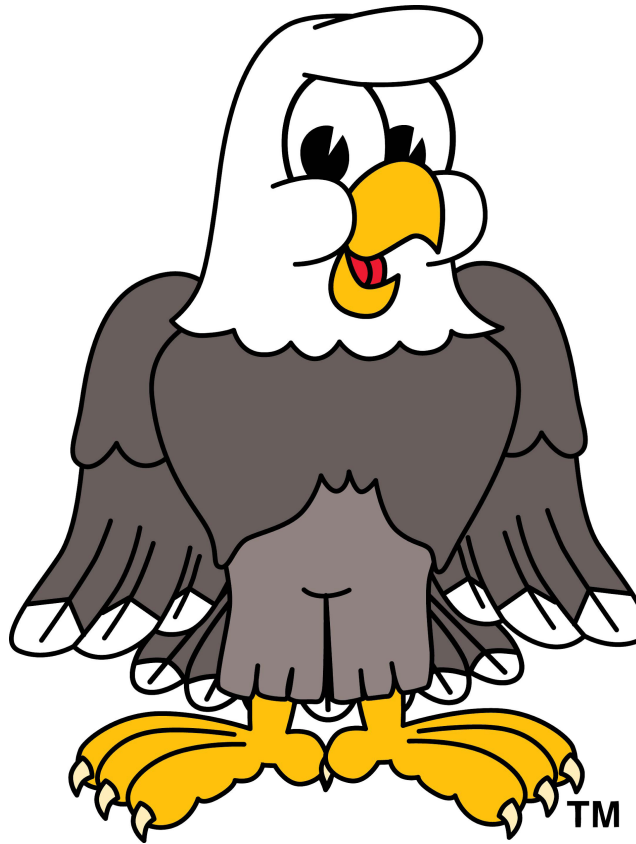


Margaret G. Scotten School
Student and Parent Handbook



A California Distinguished School

10820 Squirrel Creek Road

Grass Valley, CA 95945

Phone: (530) 273-6472

2021 - 2022

Dear Families,

Welcome to the 2021 - 2022 school year and thank you for choosing Scotten School and the Grass Valley School District for your family. It is my privilege to join the Scotten team as your principal. The Scotten School staff is excited to be returning to a more traditional school year and is gearing up to begin an amazing year as we continue to provide academic experiences for our students that are enriching, engaging, and establish expectations about the ways we will learn together in the year ahead.

The dedicated, skilled, and caring staff of Scotten School work in partnership with you to ensure all students learn at high levels, develop strong character, and recognize and appreciate individual differences. We believe that each one of our students has abilities and talents and that when we work together, greatness will be the result.

I truly believe that we are better when we join together as partners in education. I encourage all families to be active and involved in your child's learning and also to be a supporter of our Parent Teacher Club (PTC). In addition, it is important that communication between home and school be open and effective. Please feel free to call or email us when you have any questions regarding our school.

Finally, please read this handbook carefully. It has been prepared to answer many of the questions that arise about our school. I look forward to meeting and getting to know each one of you.

Sincerely,



Susie Patterson, Principal
spatterson@gvsd.us

Grass Valley School District

Student/Parent Calendar with Minimum Days 2021/2022 (Bell Hill/Scotten/Gilmore)

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021 (10 student days)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	PD	PD	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021 (21 student days)

S	M	T	W	T	F	S
			1	2	3	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021 (16 student days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	B	B	B	B	B	23
24/31	25	26	27	28	29	30

November 2021 (17 student days)

S	M	T	W	T	F	S
	PD	2	3	4	5	6
7	8	9	10	H	EC	13
14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	29	30				

December 2021 (13 student days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	B	B	B	H	H	25
26	B	B	B	H	H	

January 2022 (19 student days)

0	M	T	W	T	F	S
						1
2	PD	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23/30	24/31	25	26	27	28	29

February 2022 (18 student days)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	H	19
20	H	22	23	24	25	26
27	28					

March 2022 (22 student days)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	EC	22	23	24	25	26
27	28	29	30	31		

April 2022 (16 student days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	B	B	B	B	B	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022 (20 student days)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	EC	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

June 2022 (8 student days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	EC	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Breaks and Holidays

