

Margaret G. Scotten School
Student/Parent Handbook



A California Distinguished School
10820 Squirrel Creek Road
Grass Valley, CA 95945
Phone: (530) 273-6472
2014 -2015

Hello Scotten Parents and Families!

I welcome you and your child to Scotten Elementary School. For all of us, it's a new school year. For many of us, it's is also a new school! I look forward to working with you to make this a successful and memorable year.

I have three objectives for every child who attends Scotten School and hope you share them with us. I hope every child:

1. Feels great about him or herself.
2. Loves school.
3. Receives the best possible education.

Likewise, I have two goals for every child's parent and family. They are the following:

1. You are knowledgeable and comfortable with your child's educational program.
2. You feel comfortable to contact the school if there is ever a question or concern.

I look forward to meeting each of you. Do not hesitate to share your suggestions, concerns and compliments. Please join me to make this year a special one for your child.

Sincerely,

John Baggett
Principal

Meet Our Office Staff:

Our friendly and helpful secretaries are ready to assist you with bus schedules, shot records, attendance – just about anything you need to know. Please give them a call if you have any questions.

Attendance:

So much learning takes place every school day! From the moment the first bell rings, reading, phonics and math begin! It is important that you, as parents, enforce the importance of coming to school on time every day. Our main concern is your child and his/her school performance. School funding laws have changed. **When you child is absent, with or without a note, our school does not receive any funding from the state.** Our programs are hurt by the reduction in funds.

Change of Address, Phone or Contact People:

Please notify us when there is a change of address, phone number or emergency contact information. It is vital to have up-to-date information in case your child becomes ill, or has an accident.

Tips to help improve your Child's Attendance:

CA Education Code Section 48022 states "It is the parent's responsibility to ensure that children between the ages of six and 16 shall attend school the full time public schools are in session." Here are some tips to maintain good attendance:

1. When **scheduling non-emergency doctor or dental appointments**, please schedule them during non-school hours. If this is not possible, please bring your child to school before or after the appointment so the whole day of school will not be missed. **Also, a new law requires students to stay in school all day.**
2. Return to school if **fever-free** or after **24 hours** of antibiotics.
3. If your child has mild cold symptoms or allergies and is fever-free and feeling fine, then he or she is welcome to be at school.
4. If you will be out of town, please find someone who can bring your child to school or pick up your child after school. If you must take your child with you, try to delay your trip so your child can attend school for a portion of the day.
5. Please plan **special visiting time** with friends or relatives after school hours.
6. **To prevent illness**, it helps to teach your child about washing hands, blowing his/her nose, drinking plenty of water and getting plenty of rest.
7. If the weather conditions are unstable, tune to KNCN 830 AM or go to KCNO.com They will announce all school closures by 7:00 AM and multiple times thereafter. Our Superintendent will also do an "all call" to your primary phone number announcing school closures.
8. Plan family trips during non-school days, such as fall, winter, or spring breaks.

If Your Child is absent:

California State Law requires parent to notify the school if their child has been absent. Thank you in advance, for a phone call, or a note to our office when your child is absent.

If an absence is not cleared within a week, your child's attendance for that day will be marked as unexcused and not be changed due to mandated state reports.

Homework for students missing school can be picked up after he/she returns to school.

If You're Child Leaves School Early:

Students are expected to remain at school until dismissed for the day. **A new law considers an early check out to be recorded similar to being late.** To leave early, parent permission is required. **For student safety, we will not release a child to someone unless we have a note or a call from you and they are 18 or older.** The adult picking up the student must sign a sign-out sheet in the office and might require proper identification.

If You Child's After-School Destination Changes:

A written note or phone call is required from you each time there is a change in your child's transportation. You would need to notify us if your child is meeting a different person after school, riding a different bus, or walking to a different home. **NO STUDENTS will be released to any adult without permission from the child's parent or guardian.** If emergency plans need to be made, we ask that you call one (1) hour prior to dismissal to insure you child gets your message.

Before and After School Supervision:

Playground supervision **begins at 8:35 AM. Children are NOT allowed on campus without adult supervision.** There is **NO** staff supervision until 8:35 AM.

Children who go home on the bus are supervised until the bus picks them up. Those walking or going home by private transportation should leave directly after school. There is no supervision provided for them, unless they are enrolled in the Grass Valley School District After School Program. Please contact our office if you would like more information about this program.

School Safety:

It is imperative that we work together to keep our school campus safe for students. We ask that you keep in mind the following items:

1. Pick up and drop off in designated areas only.
2. Check in at the office before coming onto campus.
3. Use the Adult bathrooms located in the main office.

