

HOME OF THE COUGARS

Hubert Howe Bancroft Middle School
2008 – 2009



929 North Las Palmas Avenue
Los Angeles, California 90038
(323) 993-3400
www.bancroftms.org

CLASS SCHEDULE

| First Semester Period – Subject – Room | Second Semester Period – Subject - Room |
|---|--|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |

This Planner Belongs To:

Name: _____

Grade: _____ **Homeroom:** _____

HUBERT HOWE BANCROFT MIDDLE SCHOOL

September 2008

Dear Students,

Welcome to Hubert Howe Bancroft Middle School and Performing Arts Magnet, Home of the Cougars, "Where Students Come First." We hope you had an enjoyable summer and are ready to return to school with a genuine belief in our theme, "Together We Will Make a Difference."

Six graders, we are extremely pleased that you have made Bancroft your middle school of choice. We hope that this new experience will be exciting and rewarding. Your teachers are eager to greet you and help you make a smooth transition from elementary school.

Seventh graders, you are in a unique situation where you can look back and see the mistakes as well as the progress you made as six graders, and you can look ahead to new and exciting challenges in the eighth grade. This should be a thrilling time in your life.

Eighth graders, you are the "seniors" of Bancroft. We expect that you will be positive role models and set good examples of leadership for the entire student body. Your primary goal should be to prepare yourselves for high school by achieving high academic standards, earning excellent grades, and growing in citizenship and leadership. We are looking forward to seeing you walk across the stage on culmination day.

We strongly encourage all students to make this school year your best year ever. Always display your best behavior, participate in school activities, and demonstrate your school pride and spirit. Remember that Cougar Citizens are:

Safe
Responsible
Respectful

Working together - students, parents, and faculty - we will make a difference.

Sincerely,

Cheryl Hildreth
Principal

SUPPORT STAFF

| | |
|---|---|
| Principal: C. Hildreth | 6th Grade Counselor: |
| Asst. Principal: J. Scibetta | 7th Grade Counselor: A. Roesner |
| Asst. Principal: C. Cuellar | 8th Grade Counselor: E. Mintz |
| Asst. Principal: R. Powell | Nurse: L. Legac |
| Magnet Coordinator: B. Alanis | School Police Officer: Officer Pastrana |
| Title I Coordinator: S. Arakelyan | Admin. Assistant: J. Johnson |
| Bilingual Coordinator: L. Galdamez | Librarian: S. Lawrence |
| Dean of Discipline: E. Miller | Financial Manager: A. Dumaua |
| Dean of Attendance: A. Shoemaker | Cafeteria Manager: M. Vahid |

WHERE TO GO FOR HELP

Main Office

To speak with an administrator

Attendance Office

Change of address/phone number – Check out of school – Enrollment – Transfer permit
– Bus applications – Lost and Found

Counseling Office

Class schedule problems – Personal problems – Emergency phone calls – Report cards
/ grades

Magnet Office

Magnet students' counseling and discipline concerns – Bus applications

Health Office

Injury – illness – Take medication

Student Store

School supplies – P.E. uniforms – Special sales (i.e. Yearbook) – Tickets for special
events (i.e. show tickets) – Pay for lost or damaged textbooks – Student Planners

Dean's Office

Discipline problems

Parent Center

Replacement of school uniforms

Cafeteria – Window 17

Questions or concerns regarding meal tickets

Lost and Found

In the Oral Arts Room across from the Attendance Office

BANCROFT MIDDLE SCHOOL'S MISSION STATEMENT

The mission of Hubert Howe Bancroft Middle School is to provide a learning environment in which all students in a diverse population achieve and maintain levels of proficiency in all subject areas as determined by established state standards, teacher-directed goals, and individual interests in order to become productive members of society.