August 16-17th	Professional Development Day - No Students
August 18th	First Day of School - Minimum Day
September 6th	Labor Day Holiday
October 18th - October 22nd	Fall Break
November 1st	Professional Development Day - No Students
November 11th	Veterans Day Holiday (Observed)
November 12th	Emergency Closure Day - Make Up If needed
November 24th	Minimum Day
November 25th & 26th	Thanksgiving Holiday
December 17th	Minimum Day
December 20-22nd and Dec 27-29th	Winter Break
December 23rd and 24th	Christmas Holiday
December 30th & 31st	New Years Day Holiday
January 3, 2022	Professional Development Day - No Students
January 17, 2022	Martin Luther King Jr. Holiday
February 18 and February 21, 2022	Presidents Holiday
March 21, 2022	Emergency Closure Day - Make Up If needed
April 11 - April 15, 2022	Spring Break - No Students
May 16, 2022	Emergency Closure Day - Make Up If needed
May 30, 2022	Memorial Day Holiday
June 8 - 9, 2022	Minimum Days
June 10, 2022	Last Day of School / Minimum Day
June 13, 2022	Emergency Closure Day - Make Up If needed

180 Student Days
186 Teacher Days
* Conferences are equivalent to 2 Teacher Days

Back to School Night (5:30 - 7:00 pm)

Bell Hill Academy	TBD
Scotten	TBD
Lyman Gilmore	TBD
Grass Valley Charter	TBD

Open House (5:30 - 7:00 pm)

Bell Hill Academy	TBD
Scotten	TBD
Lyman Gilmore	TBD
Grass Valley Charter	TBD

Student Early Release / Collaboration Days: Every Wednesday - Dismissal at 1:35 p.m.

Bell Hill Academy Parent Conferences 4:00 - 7:30 p.m.	Lyman Gilmore Parent Conferences 4:00 - 7:30	Scotten School Parent Conferences 4:00 - 7:30 p.m.
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Board Approved 3-9-21

Bell Schedule

Regular Day		Minimum Days and Every Wednesday
8:35	Campus opens	8:35
9:00	School Begins	9:00
10:20 - 10:40	TK/Kindergarten Recess	10:20 - 10:40
10:40 - 11:00	First and Second Grade Recess	10:40 - 11:00
11:00 - 11:20	Third and Fourth Grade Recess	11:00 - 11:20
12:30 - 1:10	First and Second Grade Lunch	12:00 - 12:40
12:55 - 1:35	TK and Kindergarten Lunch	12:25 - 1:05
1:20 - 2:00	Third and Fourth Grade Lunch	12:50 - 1:30
3:25	Dismissal for All Grades	1:35

Before and After School Supervision

Playground supervision begins at 8:35 AM. ***You may not come to the playground before 8:35.***

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 while waiting for a sport or enrichment activity to start.

PBIS at Scotten School

Positive Behavior Interventions and Supports (PBIS) is implemented to create positive school culture by teaching, focusing on, and rewarding the behaviors we want to see. We recognize and give our attention to good behaviors and good choices. School staff works tougher on prevention and interventions as opposed to only reactive discipline methods. When the adults on campus focus on the positive, students do, too. PBIS strategies are geared toward developing a student's social-emotional health by creating and promoting ways for students to connect positively with school.

Scotten School and the Grass Valley School District believe that the implementation of PBIS systems and supports will increase student academic performance, increase safety, decrease problem behaviors, and establish a positive school climate. Behavioral expectations are defined, taught, and acknowledged. When students do not demonstrate positive behaviors, desired behaviors are retaught and practiced with immediate reinforcement.

PBIS in action:

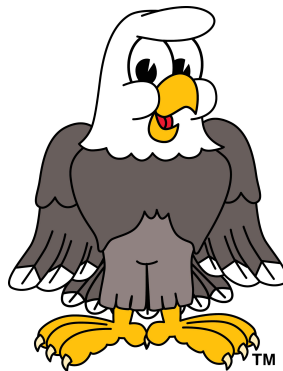
Eagle of the Week

PBIS Expectations

PBIS Assemblies

Awards Assemblies

Consistent Expectations



Scotty Cards

360 Interventions

Student Check-ins

*Eagle's Nest -
Student Support*

Scotten Sings Celebrations



The Positive Behavioral Interventions and Supports approach is used internationally to enhance academic and social behavior outcomes for students. PBIS is not a packaged curriculum, scripted intervention, or manualized strategy. Instead, it is a way for schools to create an understanding of what behaviors they want to see from their school community, create the means to teach and reinforce those behaviors, and to create interventions and supports for students who do not meet those expectations.