If You're Going on a Trip:

If your child goes out of town/independent study for five (5) or more school days, our teachers may create a plan for your child to complete. Please give **advance notice** (one or more weeks) to the teacher or secretary so plans can be made for you to take on your trip. You and your child must sign an independent study contract **prior** to leaving for your trip. Completed work must be turned in to the office the day the child returns to school. Completed work is check and given credit for attendance and grades

Medication At School: a Special Form is Necessary:

A special Medication Form will need to be signed by the doctor and given to our secretary if any medication is to be taken at school. The form should indicate the dosage and frequency of medication to be taken. The medication must be kept in its original container and is dispensed through our office.

We are unable to dispense any medication to children without written notification from the doctor. This includes over the counter medications such as Tylenol, Advil, cough drops or application of sunscreen. Children are not allowed to have medication in personal belongings.

Our School Rules:

The Grass Valley School District has six (6) basic school rules for all students to follow:

- Follow the Golden Rule – *Treat others the way you want them to treat you.*
- Be Kind.
- Be Safe.
- Be Respectful of people and property.
- Be truthful and honest.
- Do your Job.

Additionally, Scotten School has three school rules:

- Be Safe.
- Be Respectful.
- Be Responsible.

Positive Behavior Intervention Supports (PBIS)

The Positive Behavior Intervention and Support (PBIS) program had established school-wide rules and behavior expectations. Students are taught the school rules and behavior expectations through targeted lessons. These lessons are taught at the beginning of the school year and opportunities to re-teach targeted skills are completed throughout the school year. Students are provided reinforcement and recognition for following the school rules.

Refer to Appendix A for the Scotten PBIS behavior matrix.

Bullying and Harassment Defined

Scotten School defines bullying and harassment using the following definitions and guidelines.

Bullying – the delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats or name-calling.

Bullying has four main characteristics:

- Type of Aggression – verbal, physical or psychological
- Behavior is intended to harm or disturb
- Carried out repeatedly and over time
- There is an imbalance of power – physical or psychological.

There are several types of bullying:

- Direct bullying (aggression or threats)
- Indirect bullying (rumors, exclusion)
- Relational (damage reputation and relationships)
- Cyber bullying (use of social media to damage reputations and relationships)

Any Severe or Pervasive Physical or Verbal Act or Conduct including Writing or Electronic Act that Causes or Can Be Reasonably Predicted or Have the Effect of One or More of the Following for REASONABLE Person might warrant suspension or expulsion from school as mandated by Ca. Ed Code 48900 (r):

- Fear of Harm to Person or Property
- Experience a Substantial Physical or Psychological Detrimental Effect
- Substantial Interference with Academic Performance
- Substantial Interference with Participation or Benefit from School Services, Activities or Privileges

Harassment – The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features or other protected class.

Bullying and harassment issues with students are serious issues that are addressed by the School Principal.

Suspension and Expulsion

When students misbehave in a way that may seriously hurt others or themselves, and/or is against the law, our principal will recommend suspension or expulsion. Below you'll find a list of actions that are cause for suspension or expulsion (from California Education Code Section 48900)

Refer to Appendix B for a Kindergarten to Forth grade Discipline Matrix

Clothing and Grooming

A student's clothing, jewelry, hairstyle, or accessories must not disrupt or distract from the learning process, must be appropriate for school, and acceptable by community standards as determined by site council. Special clothing items should not be worn to school, as there is the potential for them to get lost, stolen or damaged.

Shorts- A good general rule to follow is that the shorts should come down to the end of the fingertips when the arms are held straight down against the sides. Students cannot wear "short" shorts or spandex.

Jeans – Jeans should be clean and in good repair. Jean shorts need to be properly hemmed. All pants need to fit at the waist – "sagging" is not allowed. Underwear must always be covered and unseen. Large holes in jeans or pants are not allowed at school.

Tops – A general "test" for top length" When arms are raised above the head, the midriff stays covered. Tank tops need to have straps that are at least one inch wide, without undergarments visible underneath. The following styles are not allowed: large armholes, spaghetti straps, bathing suits, bare back. Shirts must not contain obscenities, or ads for alcohols, drugs or tobacco products.

Shoes – Shoes should be safe and comfortable. All shoes, including sandals, need to fit around the heel (at least with a strap). Shoes with high heels, tall platforms, or flip-flops are not allowed. Students may not skate on shoes while on school grounds (some shoes have wheels on the bottom).

Hats and Hoods – Hats or visors are to be worn outside of the buildings and hallways, with the brim facing forward, and are free of inappropriate logos. Hoods are to be worn outside the classroom.

