

ACKERMAN CHARTER SCHOOL DISTRICT

A Great Place to Grow and Thrive

BOWMAN CHARTER SCHOOL

A California Distinguished School

STUDENT/PARENT HANDBOOK

Mission Statement

Bowman Charter School will assist students to be academically successful, responsible, confident and creative by providing a safe, nurturing and academically challenging environment.



13777 Bowman Road

Auburn, CA 95603

Phone (530) 885-1974

Fax (530) 888-8175

Web Page www.bowmancharter.org

THIS HANDBOOK BELONGS TO:

NAME:

GRADE:

Bowman Charter School

A Great Place to Grow!

WELCOME!

Dear Parents/Guardians,

Welcome to Ackerman Charter School District. This district has been providing quality education to our community for over 100 years. Our experienced staff is dedicated to providing every child with the best educational opportunities possible. We are confident that this will be a successful and satisfying year for your student(s) and you.

We provide this Handbook as a means of communicating between school and home. Several questions have been anticipated and are addressed in detail. Many policies, regulations, and services are explained in these pages. Please read this handbook and discuss its content with your student(s) throughout the year.

Our staff is always available to clarify any school matter. Don't hesitate to call your child's teacher or me if you have questions or require additional information. Thank you for your support!

Sincerely,

Kristin Wells
Assistant Principal

Kelly Graham
Superintendent/Principal

BOWMAN STAFF

Superintendent/Principal	Mr. Graham	kgraham@ackerman.k12.ca.us
Assistant Principal	Mrs. Wells	kwells@ackerman.k12.ca.us
District Secretary	Mrs. Reid	jreid@ackerman.k12.ca.us
Business Manager	Mrs. Saunders	ssaunders@ackerman.k12.ca.us
Accounting Clerk/Office Asst.	Mrs. Corcoran	acorcoran@ackerman.k12.ca.us
Attendance Clerk	Mrs. Wood	cwood@ackerman.k12.ca.us
Maintenance/Lead Custodian	Mr. Gessel	jgessel@ackerman.k12.ca.us
Custodians	Mr. Harrison/Mr. Calderon	kharrison@ackerman.k12.ca.us
Cafeteria	Mrs. Kenoyer/Mrs. Mills	tkenoyer@ackerman.k12.ca.us
Transitional Kindergarten	Mr. Dickinson	bdickinson@ackerman.k12.ca.us
Kindergarten	Mrs. DaMate	adamate@ackerman.k12.ca.us
Kindergarten	Mrs. Royce	jroyce@ackerman.k12.ca.us
Kindergarten	Mrs. Smith	jsmith@ackerman.k12.ca.us
		nflint@ackerman.k12.ca.us
1st Grade	Mrs. Buchanan	jbuchanan@ackerman.k12.ca.us
1st Grade	Mrs. Loder	kloder@ackerman.k12.ca.us
1st Grade	Miss Kenoyer	hkenoyer@ackerman.k12.ca.us
2nd Grade	Ms. Floratos	jfloratos@ackerman.k12.ca.us
2nd Grade	Ms. Lavalleur	dlavalleur@ackerman.k12.ca.us
2nd Grade	Mrs. Flint/ Ringholm	nflint@ackerman.k12.ca.us
3rd Grade	Mrs. Everhart	keverhart@ackerman.k12.ca.us
3rd Grade	Mrs. Musleh	cmusleh@ackerman.k12.ca.us
3rd Grade	Mrs. Smith	esmith@ackerman.k12.ca.us
4th Grade	Mr. Moses	smoses@ackerman.k12.ca.us
4th Grade	Mr. Sussman	csussman@ackerman.k12.ca.us
5th Grade	Ms. Hitch	jhitch@ackerman.k12.ca.us
5th Grade	Mrs. Schwarz	gschwarz@ackerman.k12.ca.us
6 th Language Arts/Social Studies	Mrs. Petersen	cpetersen@ackerman.k12.ca.us
6 th Math/Science	Mr. Harrison	rharrison@ackerman.k12.ca.us
7 th Language Arts/World Studies	Mrs. Holmes	kholmes@ackerman.k12.ca.us
7 th /8 th Math	Mrs. Desai	kdesai@ackerman.k12.ca.us
7 th /8 th Science	Mr. Rick	krick@ackerman.k12.ca.us
8 th Language Arts/US History	Mr. Havens	rhavens@ackerman.k12.ca.us
Technology Coordinator	Mr. Byerrum	ibyerrum@ackerman.k12.ca.us
Athletic Director	Mr. Swope	jswope@ackerman.k12.ca.us
Special Ed- Learning Center	Mrs. Albrecht	halbrecht@ackerman.k12.ca.us
Special Ed- Learning Center	Mrs. Grassmann	lgrassmann@ackerman.k12.ca.us
Psychologist	Mrs. Van Doren	hvandoren@ackerman.k12.ca.us
Speech/Language	Mrs. Raupp/Mrs. Smith	eraupp@ackerman.k12.ca.us
Occupational Therapist	Mrs. Westfall	kwestfall@ackerman.k12.ca.us
Intervention Coordinator	Mrs. Wilkinson	lwilkinson@ackerman.k12.ca.us
Band Director	Mr. Pineda	epineda@ackerman.k12.ca.us
Choir Director	Mrs. Kauffman	mkauffman@ackerman.k12.ca.us
Librarian	Mrs. Callow	scallow@ackerman.k12.ca.us
Nurse		
Medical Technician	Mrs. Kramer	ekramer@ackerman.k12.ca.us
Kids Club	Ms. Blake/Mrs. Capp	mblake@ackerman.k12.ca.us
		ccapp@ackerman.k12.ca.us