Scotten School has chosen SAFE, RESPECTFUL, and RESPONSIBLE to deliver our expectations.

SAFE - Taking care of self and others

RESPECTFUL - Kind and helpful words and actions

RESPONSIBLE - Doing what needs to be done

This approach to managing behaviors becomes a positive one. Students are acknowledged for exhibiting behaviors and can earn Scotty Cards from staff members. Scotty Cards can earn students incentives and fun activities. The PBIS principles are part of the Scotten School culture, and we are excited to expand and improve our program this year.

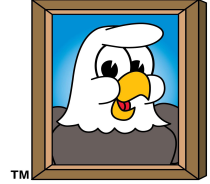
Please talk with your child about the expectations at school and the importance of being safe, respectful, and responsible.


Every child deserves a champion: an adult who will never give up on them who understands the power of connection and insists they become the best they can possibly be.

~ Rita Pierson

The Scotten Way

PBIS Behavior Expectations



	Be Safe	Be Respectful	Be Responsible
Classrooms 	<p>Walk</p> <p>Use supplies appropriately.</p> <p>Keep hands and feet to self.</p> <p>Follow adult directions the first time.</p> <p>Ask permission before leaving.</p>	<p>Cooperate with others.</p> <p>Listen to the speaker.</p> <p>Raise your hand.</p> <p>Be respectful of other people's property.</p> <p>Observe personal space.</p>	<p>Complete assignments and return completed homework.</p> <p>Stay on task and participate.</p> <p>Take care of materials.</p> <p>Be responsible for your actions.</p> <p>Keep desk and backpack organized.</p> <p>Have necessary materials</p>
	Be Safe	Be Respectful	Be Responsible
All Common Areas	<p>Walk facing forward and to the right of the sidewalk.</p> <p>Keep hands, feet, and objects to self.</p> <p>Get adult help for accidents and spills.</p> <p>Use all equipment and materials appropriately.</p> <p>When it's raining, try to avoid puddles.</p> <p>Walk on the sidewalks.</p>	<p>Use kind words and actions.</p> <p>Take turns.</p> <p>Clean up after yourself.</p> <p>Follow adult directions the first time.</p> <p>Be respectful of other people's property.</p>	<p>Follow school rules.</p> <p>Remind others to follow school rules.</p> <p>Take proper care of all personal belongings and school equipment.</p> <p>Be honest.</p> <p>Be responsible for your words and actions.</p>

	Be Safe	Be Respectful	Be Responsible
Multi Purpose Room (MPR) Breakfast/Lunch	<p>Keep all food to yourself.</p> <p>Sit with your bottom on the bench, feet on the floor, and facing the table.</p> <p>Walk in and out of the MPR.</p> <p>Stay in your assigned area until dismissed.</p> <p>Take the item you touch.</p>	<p>Only handle your own food.</p> <p>Be polite and use good manners.</p> <p>Allow anyone to sit next to you.</p> <p>Use quiet voices.</p> <p>Eat your own food.</p> <p>Open packages properly.</p>	<p>Raise your hand and wait to be excused.</p> <p>Get all food, utensils and milk when first going through the line.</p> <p>Stay in ABC order by first name in the hot lunch line.</p> <p>Follow one-minute silent time before recycling.</p>
	Be Safe	Be Respectful	Be Responsible
Playground, Recess, and Field	<p>Walk to and from the playground.</p> <p>Stay within the boundaries.</p> <p>Be aware of the activities and games around you.</p> <p>What is on the ground stays on the ground.</p> <p>Only kick balls on the field.</p> <p>Eat snack at tables between wings B and D.</p> <p>Walk around the play equipment on the blue cushioned areas.</p>	<p>Play fairly and be a good sport.</p> <p>Include others.</p> <p>Follow the playground rules.</p> <p>Follow adult directions the first time.</p> <p>Take turns.</p> <p>Share equipment.</p> <p>Use appropriate language.</p> <p>Keep your hands to yourself.</p>	<p>Clean up after your snack.</p> <p>Use the restroom and get drinks.</p> <p>Return all play equipment to the equipment area.</p> <p>FREEZE and drop from play equipment when staff blow one long whistle.</p> <p>Walk to class lines when staff blows three short whistle blasts.</p> <p>Be a problem solver.</p>

