



2023-2024 PARENT-STUDENT HANDBOOK

Stanwood A. Murphy Elementary School
Scotia Union School District
417 Church Street PO Box 217
Scotia, CA 95565

Phone: 707-764-2212 Fax: 707-764-5111

Website: scotiasd.hcoe.org

Facebook/Instagram: Scotia Union School District
SCOTIA UNION SCHOOL DISTRICT BOARD OF TRUSTEES
Neil Bartlett Debbie Reback Ed Lewis Nicholas Lyvers
SUPERINTENDENT/PRINCIPAL
Amy Gossien

Staff names and email addresses, as well as information for each grade level, can be found on the school's website.

2023-2024 SCHOOL CALENDAR

please check the Calendar of Events on the school's website for the most up to date information

August

28 First Day of School
31 Back to School Night

September

4 Labor Day Holiday

October

6 Midterm
13 Picture Day
16-20 Conference Week
Book Fair
31 Halloween Parade/Parties

November

10 Veteran's Day Holiday
17 End of Trimester 1
20-24 Thanksgiving Break
30 Report Cards Home

December

Make Up Picture Day
25-Jan.5 Winter Break

January

8 School Resumes
15 Martin Luther King, Jr. Holiday
19 Midterm
25 Midterm Progress Reports Home

February

19-23 Presidents Week Break

March

8 End of Trimester 2
18-22 Conference Week
1:00 Dismissal

April

15-19 Spring Break
26 Midterm

May

2 Midterm Progress Reports Home
27 Memorial Day Holiday

June

12 Graduation
13 Last Day of School

SCHOOL HOURS

DAILY SCHEDULE

TK	8:25 A.M. to 1:30 P.M.
Kindergarten	8:25 A.M. to 1:30 P.M.
1 - 3	8:25 A.M. to 2:30 P.M.
4 - 8	8:25 A.M. to 3:05 P.M.
	1:00 Dismissal each Friday

LUNCH SCHEDULE

TK	11:30 A.M. to 12:15 P.M.
Kindergarten	11:30 A.M. to 12:15 P.M.
1 - 3	11:45 A.M. to 12:30 P.M.
4 - 5	12:15 P.M. to 1:00 P.M.
6 - 8	12:30 P.M. to 1:15 P.M.

STUDENT PICK UP/DROP OFF

With ongoing construction, parents and students are asked to avoid the area around the gym building site. During student drop off and pick up, please do not drive up Church Street or the alley near the gym. Please follow Main Street past the Post Office, turn up B Street past the Medical Center, turn left onto First Street, and pull up to the curb. Students then exit the vehicle at the curb, and parents turn left down Church Street. The bus loading and unloading zone is located at the front of the staff parking lot. Parents who need to park and exit their vehicles are asked to park along First Street (at the end closest to B Street by the mural), or on Church Street. To keep our students safe, please do not pull into or in front of the staff parking lot.

EDUCATIONAL CONTRACTS

If a student needs to be taken out of school for (3) three or more consecutive days, an Educational Contract may be prepared by the teacher. In order to obtain an Educational Contract, parents must contact the teacher before the date of departure. If an Educational Contract is obtained, and all required work is completed, the days missed will result in positive attendance credit.

IN CASE OF EMERGENCY

Please notify the school at once when your address or phone number has been changed. We must have your phone number and an alternative phone number in order to reach you. In case of an emergency, the student information system will send an automated "All Call" message via call, text, and/or email, depending on the information provided to the school. In case of emergency, no child will be sent home alone or taken home in the absence of parents, unless parental permission is obtained.

STUDENT HEALTH

Please advise the office and teacher of any allergies and allergic reactions. When your child has a fever, you must keep your child home. Please notify the office immediately if your child has a communicable disease or condition.

If your child needs to take medication at school, please contact the office. State law requires that the school has written permission on file from the parent and the physician to give any medication to a student, whether it is a prescription or over the counter medication. The proper "Permission to Administer Medication" form may be obtained from the school office. Parents can then take the form to the doctor and return it to school after the doctor and the parent have completed it. The form may be faxed to the office at 764-5111.