BRIEF HISTORY OF BANCROFT

Hubert Howe Bancroft Junior High School opened its doors for the first time in September 1929 with 700 seventh, eighth and ninth grade students and sixteen teachers. The school was named for Hubert Howe Bancroft, a historian and writer of Western and California history. In 1981 Bancroft added the performing arts magnet. Beginning with the 1994-95 school year, Bancroft Junior High officially changed its name to *Bancroft Middle School* and we welcomed sixth graders to our school for the first time. On April 6, 2005, we commemorated the 75th anniversary of Bancroft with a gala celebration. Today Bancroft has approximately 1400 students and 55 teachers.

THE BANCROFT "B's"

1. **Be a Learner.** Arrive each day properly prepared to learn.
2. **Be Punctual.** Be on time to class. Don't allow tardies to interfere with your learning.
3. **Be On Task.** Work on your given assignment at all times. Always show maturity and responsibility in your actions.
4. **Be Focused.** Be quiet and ready to start your class work by the time the tardy bell rings. Remain on task. Get permission from your teacher if you need to get out of your seat.
5. **Be Respectful.** Be courteous and respectful to your teacher and fellow classmates at all times. Never bring gum or food into the classroom, never throw an object across the room and never use class time for grooming. Treat all school property with respect.

STUDENT BEHAVIOR

Code of Conduct

Bancroft students are expected to:

1. Be courteous and cooperative with all students, teaches and staff.
2. Respect the rights and property of others.
3. Attend all classes every day.
4. Be on campus at all times, including nutrition and lunch, unless given written permission to leave by the Attendance Office.
5. Be in class on time and in assigned seats or stations before the tardy bell rings.
6. Bring appropriate textbooks and material to all classes.
7. Be attentive to the teachers' instructions and directions, including substitute teachers.
8. Complete all assigned class work and homework to the best of one's ability and make certain that all work and text answers are one's own. Accept the personal responsibility for making up missed and uncompleted work.
9. Maintain satisfactory scholarship and citizenship and strive to be the best student possible.
10. **Demonstrate self-control and a serious attitude during emergency drills.**
11. Consume food and beverages only in designated eating areas.

12. Abide by all school and district rules and policies. Bancroft students are expected to avoid involvement in situations that may disrupt the educational process or present a danger to themselves or others.

These situations include:

- A. Disrupting the classroom with unreasonable or inappropriate behavior.
- B. Using abusive or vulgar language toward others including cursing and ethnic / racial slurs.
- C. Engaging in threatening or combative behavior, which may lead to fights and injury to others.
- D. Participating in disruptive activities with or sponsored by off-campus groups.
- E. Leaving class or campus at any time without written permission from school staff.
- F. Selling or trading items for personal profit or gain.
- G. Taking or damaging the property of others.
- H. Possessing, using or furnishing any implement which may be used to vandalize school property, including markers, paint, and/or etching tools. **White Out is not allowed at school.**
- I. Possessing, using or selling alcohol, cigarettes or other illegal substances at school.
- J. Possessing, using or selling fireworks or explosives of any kind at school.
- K. Possessing any knife, firearm or replica of a firearm at school.

CELL PHONES, CAMERAS AND I-PODS ARE FORBIDDEN ON CAMPUS

Any ELECTRONIC DEVICE that is seen or heard will be confiscated and released **only to a parent**. If a student has an emergency, he/she may get permission to use the telephone in the Main Office or the Counseling Office. We are **not responsible** for the loss of electronic devices that are not to be brought to school in the first place.

DRESS FOR SUCCESS

Students are required to wear a **white or Navy** knit polo shirt and **navy blue or khaki** pants, skirts, jumpers, or shorts. Violating the **Dress For Success** dress code will result in disciplinary action. Please adhere to all aspects of the *dress for success dress code*:

