- Remain on campus during school hours
- Follow established guidelines and routines
- Complete and turn in assignments on time
- Return as quickly as possible whenever out of class