All transitional kindergarten and kindergarten students, and all seventh grade students, must have proof of required immunizations prior to attending school.

BICYCLES, SCOOTERS, and SKATEBOARDS

Children may ride bicycles, scooters, or skateboards to school at their own risk. Students are to walk their bikes, scooters, or skateboards while on school property. Upon arrival in the morning, students are to lock their bikes or scooters at the bike racks. Skateboards and helmets may be stored in the classroom.

SCHOOL MEALS PROGRAM

We offer free breakfast and lunch to all students, and free snack and supper to all students enrolled in ASES. Breakfast is served in the cafeteria each morning 8:00-8:25. Students are to go straight to the cafeteria upon arrival at school each morning, whether they are eating school breakfast or not.

COMMUNICATION

Communication between parents and school is vital. Please contact your child's teacher with any questions or concerns. Parents are encouraged to utilize email for any non-emergent questions/concerns. Email addresses can be found on the school's website. The school uses many methods to communicate with our families, including:

- monthly school newsletters and weekly classroom newsletters
- midterm progress reports, report cards, and parent conferences
- the "Communicator" Scotia Bears Blue Folder with samples of student work
- events such as Back-to-School Night and Open House
- "School Messenger" all call phone/text/email system and parent/teacher communication apps (Remind, Dojo)
- online grade book (Schoolwise) with email messaging (upper grades)

REPORTING TO PARENTS

Parents will receive three report cards on their child's progress at the end of each trimester. The 4-8 grades will also send home progress reports at the midterm of each trimester. Parents will also be asked to attend at least one individual conference, at the midterm of the first trimester in October. Conferences are held in October and March. Additional conferences and meetings may be held as needed, and may be initiated by either the teacher or the parent.

Our students provide a messenger service between school and home - taking notices and announcements home, and bringing parental notes from home to school. Please check your child's folder/backpack nightly.

Students in the upper grades have access to their grades through Schoolwise. Parents and students create accounts with a unique security code they receive from their classroom teacher and are then able to log into the Web Based Parent/Student Portal at scotia.schoolwise.com. Parents were given login information in the Back to School parent letter. A monthly newsletter and menu of meals is sent home at the end of each month, and is also available on the school's website.

SCHOOL BOARD MEETINGS

The public is encouraged to attend and provide input at School Board meetings. School Board meetings are held the 2nd Thursday of the month at 7:00 P.M.

DRESS CODE

All students shall dress and groom for school with attention to and emphasis upon the following: neatness, cleanliness, safety, and modesty. Shoes appropriate for physical activity are required. Shoes must have a back strap. Students wearing flip flops, slides, or other inappropriate footwear or

clothing will call home for a change of clothes/shoes.

ELECTRONIC DEVICES

Although students are not encouraged to bring cell phones or other electronic devices to school due to the possibility of loss, theft, or damage, we understand that many families want their children to have a cell phone to contact parents before or after school hours.

Therefore, if a student chooses to bring a cell phone to school, ***it must be turned "OFF" during the school day and placed where it will not be accessed.*** If a student does not follow these rules and has the cell phone in their pocket, uses the cell phone, or the cell phone rings, it will be turned into the classroom teacher for the day. Repeated instances will result in the parents being contacted to come to school to pick up the phone. ***Please remember, if your child brings his/her cell phone or other electronic device to school, the school is NOT responsible for loss, theft, or damage to the phone or device. Students are able to utilize the school phones to contact parents, and parents are able to call the school to relay a message or speak to their child at any time, during the school day as well as during the after school program hours.***

LIBRARY BOOKS, TEXT BOOKS, & TECHNOLOGY

Library Books

The library is available for students to check out books. It is the student's responsibility to care for and return the books in the condition they received them. Lost or damaged books will result in loss of library privileges and/or charges for the replacement cost of the lost or damaged book(s). Students will receive an invoice and be expected to replace any lost or damaged books.

Bears Birthday Club- We encourage our families to donate to our library in honor of their students' birthdays, and become a member of the Bears Birthday Book Club!