- 1. **The wearing of hooded sweatshirts is forbidden on school campus.**
- 2. Shoes should fasten securely, with laces tied and Velcro straps closed. **Open toe and/or open back shoes are NOT allowed.**
- 3. Students may wear hats, visors or caps during PE, but **are forbidden** to wear them on campus at any other time. **Hats, visors and caps are subject to confiscation if worn inside any school buildings.**
- 4. Students may not wear sunglasses due to safety reasons.
- 5. Boys must only wear the required polo shirts at all times and MAY NOT wear sleeveless undershirts, tank-top shirts, including team jerseys, or bare midriff shirts. **T-shirts cannot hang below the Dress For Success polo shirt.**
- 6. Girls must only wear the required polo shirts. Girls MAY NOT wear see-through tops, tube tops, halter tops, bare midriff tops, or spaghetti-strap tops. "Baby-tees" are NOT allowed. Stomachs and chests must be covered at all times.
- 7. **Sweaters or sweatshirts worn over the Dress For Success polo shirts must be navy blue, khaki, or white and may not have any printing other than the Bancroft emblem and logo. T-shirts worn under the polo shirt must also be navy blue or white.**
- 8. Polo shirts must not be overlong or oversized. **Neatness will be stressed.**
- 9. Pants must be hemmed and not split. **Pants must not drop below the top of the shoes.** Oversized, baggy, or sagging pants are not accepted in the Bancroft **Dress For**

Success dress code. Belts should be worn to hold pants at the waist; no initial buckles are allowed.

10. Students may wear hemmed shorts of reasonable length; shorts may not be below the knees. Students **MAY NOT WEAR** short-shorts, athletic (PE) shorts or cut-offs, sweat pants or dance pants.
11. Short skirts are not allowed. Skirts and shorts must cover at least the mid-thigh and be appropriate for all school activities.
12. Students may not wear special fashion items that have metal studs, spikes, large buckles, buckles with letters or initials, and chains or items that impair safety and movement. This includes steel-toed shoes.
13. Students may not wear or display articles or apparel that serves as “group identification attire” for off campus groups. These include gloves, gang “rags,” special hats, earrings, and clothing with special markings.
14. For safety reasons, students may not wear overly large hoop or long earrings.
15. Nail length must be reasonable for all students.

Violating the **Dress For Success** dress code may result in the following: Items may be confiscated and released only to parents; parents may be called to pick up the student or to bring appropriate clothing.

“OPERATION ON TIME”

All students are expected to be in class and in their assigned seats before the tardy bell rings. Tardies will affect your grades.

1. Tardy 1-3 Teacher warns/counsels student.
2. Tardy 2-3 Student receives “S” in Cooperation (teacher discretion.)
3. Tardy 3-4 Student receives “U” in Cooperation (teacher discretion.)
4. **Students with excessive tardies (4 or more) may be required to appear before the Student Discipline Review Board.**

CONSEQUENCES OF DISCIPLINARY INFRACTIONS

Students must observe school rules in order to maintain an environment conducive to learning. Consequences of disciplinary infractions will depend upon the severity of the offences. **In some cases students will be required to appear before the Student Discipline Review Board.** Bancroft maintains a program of “progressive discipline.”

1. Students **must** respect the rights and property of others. Threatening other students, stealing or extorting money or other property from fellow students is never tolerated. Extreme disciplinary action will be taken against students who engage in these acts.
2. Neither fighting nor rough horseplay is acceptable behavior at Bancroft. Fighting, even “play fighting” between students can result in suspension from school.
3. Students are expected to use appropriate language that is not abusive to anyone. Students making profane, crude, offensive or insulting remarks will be referred to the Dean’s Office and may be suspended from school.
4. A student’s willful failure to follow instructions given by a teacher or other adult in authority is considered DEFIANCE and may result in suspension.
5. Possession of drugs, alcohol or tobacco will result in immediate and strict disciplinary action which may include arrest and / or expulsion.
6. Possession of dangerous items such as matches, firecrackers and weapons – including knives and guns – will result in immediate and strict disciplinary action which may include arrest and / or expulsion.
7. Students are not to bring cameras, radios, tape recorders and laser devices to school. These items will be confiscated and released only to parents. I-pods and small hand-held electronic games may be used during nutrition and lunch but **must** be placed in

backpacks immediately at the ringing of the bell. The school **is not responsible** for theft or loss of these items. **DON'T BRING THEM TO SCHOOL!!**