BOWMAN CHARTER SCHOOL HOURS

OFFICE HOURS M-F 7:30-3:30;

PLC Monday dismissal times:

Transitional KDG- 12:50 PM Kindergarten – 1:00 PM Grades 1-8 – 1:30 PM

Tuesday-Friday Dismissal times:

Transitional KDG- 12:50 PM Kindergarten – 1:30 PM Grades 1-3 – 2:05 PM
Grades 4-8 – 2:40 PM

BELL SCHEDULE

1st Bell: 8:05 AM

Grade	Begin	Recess	Lunch	Dismiss
Trans K	8:25	9:00-9:15	11:05-11:45	12:50
K	8:10	9:00-9:15	11:10-11:50	1:30
1st	8:10	9:45-10:00	11:10-11:50	2:05
2nd	8:10	9:45-10:00	11:45-12:25	2:05
3rd	8:10	9:45-10:00	11:45-12:25	2:05
4th	8:10	10:00-10:15	12:10-12:50	2:40
5th	8:10	10:00-10:15	12:10-12:50	2:40
6th	8:10	10:44-10:53	12:39-1:14	2:40
7th	8:10	10:44-10:53	12:39-1:14	2:40
8th	8:10	10:44-10:53	12:39-1:14	2:40

MINIMUM DAY SCHEDULE

Grade	Begin	Lunch	Dismiss
Trans K	8:25	10:50-11:30	11:45
K	8:10	10:50-11:30	11:45
1st-3rd	8:10	10:50-11:30	12:15
2 nd -3 rd	8:10	10:50-11:30	12:15
4th-5th	8:10	11:35-12:15	12:15
6th-8th	8:10	11:35-12:15	12:15

*Schedules subject to change.

Bowman Pride

Bowman Charter School's continued success is founded upon the positive attitude and strong, interrelated performance of our staff and students. We are proud of our superior faculty, academic excellence, "small family" environment, and beautiful, well maintained facilities. As members and alumni, please know that we are Bowman Charter School. We represent this fine school to the community through our appearance, words, and actions.

Go Bulls!

Morning Drop-Off Procedures

Please observe the following procedures to ensure the safety of our students and staff:

1. **Please drop off your student in the drop-off loop only.** Do not drop off your students in the bus lane, parking lot, driveway, or on Bowman Road. Do NOT use TK/Kids Club lot, as this is for our youngest children and Kids Club only. Each of these locations has its own set of safety concerns.
2. Please encourage your students to **leave the vehicle quickly and efficiently.** Use no longer than 5-7 seconds for your students to exit the car, close the door, and walk onto campus.
3. **Please drive in the right (curbside) lane unless you are directed to drive around stopped cars.** The **right** curbside lane is the only **safe** lane for students to use. Do not allow students to use the left lane.
4. **Please proceed to the front of the line before stopping and allowing your students out of the vehicle.** Drive to the "far" side of the drop-off loop.
5. If you park in the parking lot and accompany your students onto campus, **please use the crosswalk at the landing across from the main office.** Proceed across the crosswalk only when cars are stopped, and when you are directed to do so. Please do not walk on the grass or in planting areas. Adults who use crosswalks serve as strong role models for our students. Please be respectful of our business neighbors. Do not use their parking lots or block their entrance/exit points.
6. Please be respectful of our business neighbors. Do not use their parking lots or block their entrance/exit points.