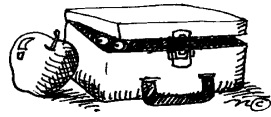
Chains - For the safety of all students, any chain (other than fine necklace or bracelet chains) seen on a student will be taken. Parents may retrieve the chain if they wish.

Jewelry and Accessories - Students are not to wear jewelry that is deemed unsafe or vulgar. These include spiked accents or bracelets with inappropriate words written on them. These items may be taken from the students and parents may wish to retrieve them from the school.

Parents will be called to bring a change of clothes if a student comes to school dressed inappropriately. Continued problems may result in discipline such as after school detention.

Hair – Hair should be a natural color. If your child has an unnatural hair color, he or she will need to go home to wash it out. A "Mohawk" haircut is not allowed because it distracts from the learning environment. At Scotton, a "Mohawk" haircut is defined as a hairstyle where both sides of the head are shaven, leaving a strip of noticeably longer hair in the center. No designs or lettering allowed in the hair.

Make-up – K-4 students may not wear make-up. Children will be asked to remove any make-up worn to school



Food at School

Breakfast Program – A nutritious breakfast is available each school day, starting the first Monday of the school year. Breakfast typically consists of cereal and milk, cheese, muffins, juice or fruit. Prices of the breakfast will be included in the First Day of School Packet. Breakfast is served from 8:35 to 8:55 in the multi-purpose room.

Lunch Program - A hot lunch is available each school day. **Lunch must be ordered by 9:15 AM.** Please call the office and let our secretary know when your child is late and whether or not you need to order a hot lunch. If a lunch has not been ordered by 9:15 AM, then your child will need to bring a lunch to school.

Lunches are handled through the Child Nutrition Program. All inquires regarding the lunch and breakfast programs can be made by calling (530) 272-2236 or go to www.gvsd.k12.ca.us and link on the child nutrition page.

Lunches cannot go home. California State law does not allow any hot lunch served by the school to be taken off school grounds except for field trips.

Snacks - Your child's teacher will let you know the classroom snack process. Sometimes children can bring snacks from home. We ask that parents provide wholesome and nutritious snacks. New California State nutrition guidelines prohibit foods having high sugar content.

Birthday Invitations and Special Treats

Children may not distribute party invitations at school. There are hurt feelings when only certain children get invited to a party. Any plans to send birthday treats to school needs to be discussed ahead of time with the teacher.

Any flowers or balloons brought or sent to school for a student will be held in the office until the end of the school day. Flowers and/or balloons cannot be sent on the bus.

Do NOT Bring These Items to School

Toys - In order to avoid loss or damage, toys are not allowed at school. This includes bringing playground/sports equipment such as basketballs or footballs.

Electronic devices, including cell phones, iPods, music players, and games should not be brought to school and will be confiscated if they are seen or heard during the school hours. There is always the potential that these items could be lost, broken or stolen. No staff time will be spent investigating the loss or damage of these items.

Field Trip Transportation

Any person driving on a field trip, whether transporting a child or not, must complete the “District Sanctioned Field Trip Form” and have district required insurance. This form must be provided to the office two days prior to the trip.

Homework

Homework reinforces learning, develops independent study skills and promotes responsibility. Our School Board has approved these guidelines for homework:

Kindergarten/First Grade	5-10 minutes nightly
Second Grade	10-20 minutes nightly
Third Grade	15-30 minutes nightly
Fourth Grade	20-40 minutes nightly

The above totals do not include the recommended 30-minute per night of pleasure reading (Accelerated Reading – AR). Generally, in the primary grades homework is only assigned four nights a week and not over the weekend.

Parents can encourage good study habits these ways:

- Provide a study area without TV
- Avoid distractions, such as TV, during study time.
- Set a specific time period for homework.
- Encourage and assist, but do NOT do the work.
- Stay in touch with the teacher.
- Set an example with your own pleasure reading.



Bus Transportation and Rules

The bus driver has complete authority. Requests made by the driver are to be followed respectfully. **Riding the school bus is a privilege. If the rules are not followed, a student will lose the bus privilege.**

Bus Rules:

- Remain Seated
- Keep voices low.
- Keep hands and feet to yourself.
- Keep all body parts inside the bus.
- No eating on the bus.
- No glass or pets may be taken on the bus.

When rules are broken, the student is notified and the school receives a citation from the bus driver. Action taken will be as follows:

Citation #1: a conference with the principal

Citation #2: a Two-Day bus suspension

Citation #3: a Two-Week bus suspension

Citation #4: a Two – Month bus suspension

Further Bus Citations could result in loss of school bus privileges for the remainder of the school year.