	Be Safe	Be Respectful	Be Responsible
Passing Areas	<p>Walk facing forward.</p> <p>Walk on the sidewalks.</p> <p>Walk on your right side of the pathway.</p> <p>Be aware of others and follow the flow of traffic.</p>	<p>Use quiet voices around classrooms.</p> <p>Use quiet feet.</p>	<p>Keep hands, feet and objects to self.</p> <p>Walk directly to your destination.</p> <p>Stay in your spot when walking in a line.</p>
	Be Safe	Be Respectful	Be Responsible
Bathrooms	<p>Wash your hands.</p> <p>Keep water in the sink.</p> <p>Keep feet on the floor.</p> <p>Put towels in the garbage can.</p>	<p>Knock on the stall door.</p> <p>Give people privacy.</p> <p>Use quiet voices.</p>	<p>Keep the bathroom clean.</p> <p>Return to your classroom promptly.</p> <p>Conserve water, paper and soap.</p>
	Be Safe	Be Respectful	Be Responsible
Library	<p>Keep chair legs on the floor.</p> <p>Walk in the library.</p> <p>Keep hands, feet, and objects to yourself.</p>	<p>Use a quiet voice.</p> <p>Be kind to others.</p> <p>Listen to the speaker.</p> <p>Be helpful to others.</p>	<p>Return books on time.</p> <p>Handle books carefully.</p> <p>Shelve books correctly.</p>
	Be Safe	Be Respectful	Be Responsible
Computer Lab	<p>Walk in the computer lab.</p> <p>Keep chair legs on the floor.</p>	<p>Take care of computer equipment.</p> <p>Speak kindly to one another.</p> <p>Listen to the speaker.</p>	<p>Follow classroom expectations.</p> <p>Keep your hands and eyes on your own computer.</p> <p>Keep food and drink out of the lab.</p>

	Be Safe	Be Respectful	Be Responsible
Office	<p>Walk in the office.</p> <p>Sit correctly and quietly in a chair.</p> <p>Check out with an adult if leaving the office.</p>	<p>Wait at the office counter for help.</p> <p>Use a quiet voice.</p> <p>Be patient.</p>	<p>Turn in notes.</p> <p>Be ready to explain why you are there.</p> <p>Take all of your personal items with you when you leave the office.</p>
	Be Safe	Be Respectful	Be Responsible
Bus Line	<p>Walk in your bus line.</p> <p>Stay in your own bus line.</p> <p>Sit in your bus line facing forward.</p> <p>Walk in a line to your bus.</p> <p>Listen and follow adult directions.</p>	<p>Use a quiet voice while waiting.</p> <p>Listen for your bus number.</p> <p>Be on time.</p> <p>Follow bus expectations.</p>	<p>Keep hands, feet and objects to yourself.</p> <p>Keep your backpack on and closed.</p> <p>Keep your jacket on your body or put it in your backpack.</p> <p>If it is raining, line up for the bus in the MPR.</p>
	Be Safe	Be Respectful	Be Responsible
Bus	<p>Remain seated.</p> <p>Keep all body parts inside the bus.</p> <p>Listen to the bus driver and follow directions.</p>	<p>Use a quiet voice.</p> <p>Follow the directions from the bus driver.</p> <p>Stay in your seat.</p>	<p>Keep hands, feet and objects to yourself.</p> <p>Wait to get off the bus to eat.</p>
Arrival Rainy Day	<p>First through Fourth graders walk into the MPR until 8:45 AM.</p> <p>Kindergarteners are to go to the library.</p> <p>Walk to your classroom when dismissed.</p>	<p>Use a quiet voice.</p>	<p>Keep hands, feet, and objects to yourself.</p>

Families Supporting PBIS

Parents and guardians are the ultimate role models for children. Every word, movement, and action has an effect. No other person or outside force has a greater influence on a child than the parent. - Bob Keeshan

Be Safe	Be Respectful	Be Responsible
<p>Drop off & pick up students on time and in the designated areas.</p> <p>Use the designated entrances and exits in the parking lot.</p> <p>Drive slowly in the parking lot, follow traffic laws, including the hands-free cell phone law.</p> <p>Sign in at the office when coming on and leaving campus during school hours (9:00 AM to 3:25PM).</p> <p>Keep contact information up to date with the school office.</p>	<p>Use appropriate language and model best practices for children.</p> <p>Use expressions of gratitude with others.</p> <p>Ask for help to resolve any issues or concerns in a positive manner.</p> <p>Observe the same guidelines as students and follow the school expectations, policies, and procedures outlined in this handbook</p> <p>Keep open lines of communication with your child's teacher.</p> <p>Assume the best intent. We want the best for your child, too.</p>	<p>Call the office when your student is absent, late to school, or has a change of plans after school.</p> <p>Assist your child in establishing routines by supporting homework and turning in school paperwork promptly.</p> <p>Read newsletters and check your child's back regularly for school information.</p> <p>Help your child keep track of their library books.</p> <p>Send your child to school ready to learn.</p>