Arrivals

7. Arrive at school **no** earlier than 7:35 A.M. If early drop off is necessary, arrangements must be made with the administration. **Classrooms and playgrounds are not open until 7:50 a.m.** Upon arrival, students must remain on school grounds and not return to the parking area. If tardy after 8:10AM, go directly to the office for a tardy slip before entering a classroom.

Dismissal Pick-Up Procedures

1. **Same** procedures as Morning Drop-Off
2. Grades K-3 students are escorted to, and supervised in, the pick-up area by their classroom teachers.

We truly appreciate your help and cooperation!

School Information & Procedures

Academic Honors

- **Presidential Academic Excellence Award**

This award is presented to graduating 8th grade students who have earned at least a 3.8 GPA throughout the 7th and 8th grade academic year.

- **Presidential Academic Achievement Award**

This award is presented to graduating 8th grade students who have earned at least a 3.5-3.79 GPA throughout the 7th and 8th grade academic year.

- **Principal's List**

This award is presented to 4-5th grade students who have earned a 3.75 - 4.0 GPA throughout the academic year.

- **Honor Roll**

This award is presented to 4-5th grade students who have earned a 3.0 - 3.74 GPA throughout the academic year.

Accidents

First Aid: Students who are injured at school will be taken to the office for first aid. Only ice and band aids may be administered. Accident Forms will be completed for all student injuries by the reporting party. Any serious injury will be reported to a parent/guardian via phone call and/or accident form.

Note: In case of a Head Injury, no matter how slight, parents/ guardians/ emergency contacts will be notified.

Art Docent Program

Parent/Guardian volunteers present reproductions of artwork to a classroom of children, and lead them in a hands-on lesson in response to the artwork. Eight lessons are given during the school year; approximately every three weeks. A detailed manual for all lessons and training sessions are available. One to three volunteers can share the responsibility for one classroom. Prep time is about 1-1/2 hours per lesson and class time is about 1-1/2 hours per lesson.

Assemblies

Assemblies are held throughout the school year featuring topics and/or speakers of interest to the student body. Students enter and exit quickly and quietly, exhibit respectful attention, and show appreciation with applause.

Attendance

The State of California requires that we verify absences. When a child is absent for **ANY** reason, Parents/Guardians are required to inform the office on the day of the child's absence. Families are encouraged to call the school office at (530) 885-1974 or email cwood@ackerman.k12.ca.us.

The ***PHONE CALL/EMAIL*** must contain the following information:

1. Student's FULL name
2. Student's teacher
3. Date and reason for absence

If you wish to obtain makeup homework, please call the school between 7:30-8:10 am. This allows the teacher time to prepare homework and books. You may pick up the assignments after school.

Schools **no longer** receive funding for any type of daily absence. Please bring your child to school before and/or after appointments so that our district receives credit for attendance.

- **Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning. It provides opportunities for independent study, research, and creative thinking. Parents/Guardians can help their children by arranging a quiet, comfortable place for their students to work, and by verifying that assignments are completed.

- **Homework Requests/Make Up Work**

You or your parents/guardians may request homework assignments through the office before 8:10 am.

- If you miss one day of school, you will be expected to take tests and/or turn in assignments upon return.
- For each day absent, you will have equivalent days to make up assigned work.

- **Independent Study Contract**

An Independent Study Contract may be arranged through the office so that your child will not lose attendance credit for missing days. Independent Study Contracts can only be obtained from the school office on or before any absence of 1 day or more when requested prior to 8:10 am on the day of absence. All work will be available in the office after dismissal, must be picked up the day it is requested and returned the morning the student returns to school BEFORE entering the classroom. For extended absences parents are asked to give **same # of days notice as the absence** when requesting an ISC from the office. All work must be completed and turned in the morning the student returns. The course of study will have the same focus as the classroom study related to lessons and objectives but does not take place of the classroom experience so please limit planned absences during scheduled school days. Contact the office for more information and to initiate the process. Independent Study is not granted the first or last week of school or during CAASPP testing. **Note: When a student fails to complete 2 independent study packets, the student and parents will be given a warning. A third incomplete packet will result in removal of Independent Study as an option for the remainder of the school year. BP 6158**

Balloons/Flowers/Treats

Delivery of balloons and/or flowers for students is not allowed. Additionally, Mid-Placer Transportation and Auburn Transit do not allow balloons and flowers on their buses. In accordance with our school Wellness Policy we ask parents that when providing treats they are of a healthy nature. Please work with your child's teacher to schedule an appropriate day and time.

