

Margaret G. Scotten School
Student/Parent Handbook



A California Distinguished School
10820 Squirrel Creek Road
Grass Valley, CA 95945
Phone: (530) 273-6472
2018-2019

Hello Scotten Parents and Families!

The Scotten School Staff is eager and excited to begin what promises to be the best year ever here at Scotten. This year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant, and help build relationships while making real-world connections.

As your Principal, it is important to me that everyone who steps through our doors, teachers, students, and parents are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive and nurturing environment. My door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

Scotten School has a caring and gifted staff who are dedicated to the students and families. We believe all students can learn and will work in partnership with you to ensure your child reaches his or her potential. We believe that each one of our students has abilities and talents and that when we work together, greatness will be the result.

I look forward to working with you as a team to help each student at Scotten meet their goals and have a successful school year!

Sincerely,

Carrie Roberts

Principal

Email: caroberts@gvsd.us

Phone: 530 273-6472

Nondiscrimination in District Programs and Activities:

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression and genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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, instruction begins. It is important that you, as parents, recognize the importance of coming to school on time every day. Our main concern is your child's well-being and his/her school performance. When students miss school, they miss large amounts of academic instruction thus creating an impact on learning due to lost learning opportunities. School funding laws have changed. When your 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, but of greater importance, your child can fall behind when he/she does not attend school regularly.

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 and for you to receive important school information (i.e. regular school "all" calls from the Principal.)

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 KNCO 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.
9. Keep in mind if transportation is an issue, Grass Valley School District offers free busing within the district boundaries.

If Your Child is Absent:

California State Law requires parents 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. The absence note needs to be sent to the office.

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 Your 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 him or her out in the office and may need a form of 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. No one is allowed on the playground until 8:35.** 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.

Students may not linger on campus waiting for a sport or enrichment activity to start.

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.
4. Do **NOT** bring dangerous items/objects to school (see discipline matrix appendix B)

If You're Going on a Trip:

If your child goes out of town, for five or more school days, our teachers may create an independent study plan for your child to complete. Please give **advance notice (one or more weeks)** to the teacher **and** office staff so plans can be made for the independent study.. 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 same day the child returns to school. Completed work is checked and given credit for attendance and grades, based on completion of work.

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, application of sunscreen or lip balms (such as Chapstick). Children are not allowed to have medication in personal belongings. School personnel are not allowed to apply sunscreen to students without written parent permission.

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 expectations:

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

Positive Behavior Intervention Supports (PBIS)

The Positive Behavior Intervention and Support (PBIS) program has 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 Parent/Guardian Information Handbook and a complete explanation of PBIS Implementation at Scotten School.

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 fourth grade Discipline Matrix

Clothing and Grooming

A student's clothing, jewelry, hairstyle, make-up, and/or accessories must not disrupt or distract from the learning process, must be appropriate for school, and acceptable by community standards as determined by Scotten School Site Council and the Grass Valley School District Board of Trustees. Special clothing items should not be worn to school, as there is the potential for them to get lost, stolen, or damaged. The school is **not** responsible for lost, stolen, or damaged items.

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.

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.

Tops - A general "test" for top length is: 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, and bareback tops. Shirts must not contain obscenities, or ads for alcohols, drugs or tobacco products. The appropriateness of content on student apparel will be at the discretion of School Administration.

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. Hats or hoods should **not** be worn inside the classroom. Bandanas that can be construed as gang affiliated are **not** to be worn at school. Administration will determine if a bandana worn at school is considered to

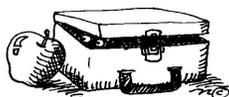
have gang-like affiliation and the student will be asked to take it off for the remainder of the school day. Occasionally, exceptions to students wearing hats or hoods are made in agreement with administration and parents.

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.

Hair - If a hairstyle or color becomes a distraction, staff members will ask student to be picked up by parents or to remedy the distraction before school the next day.

Make-up - No make-up is allowed at Scotten. If make-up is worn to school, students will be asked to wash the make-up off in the bathroom.



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 lunch, served by the school, 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 inquiries regarding the lunch and breakfast programs can be made by calling (530) 272-2236 or go to www.gvsd.us and link on to 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. 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.

Students cannot share food at school with other students.

Birthday Invitations and Special Treats

Children may not distribute party invitations at school unless all students in the class receive an invitation. 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 playing/trading cards such as Pokémon cards or dangerous items or objects (refer to discipline matrix Appendix B).

Electronic devices, including 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. Staff time will NOT be spent investigating the loss or damage of these items.