Playground Safety

The basic expectations for playground safety are listed on the PBIS matrix, but since the playground is where most of the discipline issues arise, please take time to read this expanded version. We teach and cover this at school with the students, but we greatly appreciate family involvement and support in this very important area.

- Students need to stay on the playground areas during recesses and lunch. The bathrooms are not play areas. The areas behind the classrooms are off limits and students need to remain in the line of sight of the playground supervisors for safety.
- The playground supervisors or teachers on duty are always the first stop for when you need assistance. Students are to remain on the playground during recess and lunch unless sent to or called to the office.
- Play safely at all times without screaming, kicking, hitting, pushing, wrestling, rough housing, or play fighting.
- Use the playground equipment correctly. Jump ropes are for jumping. Soccer balls and yellow kick balls can be kicked on the field. Basketballs, red playground balls, and volleyballs are not for kicking.
- Wait in line patiently for games and for equipment. Don't waste your recess time arguing over rules and whether someone should be out or not. Use Rock-Paper-Scissors and move on. If you need help, get an adult.
- Follow the established rules of the games and if you don't know the rules, ask when you join.
- When the bell rings, put the equipment away and line up with your class.
- Always respect yourself and others. Think about how your actions will affect others. The best way to have a friend is to be a friend. Whatever energy you put out is what you will get back from others. Be kind.

Our Office Staff

Our friendly and helpful office staff are ready to assist you with bus schedules, shot records, attendance – just about anything you need to know. Please drop in or give Mrs. Flinn and Mrs. Jackson a call if you have any questions.

Attendance

We are honored that you have chosen Scotten School for your child's education. We are dedicated to academic achievement and success for all students. In an effort to continue our dedication to academic skills and social emotional development, we need a commitment from you to send your child to school every day of the school year unless your child is ill. Please schedule family vacation or non-emergency appointments during non-school hours.

If your child is ill, please contact the school office to have the absence excused. If your child incurs absences in excess of 10% of the days enrolled for the year, you must verify the following absences with a physician note or school personnel (CA Education Code 46011). Failure to provide verification will result in the absence being recorded as unexcused.

Thank you for your support and dedication in making your child's education a priority. Together, working towards the same goals for positive attendance, we will help your child reach their full potential.

Tardies

If your child arrives at school after the school day begins, they are to check in at the school office before going to the classroom. Tardies in excess of 30 minutes on three occasions is considered as one truant day of absence for attendance reporting purposes. A truancy letter will be mailed to the home after an accumulation of 3 days of truancy. Habitual truancy or tardiness is reported to the Student Attendance Review Board (SARB) for appropriate action, as required by state law. Even a few minutes late to class results in missed instruction and a disruption in their routine.

Absences

California state law requires parents to notify the school if their child is absent. Thank you for a phone call or a note to our office.

Make-up work is the responsibility of the student and/or parent or guardian. Work can

be picked up after the student returns to school. In the case of an extended illness, parents should contact the teacher or school office and arrange to pick up missed work when possible.

The state of California recognizes two types of absences; personal and unexcused. Personal absences are: doctor and dental appointments of students, illness of the student, attendance to a funeral, quarantine as designated by the health agency, or hospitalization. All other absences are unexcused and may result in truancy. Notification of truancy will be delivered by letter, may require conferencing, and could be referred to the Student Attendance Review Board (SARB).

Early Checkout

Students are expected to remain at school until dismissed for the day. An early check out is to be recorded similar to being late. A student will only be released to a parent, guardian, or a person designated as an authorized contact by the parent/guardian. For student safety, we will not release a student to someone unless we have a verified note or phone call from the parent or guardian and the person picking up is 18 or older. The adult picking up the student must sign the student out in the office and may need to produce identification.

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.
2. 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.
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. Return to school after 24 hours of antibiotics, normal temperature without the aid of medication, or stomach has settled.
5. 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.
6. Please plan special visiting time with friends or relatives after school hours.
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. If transportation is an issue, Grass Valley School District offers free busing within the district boundaries. [Bus routes](#) are listed on our [school website](#).