Band

Participation in the Bowman Band Program is available to students in grades 5-8. 5th graders attend one lesson and one band rehearsal a week. Middle School students sign up for Concert Band or Wind Ensemble as an elective. A limited number of rental instruments are available to beginning students. Any questions can be forwarded to the band director.

Before and After Care/KIDS CLUB

A before and after school day care program is available Monday through Friday, 6:30-8:00 AM and 12:30-6:00 PM. On non-school days hours are 6:30 AM – 6:00 PM. The director is available at 887-1310 during operating hours. Space is limited, and KIDS CLUB reserves the right to limit enrollment when needed. Payment is due the 1st of the month and will be considered late as of the 15th of the month.

Bicycles, Skateboards, Roller Blades, Heely Shoes, Scooters

- **Bicycles, skateboards, scooters, hoverboards, heely shoes and roller blades are not allowed on campus and will be confiscated if used on school grounds.**
- Bicycle riders must wear a certified bicycle helmet. It's the law!
- Skateboard riders must also wear a helmet!
- Bicycles must be walked on campus and be secured in the bicycle parking area with an appropriate lock.
- Skateboards and Scooters will be secured in the school office
- District is not responsible for lost or damaged bicycles.
- **Unauthorized** skateboards, bicycles, roller skates, hoverboards and motorized vehicles are prohibited on school grounds.

Birthday Invitations

Do not distribute during the school day unless the entire class is invited.

Board of Trustees

The Ackerman Charter District Board of Trustees meets the second Wednesday of each month, and additionally as needed in the Bowman Charter School library at 7:00 PM. Agendas are posted on our website and at Bowman Charter School the Friday previous to the meeting.

Cafeteria/School Breakfast/ Lunch Program

Students in grades 1-8 may purchase cafeteria breakfast listed on the monthly menu during their snack recess. Transitional Kindergarten and Kindergarten students may purchase a Grab & Go Breakfast consisting of cereal, fruit, and milk at the start of their day. The price for breakfast is \$1.50. Lunch listed on the monthly menu is available to all students for \$3.00 each (including milk) or they may bring lunch from home. Milk is available for \$.50.

Middle School students have additional menu options. Families may pay daily; however, we encourage purchasing meals in bulk. Families may manage their students' account online thru MySchoolBucks.com or send cash or checks into the office. Please make checks payable to Bowman Charter School. Any student qualified for the Free or Reduced Lunch program is eligible for free breakfast. Students that need a meal, but have no money to purchase one, will be allowed to charge 1 meal, **no further charges will be allowed before repaying the debt.** At this point the student will be offered a "survivor meal" consisting of graham crackers, peanut butter, and fruit at no charge to get them thru the day. When a student's meal account is low, empty, or has incurred charges the student is offered a red star stamp on the back of their hand as a reminder to bring money. Any student may choose not to receive a stamp. Parents are encouraged to call in lunch orders before 8:45 am for students that will be tardy, but will need a lunch.

- Sodas and candy are not allowed on campus.
- We ask that families **not bring** *Fast Food* lunches for their children.

Campus Security – We are a closed campus

To better maintain campus security, we request that parents/guardians drop off students at the front gate after the first week of school. During school hours, parents/guardians **must sign in at the office** and obtain/display a colorful visitor's tag before accessing our campus.

Change of Address

Families should immediately inform the office of any changes in address, telephone number, or other emergency information.

Cheating

Bowman Charter School requires students to account for their own work. Copying homework, allowing someone to copy your work, or copying text from a printed source (plagiarism) are forms of cheating. Any student found cheating will receive no credit for the assignment. A second offense of cheating will result in a parent conference and one day in-school suspension.

Closed Campus

Bowman Charter School has a closed campus policy. Upon arrival, students must remain on campus until the end of the school day. Students must be accessed **from the office** by a parent/guardian if leaving before the end of the school day. No one is allowed on campus without checking in office first.