Serious offenses may result in immediate suspension of bus privileges.

Bicycles

Bicycle racks are provided for all students. For safety reasons, children in Kindergarten through third grade are encouraged to ride their bikes to school with an adult. State law requires students to wear a helmet. Students must walk their bikes on campus and stay out of the corridors and play areas at all times. Bike privileges will be taken away for a period of time for unsafe behavior.

Skateboards and Scooters

Skateboards and Scooters may not be ridden at any time on the school grounds. They may be stored in the classroom during the school day.

Lost and Found

The lost and found bin is usually quite full. Students or parents are welcome to check for missing clothing. We encourage parents to put their children's names in the clothing. All unclaimed clothing will be given to a charitable organization at the end of each trimester.

Promotion and Retention

Our district has grade level Common Core State Standard (CCSS) in all subject areas. Depending on the student's performance in mastering the standards, a student may or may not be promoted to the next grade-level. Parents are notified in the fall of students who are at risk of being retained. A conference is held with the teacher to discuss ways to improve a child's performance. A follow-up conference may be held in the spring, with a final conference before summer vacation to determine if the child should be retained in a grade level. Ask your child's teacher if you have questions about retention.

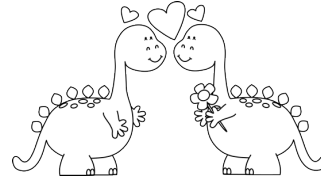
Report Cards

Our schools are on the trimester system. Report cards are issued in the fall, spring and at the end of the school year. Formal parent/teacher conferences are held in the fall. You are always welcome to call and request a conference with your child's teacher. Lost textbook or library fines must be paid before a student receives a report card.

Student Success Team (SST)

If you have any concerns about your child's progress – academically, socially, or emotionally, you can request a Student Success Team (SST) meeting. Teachers or

administrators may also request an SST meeting. This group of resource people, and the child's parent, works together to find different alternatives that may better meet your child's need. Call our office in you want to arrange an SST.



Volunteers

Grass Valley School District recognizes that parental involvement is a vital part of a well-balanced school program, and includes parental input into planning, design, implementation and evaluation of the total school plan.

Parents and Volunteers are requested to use adult bathrooms in the staffroom near the school office.

A district parental involvement program has been developed which include the following objectives (Board Policy 6054). Each school will:

1. Promote a clear two-way communication between school and family about school programs and the children's progress.
2. Support parents as decision makers and develop their leadership in governance, advisory, and advocacy roles.
3. Involve parents in instructional support roles at school.
4. Help parents develop parenting skills and foster conditions at home that support their children's efforts in learning.
5. Provide parents with the knowledge of techniques designed to assist their children in learning at home.
6. Coordinate community and support services.

If you are interested in learning more about school volunteering, contact your child's teacher or the school office. Two excellent ways to participate in school are through the Parent-Teacher Club (PTC) and the School Site Council. For student safety, please check in at the office to get a pass so everyone will know you are authorized to volunteer.

Parent-Teacher Club (PTC)

Volunteering can also take place through your participation on our PTC. A \$5.00 membership will help provide enrichment activities for our students. If interested in PTC, please give us a call and we will give you the name and number of our representative.

School Site Council

Another way to volunteer is through School Site Council, which has parents and teachers as members. When we meet, parents can ask questions and give input about our school. We welcome questions about our school programs, procedures or policies. Our first meeting will be an informational one discussing our school and activities. Give times and us a call regarding our meeting dates.

Bell Schedule for 2014-2015

Regular Day:

9:00	School Begins
10:20-10:40	Recess (Kindergarten)
10:45-11:00	Recess (Grades 1/2)
11:05-11:25	Recess (Grades 3/4)
11:40-12:20	Kindergarten Lunch
12:15-12:35	Transitional K Lunch and Dismissal (12:20)
12:20-1:00	Lunch (Grades 1/2)
1:00-1:40	Lunch (Grades 3/4)
2:00	Dismissal (Kindergarten)
3:25	Dismissal (Grades 1-4)

Minimum Day:

9:00	School Begins
10:10-10:30	Recess (Kindergarten)
10:30-10:45	Recess (Grades 1/2)
10:50-11:05	Recess (Grades 3/4)
11:15-11:45	Lunch (Kindergarten)
11:45-12:15	Lunch (Grades 1/2)
12:15-12:45	Lunch (Grades 3/4)
12:15-12:35	Transitional K Lunch and Dismissal (12:20)
12:50	Dismissal (Grades K-4)

Add GVSD School Calendar

Get clear copy from Donna