8. During passing periods, students must act appropriately in the halls and refrain from eating, drinking, running, shoving, pushing, or engaging in loud and boisterous behavior. They should not block the flow of traffic, but should proceed quickly and orderly to their classes.
9. Students are expected to abide by the rules and procedures established for each class. They must follow the teacher's directions and demonstrate respect for the teacher, fellow students and themselves. Failure to abide by classroom rules will result in disciplinary action.
10. Students must never deface or damage school property. Markers, "white out" paint and spray cans are absolutely forbidden on campus. Extreme disciplinary action will be taken against students who deface property or engage in acts of vandalism.
11. No "gang lettering" is permitted on school papers, folders, books, backpacks, etc. Any items with gang lettering will be confiscated.
12. **Bancroft supports a zero tolerance policy for the use of alcohol, tobacco and other drugs.**

DANCE AND P.E. CLASSES

Bancroft's Performing Arts Magnet students will take dance classes; all other students will take physical education classes. Both classes require students to change from their *Dress for Success* uniforms into special clothing. Students generally wear shorts or tights for dance class; however P.E. students must wear the required P.E. uniform – navy blue shorts or sweats and the Bancroft t-shirt. Students can purchase P.E. uniforms from the Student Store.

Failure to change daily into your P.E. uniform or dance clothes will affect your P.E./dance grade. It is your responsibility to keep track of your P.E./dance clothes and keep them clean.

You will be issued a P.E. locker to store your books and personal belongings during P.E./dance class time only. At the end of class, you must remove all of your books and personal items from your locker. You will not be given a pass to return to your locker because you forgot something. **You should never give your locker combination to anyone or share your locker.** All students are reminded that the school is not responsible for any theft or vandalism that may occur regarding P.E. lockers.

WEAPONS ON CAMPUS –HOTLINE

If you would like to anonymously report a weapon on campus, call 1-800-954-HELP.

METAL DETECTORS AND SCANNERS

All persons who enter the Bancroft campus are subject to search by a metal detector. Random searches will be conducted regularly. This is a preventative measure. Scanning procedures and names of participants are kept by the school police.

CLEAN CAMPUS

Chewing gum is not permitted on campus. Careless disposal of gum in drinking fountains, on furniture, floors and sidewalks creates sanitation and cleaning problem, with costly repairs. Students must keep the school clean at all times to maintain a safe and healthy learning environment. **Bancroft is your school – show your school spirit by keeping the campus clean!**

SEXUAL HARASSMENT

Sexual harassment is against the law. Students may be suspended, transferred or even arrested if suspected of sexual harassment. Sexual harassment includes:

1. Unwanted sexual advances, such as trying to start a boyfriend / girlfriend relationship when the other person doesn't want to.
2. Making threats, giving someone "sexual looks" or making sexual gestures.
3. Showing someone "dirty pictures" or objects.
4. Touching someone in a way he/she does not like, or bumping or blocking someone.
5. Saying sexual things, making sexual comments or writing sexual notes.

SUGGESTED LIST OF DAILY SCHOOL SUPPLIES

The following supplies should be brought to your academic classes each day: Some departments or teachers may request additional items.

- | | |
|--|--------------------------------------|
| 1. Student planner | 7. Eraser |
| 2. 3-ring binder with dividers | 8. One pack of 3 X 5 index cards |
| 3. Loose-leaf notebook paper (NO frilly edges) | 9. Set of colored pencils |
| 4. Two pens (blue or black ink) | 10. Metric ruler |
| 5. One red or green pen | 11. A spiral or composition notebook |
| 6. At least two # 2 pencils | 12. A pocket dictionary (optional) |

COUGAR STUDENT STORE

The student store is open during nutrition and lunch and is a convenient place for you to buy snacks, drinks, school supplies, school polo shirts or sweatshirts, and your PE uniform. Some students are allowed to work in the student store. The proceeds from the student store are deposited into the student body fund. This fund promotes the general welfare and morale of the students, and helps sponsor the drill team, lunch-time sports, music and drama. In addition, the student body fund supports student awards, yearbook, culmination activities and your student planner.