Complaints

Most complaints can be resolved by contacting the person with whom there is a concern. Many times it is a simple misunderstanding and can be handled directly. If unresolved, you may schedule an appointment to meet with the Principal and person(s) involved. Please provide a written complaint so the matter can be more effectively handled.

Charter Families

Charter Families are encouraged to volunteer/participate by helping in classrooms or participating in various activities. Student attendance is very important. Your student's charter status may be revoked for lack of attendance and/or discipline concerns.

Dances

Bowman Charter School hosts dances for its middle school students at various times during the school year. Sponsored by the Bowman Student Council, the dances are scheduled Friday evenings from 7:00 – 9:00 PM in the Bowman Multipurpose Room.

- Only Bowman middle school students may attend. **No guests are allowed.**
- You must have attended school on the day of the dance to attend the evening dance.
- You will be admitted to the dance during the first 15 minutes only.
- Parents/Guardians must pick you up if you leave the dance early.

- Parents/Guardians must return to the gym promptly at 9:00 for pick up. Waiting for rides in the parking lot is allowed only when a staff member is available to supervise.
- If you are not picked up within 15 minutes of the dance's conclusion, you may not attend the next dance.
- Cell phones must be turned OFF while students are at the dance. If a student must use his or her cell phone during the dance, he or she must ask a chaperone for permission, and step outside to use it while being supervised by a chaperone. Cell phones used without permission will be confiscated and returned only to a Parent/Guardian.

Discipline

A. At Bowman, we believe:

1. Discipline is a **SHARED RESPONSIBILITY**, requiring the combined efforts of students, staff and families.
2. Learning appropriate social behavior is an integral part of education. Our staff will help all students develop a personal sense of responsibility and accountability for their choices.
3. Each student has the right to know what is expected of him/her through clearly articulated rules and procedures.
4. All students have the right to attend school without being disrupted by other students.

B. The classroom teacher or assigned aide will handle discipline primarily at the classroom and activity site level.

- A school-wide set of rules will be reinforced throughout the year.
- Each classroom teacher will develop and teach rules and routines for his/her classroom.

C. Bowman's philosophy on discipline is that we will provide unconditional positive regard for all children. As a school we will teach, and not just tell, students how to behave. We believe that fewer rules are better and that all kids behave better when there is consistent messages and management.

School Rules

At Bowman School, there are only three school rules:

- 1. BE SAFE**
- 2. BE RESPECTFUL**
- 3. BE RESPONSIBLE**

Violations of BE SAFE:

- Being in restricted areas
- Inappropriate use of equipment
- Throwing objects
- Roughhousing/“horseplay”
 - i. Pushing, shoving, tripping, hitting, or kicking
- Threatening behavior (physical or verbal harassment, bullying)
- Fighting/Assault
- Possession of:
 - i. Tobacco products, lighter and/or matches, weapon, alcohol, drugs, or drug paraphernalia

Violations of BE RESPECTFUL:

- Defiance/not following directions
- Disruptive behavior
- Destruction of property
- Offensive/inappropriate language
- Dress Code violations
- Spitting
- No Kissing

Violations of BE RESPONSIBLE:

- Being tardy or cutting class
- Failure to return paperwork, class work, or homework on time
- Cheating/not telling the truth
- Stealing
- Eating in an off-limits area
- Chewing gum
- Littering

Disciplinary Consequences

Inappropriate choices lead to consequences, which are progressive in nature (i.e. consequences will become more severe if certain behaviors continue). These include:

1. Refocus in classroom or on the playground
2. Recess detention spent in the classroom or office
3. After-school detention (one hour after school grades 5 -8)
4. Referral to an administrator
5. In-School suspension and/or home suspension
6. Loss of privileges (e.g. field trips, dances, sports events, team sports participation, etc.) due to detentions or a suspension
7. Expulsion or Charter Revocation from the Ackerman Charter School District.

Dress Code

The dress code is in place to promote a positive and safe learning environment and to prevent the disruption of the educational process for all students. If a student's clothing is determined unacceptable, the student will call home for a change of clothes or wear clothing provided by the school. Inappropriate clothing accessories that are confiscated must be claimed by parents/guardians.

A general policy regarding the dress code: If there is ANY doubt about an item, do not wear it.