Extended Absences

If your child will be 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 of at least one week** 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.

Contact Information

Please notify us when there is a change of address, phone number, or emergency contact information. It is critical for the school to have up-to-date information in case your child becomes ill or has an accident and also to ensure families receive important school information and School Messenger calls and emails from the school and district.

Parking Lot

The staff, parent, and visitor parking lots are located in the front of the school. Vehicles may not park in the drive through drop-off/pick-up lanes at any time. If you need to conduct business at the school or get out of your vehicle, park your car in a designated space. If you are walking to meet your student after school, report to the grade level pick up area. Do not instruct your child to walk unattended through the parking lot to a parked car. To ensure safety, all students must be picked up in the drive through loop or accompanied by an adult through the parking lot.

Changing Your Child's After School Plans

We understand that sometimes your child's after school plan may need to be different from the usual routine. It is necessary that you notify the teacher or the school office with a written note or phone call when there is a change. You will need to notify us if

your child is being picked up by a different person after school, riding a different bus, or walking to a different home. NO STUDENT 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 at least one (1) hour prior to dismissal to ensure your child gets your message.

School Safety

It is imperative that all adults 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

Medication At School

A special Medication Form must be signed by your child's 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.

First Aid

When a student experiences a minor injury during school hours, the school will provide first aid. In the event of a more serious injury, parents or guardians will be notified. If the injury requires immediate attention, 911 will be called.

Bus Transportation

The bus driver has complete authority. Requests made by the driver are to be followed quickly and 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 are 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 copy of the citation from the bus driver. Action taken will be as follows:

Citation #1: a conference with the principal

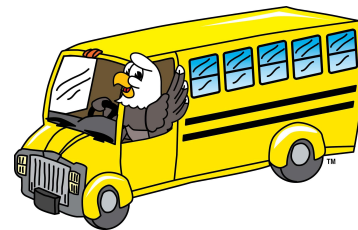
Citation #2: a two-day bus suspension

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.



Bike Riders

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.

Walkers

When sidewalks are available they should be used as the designated walking area. In the absence of a sidewalk, use established bike or walking areas along the side of the road when safe. When crossing the road use crosswalks or ask an adult for help. Follow the directions of any crossing guards when they are present.

Nutritional Services

Breakfast Program – A nutritious breakfast is available each school day beginning on the first day of school. Breakfast typically consists of cereal and milk, cheese, muffins, juice or fruit. Breakfast is served at our mid-morning nutrition break and is free to all who order one when they arrive at their class. Menus are available [here](#).

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 school 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.

School Lunches cannot go home. California State law does not allow any school lunch served by the Child Nutrition Program 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 food from home for their own snack. We encourage parents to provide wholesome and nutritious snacks.

Any **student food allergies** should be noted on the student's registration paperwork, should be communicated to the classroom teacher, the school nurse, and the front office. Students cannot share food at school with other students.

Birthday Treats and Classroom Snacks to Share

For the health and safety of all students, food or treats provided to students from outside the Grass Valley School District nutritional services provisions must be individually wrapped or commercially prepared. Foods prepared at home will not be distributed to students at school.

If you would like to send a birthday treat to share with your child's class, please notify the teacher at least 24 hours in advance. Teachers need to account for student food allergies and ensure alternatives are available if necessary.

Birthday Invitations

Children may distribute birthday or other party invitations at school only when all students in the class receive an invitation. If you do not wish to invite all students in the class, then invitations must be distributed outside of school.

Balloons, Flowers, Etc.

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.

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 are the approved 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 ¼ to 2 ½ hours weekly):

4 nights a week - 15-minute math review

Literature Reading: 150 minutes of Accelerated Reading per week.

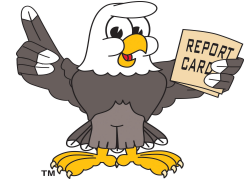
If your child is struggling to complete homework on a daily basis, contact your child's classroom teacher for support in managing this important school responsibility.

Parents can encourage good study habits these ways:

- Reduce the amount of screen time your child has using computers 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 positive examples and work together with your child to provide support.

Report Cards

Our schools are on a 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 at any time. Lost textbooks or library fines must be paid before students receive their final report card.