STUDENT ACTIVITIES

Bancroft has numerous activities and programs to involve all students. **Our Performing Arts Magnet Program** offers dance, music and drama classes. Students may also take art, journalism, film workshop, yearbook, and foreign language. Students may enroll in Bancroft's leadership class and participate on the Student Council. Homerooms enjoy competing against each other in our lunchtime sports tournaments.

STUDENT ELIGIBILITY FOR SCHOOL ACTIVITIES

Students must meet district eligibility requirements in order to participate in curricular school field trips, 8th grade activities and culmination, and the dance, music and drama productions. To be eligible, students must have a C average with no more than two FAILS, no more than four U's, with no more than two U's in cooperation. The eligibility policy is strictly enforced.

AFTER SCHOOL AND INTERVENTION PROGRAMS

Bancroft has several after-school programs which are staffed by Bancroft faculty and are open to all students:

- **Bancroft Stars** – also known as the LACER program – is an after school program in which students take dance, drama, art, music, cooking, chess and board games, karate, swimming at the YMCA, and other sports. “Stars” also go on trips to special movie previews and other fun field trips. **(M-F 3:13 – 4:30)**
- **Teamworks (Th 3:15 – 4:15)**
- **After School Library Hours (M-Th 3:15 – 4:00)**
- **Extended Learning Program (ELP)** – ELP is a special intervention class for students who need extra assistance in reading or math. **(M, W 3:15 – 4:30)**
- **English Learners Acquisition Program (ELAP)** - ELAP is a special intervention class for English Learners. **(M, W 3:15 – 4:30)**
- **Tutoring** – Time will be announced.

STUDENT I.D. CARDS

Student I.D. cards serve as identification for all students at Bancroft Middle School. Students should carry their I.D. cards at all times and present them upon request. I.D. cards are needed to check out library books. There is a \$3.00 charge to replace a lost or stolen I.D. card.

LUNCH TIME

Students may bring lunch from home or purchase food items at school. A complete tray lunch and a la carte items are available from the cafeteria. Snack items are also available for purchase at the Student Store.

Lunch Time Procedures:

- Students must take care of personal business and clear all buildings within **five minutes** after the passing bell to lunch.
- School buildings will remain closed.
- Students with library passes may report to the library at the beginning of lunch. Students should enter the building at the main double doors leading from the yard and proceed upstairs.
- All students must eat only in the designated lunch area which includes the covered table area and the areas in the immediate vicinity. **NO FOOD IS ALLOWED ON BLACK TOPPED P.E. AREA.**
- Students may not eat in the Eighth Grade Patio, on the volleyball courts, the handball courts, in the bungalow areas, the stairs leading to the North Building, or the P.E. field.
- Restrooms are available in the J Building near the covered lunch area.
- Counselors, administrators and teachers may assign nutrition or lunch time campus beautification to students involved in disruptive behavior.
- The Chess Club and Film Club meet during lunch. All students are invited to attend.
- Students are allowed to bring personal athletic equipment (i.e. basketballs) to school for use during nutrition and lunch.

STUDENT ACADEMICS

Required Student Materials

All Bancroft students must bring all materials required by their teachers on a daily basis.

Report Cards

Progress reports are issued approximately five weeks after the start of the semester. Midterm and final grades are given at the 10-week and 20-week points, respectively. Teachers will send home other notices of progress as appropriate. Parent conferences may be requested at any time.

Textbooks

Textbooks are distributed at the beginning of the school year. ***Textbooks must be covered.*** Book covers are available in the Main Office. Worn out book covers need to be replaced immediately. **The teacher's name and student's name must be written on the inside cover of the book.**

Students must pay for lost or damaged textbooks. Payment must be made before the student can be issued a replacement book. Students must clear all textbook debts in order to receive the final report card, obtain final clearance when checking out of school, or obtain eligibility for culmination.

Paper Headings

The standard heading should be placed in the upper right hand corner of the page.