Shirts

- Clothing portraying profanity, obscenities, gangs, alcohol, drug-related ideas, violence, or promoting anti-social conduct is prohibited.
- Low cut (i.e. cleavage exposing) tops, midriff-baring shirts, backless tops, strapless or *spaghetti-strap tops (exception: TK-3rd graders)*, halter tops, or see-through clothing are not permitted.
- Bra straps must be concealed at all times; sleeveless shirts must have shoulder straps at least 1½" wide.

Shorts, Skirts, and Pants

- Undergarments must be concealed at all times.
- Shorts/skirts must be at least "fingertip" length, i.e. the shorts/skirt must reach the longest fingertip when arms are naturally at the side with hands extended.
- Sagging or "too tight" clothes are not permitted.

- Pajama bottoms are not permitted.

Shoes

- Sandals must have a strap across the heel; **flip-flops are not allowed.**
- Tennis-type shoes with ankle support with shoe laces or Velcro are required for P.E. classes every day.

Accessories

- Hats with brims must be worn with the brim facing forward. Per Education Code 35183.5, students are allowed to wear hats outdoors as a form of sun protection.
- Untied or dangling belts are not allowed.
- Chains, including wallet chains, are prohibited.
- Accessories with inappropriate messages are not allowed.

Early Release

Students, who leave school at any time for any reason, must bring a note to the office **before** school starts that morning. Parents/Guardians must come to the office to sign students out. The office will telephone the classroom to call students from class.

Teachers cannot release students to their Parents/Guardians.

Electronic Devices

Refer to the Student Acceptable Use Policy for information regarding electronic devices on campus. Damaged or stolen devices are the responsibilities of the owner. Any equipment used inappropriately during school hours will be confiscated, and Parents/Guardians will need to retrieve them.

Headphones/ear buds are not to be worn during recess, lunch or snack. They are permitted in the classroom at the discretion of the teacher and during PE, but only during walking activities.

Taking photographs with cameras or cell phones is absolutely forbidden.

The only exceptions to this rule are the photographs taken by students participating in the yearbook class, or photos taken at the specific direction of teachers.

Emergency Drills

Emergency drills are required by law and are important to school safety. Students must remain silent to hear instructions.

Fingerprinting

Any parent/ guardian wanting to attend a field trip with their student(s) MUST be fingerprinted and cleared through the office. We hold a fingerprint night once a year in the beginning of the school year for any parent/guardian wanting to get fingerprinted. Once you have been fingerprinted for the Ackerman Charter School District, you do not need to be fingerprinted again for the district.

Graduation Activities

All following minimum requirements must be met to participate in graduation activities, which include but are not limited to: attending the graduation trip, participating in the graduation ceremony, and attending the graduation dance and next-day pool gathering:

1. Students must average a passing grade of "C" or better (overall GPA of 2.0 or higher)
2. An "F" trimester grade must be balanced by a "C" or better in the same course during the year.
3. Students must pass the Constitution test.
4. Students must maintain a school attendance of 80% or better from the time they enroll during their 8th grade year (minimum of 144/180 days if enrolled all year).

The graduation attire guidelines are:

BOYS:

Dressy sports clothes (not formal wear)
Long pants- dress slacks or cotton pants (no jeans)
Appropriate shoes (closed- no sandals)
Button shirt with collar (tie optional)

GIRLS:

Dressy clothes (no formals)
Appropriate dress shoes (remember the ground is uneven)
No strapless or off the shoulder formals
Spaghetti straps are permitted for graduation

Gum

NO GUM

Health Policy

If your child is ill, he/she MUST be kept at home. By enforcing this policy, we are able to maintain a healthy environment for all students. If your child shows symptoms of an infectious illness at school, the Parent/Guardian will be contacted to pick him/her up within one hour from the time of telephone contact. Children must be free of symptoms for 24 hours before they may return to school.

The Symptoms are as follows:

1. Diarrhea
2. Fever of 100 degrees or above
3. Cough with mucous secretion
4. Vomiting
5. Pinkeye
6. Head lice; hair must be checked by office staff/nurse and be lice free prior to re-admittance to school
7. Heavy nasal discharge indicating an infection
8. Contagious illness, such as chicken pox

Insurance

Bowman School does not offer student accident insurance or health insurance. If your student is involved in **after school sports**, you must have insurance coverage. Bowman School assumes no liability, either for injury or subsequent negotiations with the insurance company.