Parents will be informed through conversations, conferences, and report cards if their student is at risk of retention. A final determination will be a combined, team decision, made with the parent or guardian.

Lost and Found

Scotten has a rack that is usually in front of the MPR for Lost and Found items. Lost clothing is also hung on the playground fence. Students or parents are encouraged to check for missing clothing often. It is also recommended that parents put their children's names in the clothing. All unclaimed clothing will be given to a charitable organization on a regular basis.

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 a SST meeting.

This group of resource people and the child's family work together to find different alternatives that may better meet your child's needs. Call our office at 273-6472 if you would like to arrange a 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 test 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 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. Whenever you come to Scotten to volunteer, please check in at the office to get a pass so everyone will know you are a 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. We hope to have a parent representative from each classroom on the PTC this year. If you are interested in the PTC, please give us a call and we will give you the name and number of our representative.

School Site Council

Another way to become involved is through our 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.

Our School Rules

Scotten School operates under the guidance of three expectations:

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

The Grass Valley School District has six 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.

Dress Code

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.

1. Shoes must be worn at all times and 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, shoes with wheelies, or flip-flops are not allowed.
2. Clothes should be sufficient to conceal undergarments at all times. See-through garments, mesh, strapless, off the shoulder, large arm holes, low cut, or bare midriff tops are not allowed. Swimsuits or bare back tops are not allowed. A general test for shirt length is to raise arms above the head and make sure the midriff stays covered.
3. Clothing must not contain obscenities, offensive phrases, vulgar, profane, mature, or suggestive language. Clothing cannot advocate or endorse racial, ethnic, or religious prejudice, or ads for drugs, tobacco, or alcohol. Expectations for jewelry and accessories are the same. The appropriateness of content on student apparel will be at the discretion of the school administration.
4. Shorts should come down to the end of the fingertips when the arms are held

straight down against the sides.

5. Makeup is not allowed at Scotten School. If students wear makeup to school, they will be asked to remove it.
6. Artificial nails create a safety risk and are not allowed at school.
7. Sunglasses may be worn to school but must be removed inside buildings.
8. Pants must fit so underwear is covered and unseen.
9. Hats are allowed but students must be prepared to remove hats indoors if asked. Hats must follow the same guidelines for appropriate accessories (see #3). Hoods should be removed when students are indoors.
10. Students are not to wear jewelry that is deemed unsafe or vulgar.

The Following Items are Not Allowed at School:

- Toys from home including gaming or trading cards
- Electronics, technology devices, music players, gaming, or entertainment devices
- Communication devices such as phones, watch phones, Gizmos, and smart watches will be turned off and left inside a student's backpack during the school day
- Sunflower seeds or unshelled nuts due to the mess they make
- Aerosol cans
- Makeup and colognes
- Permanent markers
- Roller blades or shoes with fold out wheels
- Gum
- Laser pointers
- Hard balls or other equipment deemed unsafe
- Glass containers
- Any items prohibited the CA Ed Code
- Any item disruptive to the learning environment

The school is not responsible for lost or stolen items. If sports equipment is brought to school, items should be labeled with the student's name.

Student Discipline

There are certain basic expectations for acceptable behavior that all students are required to adhere to. We will provide proactive strategies to teach the expectations. Discipline will be restorative in nature and should help students learn and grow. Use of

multi-tiered discipline approaches are in place and alternatives to suspension will be utilized when possible. Other means of correction may include, but is not limited to:

- Student and/or parent conferences
- Referral to extra support services
- Referral to the Tier II PBIS team for interventions
- Development of a formal education or behavior plan
- Referral for assessments
- Enrollment in groups or classes during the school day
- Positive behavior interventions and student support interventions
- Tiered interventions during the school day
- After school programs and activities to positively impact behaviors

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact your child's teacher. If questions still remain regarding a situation, school administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

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. You may request a list of actions that are cause for suspension or expulsion from the office or the principal. (from California Education Code Section 48900)

Steps to Avoid Conflict

Any one of the following steps may be taken to avoid verbal and physical conflict. If a student is unable to solve a problem on their own, they are expected to find an adult for assistance.

- | | |
|------------------------------------|-----------------|
| ● Talk it out | ● Share |
| ● Listen | ● Ignore |
| ● Do something differently | ● Apologize |
| ● Walk away | ● Ask for help |
| ● Avoid the problem area or person | ● Let it go |
| ● Rock-Paper-Scissors | ● Find an adult |
| ● Take turns | |