Standard Heading:

Last Name, First Name

Subject, Class Period

Date

Homework Policy

Middle School students may have homework from 1 to 2 hours each night. Additionally, students will also be assigned book reports and special projects. In addition, all students should read for pleasure a minimum of 20 minutes each night. *The State of California recommends students read one million words per year by the end of the eighth grade.* Parents may call the school to request homework if students are out for prolonged periods of time. Assignments may be picked up 24 hours after the initial request. Students are required to complete all homework and make-up assignments.

Homework Buddies

Students need homework buddies in each class. A homework buddy is someone to call for assignments when a student has been absent or when a student is unclear about the details of an assignment.

| Subject | Buddy | Phone Number |
|----------------|--------------|---------------------|
| | | |
| | | |
| | | |
| | | |

Student Guidelines for Homework

1. Homework, once assigned by the teacher, becomes the responsibility of the student who should know the content, process and due date.

2. It is the responsibility of the student to ask the teacher questions if he/she does not understand the homework assignment.
3. It is the responsibility of the student to inform the teacher in advance of any personal situation, which may make it difficult to complete the homework assignment on time.
4. Every student should have a three-ring notebook with dividers for each period to keep all schoolwork including homework.
5. Homework includes studying for tests and reviewing material presented in class.
6. Students are expected to cultivate independent study habits through homework by following study techniques outlined by teachers and listed below and by practicing skills developed in class.
7. **Write all class agendas and assignments in your Planner.**

Tips on How To Study

1. Find a quiet place to study. Make sure it has plenty of light and is free of distractions such as radio or TV.
2. Have all your necessary supplies close at hand, such as pencils, paper, books, a dictionary and a ruler.
3. Schedule study time at the same time every day so that studying becomes a habit.
4. Budget your study time. Make a schedule. Allow more time for difficult subjects. Set time limits for each assignment. Take short breaks.
5. Organize a notebook. Have a separate section for each subject. Take notes in class for review.
6. Keep assignment page for each class. Record class work and homework assignments and the marks you receive.
7. Review the material before you begin to study. Concentrate on what you are reading. Reread those parts you do not fully understand. Take notes.
8. Review your work by asking yourself questions and by summarizing what you have studied. Use your notes and textbook for review.
9. If you cannot find an answer, bring the question to class the next day.
10. **Have a positive attitude towards studying. It is the key to success.**

SCHOOL POLICIES

Telephone Use

Use of the school telephone is limited to important home contacts related to school business. A pay telephone is available in the Main Office **before and after school only**. Students may only leave the classroom to make a telephone call in an extreme emergency. **Cell phones are forbidden on campus.**

Closed Campus

Bancroft Middle School is a closed campus. All students are required to stay on campus for the entire school day. Students may only leave early if a parent/guardian signs them out in the Attendance Office. The Los Angeles Police Department will “ticket” any student found out of school without permission between the hours of 8:30 am and 1:30 pm. The fine may be up to \$250.00 and/or community service.

Visitors

All visitors are required to check in with the Front Desk or Main Office upon entering the campus. Visiting friends or relatives are not allowed to attend class with students. All visitors must have a yellow visitor’s badge. Parents may not attend classes unannounced.

Attendance

Students are expected to attend school regularly and arrive on time. Satisfactory school progress is dependent upon regular school attendance. If you must be absent for a doctor’s appointment or emergency, make the absence as short as possible. Do not stay out all day

when you can attend one or more classes. You will be admitted at the moment you arrive. Our Phone Master system will telephone home every day that you are absent.

Returning From an Absence

A student returning from an absence must bring a note signed by a parent/guardian stating the child's name, dates of absence, and the reason for the absence. The note must be taken to the Attendance Office **before** first period on the day the student returns to school. The Attendance Office opens at 7:15 am to re-admit students. A student absent for five (5) or more days due to illness must provide a doctor's note and must be seen by the school nurse

Late Arrival

Students must have a note from their parents explaining the reason for tardiness. **If you arrive after 8:00 am, do not go to class. Go to the Attendance Office (AO) to be cleared in ISIS.** The AO will then give you a pass to class. Excessive tardies may result in disciplinary action.