Communication Devices:

Communication devices - watch phones, Gizmos, smart watches and phones should be left in a student's backpack and turned off during the school day. Students may access the communication device to communicate with parent/guardian for safety purposes.

Sporting Equipment can be brought to school, but the school is not responsible for lost or stolen items.

Field Trip Transportation

Any person driving on a field trip, who is transporting a child, **must** complete the District Sanctioned Field Trip Form in a Private Vehicles form and have district-required insurance. This form must be provided to the office **one week** before the field trip. There will be **NO EXCEPTIONS** to this district policy.

Homework

Homework reinforces learning, develops independent study skills and promotes responsibility. Each grade level will determine the type of homework required for each student not to exceed what School Board, district policy number 6210, has approved these guidelines for homework:

Kindergarten (0-10 minutes per night, up to 30 minutes/week):

Expected: Math and Sight Word study 10-minutes nightly

Literature reading - 10-minutes

First Grade (5-10 minutes per night, 20-40 minutes/weekly):

Sight word work for 5-minutes nightly

Occasional family homework projects.

Literature Reading (child to parent) for 15-minutes nightly

Second Grade (10-20 minutes per night, 40-80 minutes weekly):

Occasional math pages as assigned by the teacher.

Literature Reading (child to parent) for 15-minutes nightly

Third Grade (15-30 minutes per night, 1-2 hours weekly):

Homework 4 nights/weekly for 15-30 minutes

Each teacher's homework configuration will support Math and ELA

Literature (AR) Reading 20-25 minutes 4-5 nights/week

Fourth Grade (20-40 minutes per night, 1 $\frac{1}{4}$ to 2 $\frac{1}{2}$ hours weekly):

4 nights a week - 15-minute math review

Literature Reading: 150 minutes of Accelerated Reading per week.

If your child is struggling to complete homework on a daily basis, contact your child's classroom teacher for support in managing this important school responsibility.

Parents can encourage good study habits these ways:

- **Reduce the amount of screen time your child has using computers, iPods, or other electronic devices.**
- Provide a study area without TV or computers.
- Avoid distractions, such as TV and computers, during study time.
- Set a specific time period for homework.
- Encourage and assist, but do **NOT** do the work for your child.
- 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. ALL school rules apply on the school bus. If the rules are not followed, a student will lose the bus privilege.**

GVSD Bus Rules (TK - 8th Grade):

- **Be Safe**
 - Remain seated with your back to the seat and stay in your seat.
 - Keep your seatbelt on at all times, if available on the bus.
 - Keep all body parts inside the bus and out of the aisle.
 - Hands and Feet to yourself.
 - No glass or pets may be taken on the bus.
 - No objects of any kind is to be thrown in, out of, or at the bus.
- **Be Respectful**
 - Use a calm quiet voice at all times.
 - Follow all directions from the bus driver.
 - Sit in your assigned seat.
 - No use of profane language or obscene gestures.
- **Be Responsible.**
 - Keep **ALL** items in your backpack and your backpack closed.
 - NO** eating, drinking, or chewing gum on the bus.
 - NO** cell phone use 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 office or 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 on a regular basis. .

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 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 Student Success Team (SST) meeting 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 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.



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Student Success

Our school addresses the diverse needs of students in a flexible manner. Targeted academic interventions are provided based upon our students' assessed needs. This may or may not include identification for special education services.

Student Success Team: 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 if 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 required to use adult bathrooms in the staffroom near the school office. Regular parent volunteers will be required to provide proof of a TB team to the district.

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

1. Promote 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 includes 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.

Bell Schedule 2018-2019

Campus opens at 8:35 AM

Regular Day:

9:00	School Begins
10:20 - 10:40	TK/Kindergarten Recess
10:40 - 11:00	First/Second Grade Recess
11:00 - 11:20	Third/Fourth Grade Recess
12:00 - 12:40	First & Second Grade Lunch
12:25 - 1:05	TK and Kindergarten Lunch
12:50 - 1:30	Third and Fourth Grade Lunch
3:25	Dismissal - All Grade Levels

Early Release (Every Wednesday) AND Minimum Days:

9:00	School Begins
10:20 - 10:40	TK/Kindergarten Recess
10:40 - 11:00	First/Second Grade Recess
11:00 - 11:20	Third/Fourth Grade Recess
12:00 - 12:40	First & Second Grade Lunch
12:25 - 1:05	TK and Kindergarten Lunch
12:50 - 1:30	Third and Fourth Grade Lunch
1:35	Dismissal - All Grade Levels



Add *GVSD* School Calendar
2017-18