Lost and Found

If you find articles such as books, jewelry, etc., please bring them to the school office. Lost clothing may be retrieved from the coat rack outside the MP room. Items not claimed will be donated to charity during the school breaks.

Lunch Procedures/Policies

1. Eat lunches inside the cafeteria unless supervised by an adult. Use assigned tables.
2. No playground equipment in the cafeteria during lunch.
3. Talk quietly. Remain seated until dismissed. Deposit trash in cans.
4. No throwing food. No food taken outside.
5. No soda during the school day. Candy should not be included in school lunches or snacks.

Medication at School

Medication during school hours requires a signed medical release from the physician and Parent/Guardian. This form and the medications are maintained in the school office and **must be renewed at the beginning of each school year**. Students should come to the office at the proper time to be given the prescribed medicines. This also applies to over-the-counter medications. All medications must be sent to school in the **original** container. Parent/Guardian releases the school district and school personnel from civil liability resulting from their child taking medication in the manner directed.

NOTE: Teachers **cannot** dispense aspirin or pain relievers, nor can they supply needles to remove slivers.

Music

Band and Choir meet four times during the week, with two annual performances. Singalongs are held throughout the year. In addition General Music is provided at the primary grades 1st – 3rd.

Nondiscrimination and Sexual Harassment Policies

Bowman Charter School recognizes the rights of students and staff to be in a school environment that is free of discrimination based upon gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

Ackerman Charter School District's policies on nondiscrimination and sexual harassment support these protections and serve to promote the fair treatment of all children. Students who feel they are/have been victims of hate crimes and/or discrimination have recourse through direct communication with school administration.

Online Payments

We offer online payment options through MySchoolBucks. Go to www.MySchoolBucks.com to register and set up your account. Payments using credit/debit cards and electronic checks can be made for the following:

- Athletics
- Cafeteria
- Drama Tickets/DVD's

- General Donations
- Graduation
- Library Fines
- Recorders – 4th Grade

More options coming soon.

Pets

No animals of any kind are allowed at school. Due to liability issues, students are not allowed to bring animals for sharing.

Physical Education

The staff at Bowman School supports physical education as an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We strive to create an atmosphere through our physical education program for the development of leadership, sportsmanship and congeniality. Physical education classes are scheduled daily for Grades 4-8 students and weekly for K-3rd students.

Playground

- Students are required to play in designated areas.
- Refrain from physical contact games (cherry drops, tackle football, etc.), unnecessary roughhousing, or interfering with on-going games.
- Students are **not** allowed to bring personal belongings on the playground.

On the play set (jungle gym), students are **not** allowed to:

- Go UP the slide (they must SIT and slide feet first)
- Go DOWN the ladders
- Have more than one child on the slide bar
- Have more than 5 children on a platform

SCHOOL PROPERTY

EC Section 48904 (b)(1) allows schools to withhold student grades, diploma and transcripts:

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and

Teacher Expectations

During Back to School Night, teachers will review and distribute their Teacher Expectations. Students and their families will be given clear and detailed information regarding classroom procedures, academic benchmarks, and attendance/grading policies.

Technology Devices

All students are held accountable for the care and safekeeping of school technology devices. Families will be billed for the replacement or repair cost of any lost, stolen, or damaged district-owned technology device. For more information, reference the district technology device use policy.

Telephones

Cell phones must be powered off during classroom hours. Use of classroom phones is by teacher permission. Office telephone is for emergencies only.

Textbooks

All students are held accountable for the care and safekeeping of assigned books. Families will be billed for the replacement cost of lost or unduly damaged books. Books must be covered at all times.

Visitation

Parents/Guardians are required to inform a teacher if they wish to visit their child's classroom for an observation at least 24 hours in advance. We appreciate your cooperation. During school hours, parents/guardians **must sign in at the office** and obtain/display a colorful visitor's tag before accessing our campus.

Volunteers

Parent/Guardian volunteers are a vital part of the spirit and education at Bowman School. Assistance is essential in the following areas:

** Library ** Room Parent/Guardian ** Study Trips ** Garden **
School Site Council ** Volunteer Resources Person ** Art Docent
Program ** Parent -Teacher Organization ** Bowman Education
Foundation **

If you can assist in any of these areas, please contact your child's teacher. Volunteers are required to sign in at the office before going to the classrooms.

Yearbook

Bowman Charter School publishes an outstanding yearbook.