Leaving School During the School Day

If you need to leave school during the day, you must give the Attendance Office a note from your parent /guardian with your phone number and the reason and time you need to leave school. Report to the AO before leaving school for a permit to leave. Report again to the AO when you return. The adult picking up a child from school must have a photo ID and must be in the school's computer or on the student's Emergency Card.

Change of Address or Telephone Number

It is your responsibility to immediately report a change of address or telephone number to the Attendance Office. It is very important that the school has accurate information where a parent or guardian can be reached in an emergency, such as an accident or illness. Student Emergency Cards must be current.

Illness / Injury

If a student suffers a minor injury or becomes ill while at school, the student should immediately notify a staff member. If a student is injured or becomes ill during a passing period, the student should check in with his/her next classroom teacher for permission to report to the health office. If it appears that a student has a serious injury and/or appears to be in pain, do not attempt to move the student. Contact a staff member immediately.

MTA Bus Passes

Student bus passes are sold by the Los Angeles Metropolitan Transportation Authority. This pass is for unlimited riding on most District lines within the Los Angeles County. Applications may be obtained in the Attendance Office.

Meals

The cafeteria opens at 7:15 AM. Breakfast, nutrition and lunch are available in the hash lines. The Student Store also sells snack items during nutrition and lunch. Bancroft participates in the Federal Meal Program. Meals are provided at no cost or at reduced prices to those who qualify. Meal applications are given to students early each school year to take home to parents. **The No Child Left Behind Education Act requires that all students complete a meal application.** Those who qualify receive meal tickets several times a year. Tickets should be kept in a secure spot as lost tickets cannot be replaced. Students must not sell their meal tickets. Students without tickets can purchase meals - \$1.00 for nutrition and \$1.25 for lunch. See Where to Go For Help if you have any questions about the Federal Meal Program

Messages

Only in the case of an emergency will the attendance office forward messages from parent to student. To prevent unnecessary classroom disruptions, non-emergency messages will not be delivered.

POLICIES REGARDING STUDENT HEALTH

Health and Medical Condition

A school administrator and the school nurse must be notified if a student with a medical or health condition requires accommodation at school in order to participate in the educational program.

Medication at School

Students must have written consent in order to carry or use medication on campus. A student who needs to take medication during school hours must have a statement to this effect on file in the Health Office, signed by the prescribing physician and the parent / guardian. The required forms are available in the Health Office. School health personnel do not prescribe or give advice regarding medication.

Disease and Injury

A student returning to school following a serious or prolonged illness, surgery or other hospitalization, must have a written permission from a licensed health care provider, including any recommendation regarding physical activity. Safety procedures required by the school administration and the health services personnel must be agreeable to the parents / guardian prior to the readmission to school.

A student returning to school with sutures, casts, crutches, leg brace(s) or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school and health services personnel

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A written request is needed from the student's health care provider.

SCHOOL SAFETY

The safety of all students is a priority at Bancroft. Fire drills are conducted monthly and lock-down and earthquake drills are conducted on a regular basis. Special considerations are made for our students who use crutches or wheelchairs. Students should take emergency drills seriously and display their best behavior. During emergency drills, students are taught take cover procedures, how to leave their classrooms, where to stand on the yard, and where to reconvene with parents if necessary. The school's Safety Plan is kept in the Main Office and is available upon request.

Important Tip

This planner has been designed especially for you. Read the handbook section carefully and refer to it often. Daily use of the planner will help you stay organized. Use it to write class agendas, assignments and due dates. Parents and teachers can also use the planner to write notes to each other. Make your planner your most important study tool.

“DISCIPLINE STANDARDS”

TARDY TO CLASS

I was tardy to class today. It does not matter how many minutes I was tardy, the fact is I was not in class, in my assigned seat and ready to work when the tardy bell rang. I know it is my responsibility to be prepared and take my education seriously. One way of showing this is to always be punctual to class. Arriving to class tardy, I missed some important information, but more importantly, I needlessly interrupted my learning by missing important information the teacher presented. I am expected to be on time to class and it is my responsibility to live up to this expectation. I will do my best to always arrive on time to class.

LEAVING ONE’S SEAT, TALKING OR GOOFING AROUND

My teacher reprimanded me because I was out of my seat without permission, talking needlessly, or acting foolishly. All of these behaviors show a disregard for class rules and procedures, interrupt the teacher and disturb my fellow students. I demonstrated disrespect toward my teacher and classmates; however, more importantly, I realize that I interrupted my learning by not remaining on task and not remaining focused. I am expected to be attentive and respectful at all times and it is my responsibility to live up to these expectations. I will refrain from foolish actions in my classroom in the future and do my best to behave with maturity and respect.

NOT BRINGING MATERIALS

I came to class today without my textbook and/or the necessary materials that I need to be successful in this class. I know it is my job as a student to organize all of my materials in a timely manner so that I can always arrive to class properly prepared. I must take my job as a student seriously. When I come to class without my textbook, notebook paper, pencils and pens I am ill-prepared for the day’s lesson, but more importantly I am interrupting my learning because I am unable to participate in the day’s activities. I am expected to be prepared for class and it is my responsibility to live up to this expectation. I will show respect for myself by being prepared for class with all that I am required to have.

DAMAGING SCHOOL PROPERTY

I defaced school property by writing graffiti on it, ripping or cutting it, sticking gum on it or taking it apart. I realize that defacing school property shows disrespect toward my parents, my teachers, my school, my fellow classmates and me. I further realize that because I defaced school property I must be reprimanded, sent to the office, and/or have a parent conference, all of which take time away from my learning. I am capable of acting in a mature manner at all times. I am expected to treat all school property with respect and it is my responsibility to live up to this expectation.

FALL TENTATIVE CALENDAR

| <i>DATE</i> | <i>EVENT</i> | <i>DATE</i> | <i>EVENT</i> |
|-------------|---------------------------------|------------------|---|
| Sept. 3 | School Begins | Nov. 20 | PHBAO Conferences 5:00pm – 7:00pm |
| Sept. 16 | Teachers P.D 1:38 Dismissal | Nov. 27-28 | Thanksgiving Holidays |
| Sept. 23 | Teachers P.D. 1:38 Dismissal | Dec. 2 | PD 1:38 Dismissal |
| Sept. 25 | Back To School Night 5-7 pm | Dec. 9 | P.D. 1:38 Dismissal |
| Sept. 30 | Unassigned Day No Classes | Dec. 12 | Winter Show |
| Oct. 9 | Unassigned Day No Classes | Dec 16 | P.D. 1:38 Dismissal |
| Oct. 14 | Teachers P.D. 1:38 Dismissal | Dec. 22-Jan 9 | Winter Break |
| Oct. 21 | Teachers P.D. 1:38 Dismissal | Jan 9 | Return From Winter Break |
| Nov. 11 | Veterans' Day No School | Jan. 19 | Martin Luther King Holiday |
| Nov. 18 | Teachers PD 1:38 Dismissal | Feb 6 | End of Fall Semester |
| | <i>SPRING</i> | <i>TENTATIVE</i> | <i>CALENDAR</i> |
| Feb. 9 | First Day of Spring Semester | April 23 | PHBAO Parent Conferences |
| Feb. 10 | PD 1:38 Dismissal | April 28 | PD 1:38 Dismissal |
| Feb. 16 | Presidents' Day No School | May 4-22 | CST and CAT 6 Tests |
| Feb. 24 | PD 1:38 Dismissal | May 25 | Memorial Day No School |
| Mar. 3-4 | CAT 6 Writing Exam | May 29 | Spring Show 6:00 P. M. |
| Mar. 31 | PD 1:38 Dismissal | June 2 | P D 1:38 Dismissal |
| April 6-10 | Spring Break No Classes | Jun. 18 | Last Day of Instr. Culmination for 8 th Grade Students |
| April 21 | PD 1:38 Dismissal | Jun. 19 | Pupil Free Day |

IMPORTANT: ADDITIONAL EARLY DISMISSAL TUESDAYS MAY BE ADDED TO THE CALENDAR. Please check the website.