Textbooks

Textbooks are assigned to each student at the beginning of the school year. The textbooks are the responsibility of each child, and they must be kept in the same condition as they were issued. Students are to keep their textbooks covered. Any damage or loss of a book will result in charges for replacement. Students will receive an invoice and be expected to replace any lost or damaged books.

Devices

Students in all grades have access to Chromebooks. Parents must sign an internet permission form and a device usage agreement at the beginning of the school year. Students will be assigned a specific device number, and will be responsible for appropriately using and caring for that device. If a student is negligent and damages result, the student will lose privileges, and depending on the circumstances, may be responsible for replacing the device. Any inappropriate use or intentional negligence/damage will result in a loss of privileges.

Headphones

Students will be assigned a pair of headphones for use during the school day. If a student damages the headphones, the student will be responsible for providing a replacement pair,

LOST AND FOUND

If your child has lost an article of clothing, bag, or lunch bag, please check the lost and found bin in the library. Any unclaimed, unlabeled items will be donated **at the end of each month.** Clothing with a student's name written on it will be returned to the student.

VISITING SCHOOL

When visiting the school, either for a quick drop off or a scheduled volunteer time, please go directly to the front office upon arrival to sign in. Upon leaving, please make sure to sign out in the office as well. Regular parent volunteers are required to be fingerprinted. Ask the office for details.

SNACKS and WATER BOTTLES

Please send a healthy snack to school with your child. Students are given a mid morning recess break, at which time they can eat a snack from home. There is no sharing of snacks allowed, and no sunflower seeds or peanuts in shells. Students are also encouraged to bring a full water bottle to school. There is a water bottle filling station in the library for student use, as well as drinking fountains in classrooms and around the campus.

PARTIES

Teachers appreciate parent help to plan and organize three parties each year: Halloween, Christmas, and Valentine's Day. The parties are held the last hour of the school day. Parents may be asked to send food, drinks, or other supplies for the class parties.

If a parent wants to bring a treat to school for their child's birthday, please contact your child's teacher beforehand. Parents are asked to only send birthday party invitations to school if the entire class is invited to the party.

SCHOOL BUS

Riding the school bus is a privilege. The bus driver must require good student behavior at all times in order to concentrate on safe driving. The bus driver will notify parents if a child chooses to misbehave on the school bus.

The school bus will pick up students each morning, and arrive at school at 8:00 AM, and will depart school each day by 3:10. Bus riders in grades TK -3 will participate in the after school program until the bus leaves at 3:10.

Please contact Matt Crnkovich, Head of Maintenance and Transportation, with any questions, at mattcrnkovich@scotiaschool.org.

Students grades TK - 3: Please notify the school if a situation arises where supervision of your child will not be available when he/she is brought home on the school bus. If this happens, students will stay at school until a parent, guardian, or previously verified adult is able to pick them up.

Students grades 4 - 8: Please notify the school if a situation arises where supervision of your child will not be available when he/she gets home and it is permissible to allow them to stay home alone after the bus driver drops them off.

If your child will not be riding to or from school on any given day, please call the school.

BEHAVIORAL EXPECTATIONS

Every student has the right to be educated in a safe, respectable, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. We believe in promoting a safe and positive learning environment that includes: teaching positive school rules, positively reinforcing appropriate student behavior, using effective classroom management, providing early intervention and support strategies for misconduct, and appropriate use of logical and meaningful consequences.

Suspension is a disciplinary action that we do not desire. We find that it is also an action that we seldom use. However, in the event that suspension

becomes necessary, school administration will work closely with the family to develop a plan for corrective behavior and future student success. Following a suspension, the parent must bring the suspended student back to school for a re-entry meeting with the principal or designee prior to re-admittance.

BULLYING AND HARASSMENT

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

Bullying and harassment includes any physical act, threatening communication, or pattern of gestures or communications that places a student in actual and reasonable fear of harm or is certain to create a hostile environment. Bullying and harassing behavior includes, but is not limited to, behaviors motivated by the victim's identifying characteristics, such as race, ethnicity, sex, sexual orientation, pregnancy, religion, age or disability. Bullying and harassment are unacceptable behaviors that are not tolerated and will be immediately addressed. Students must notify a staff member if they are the victim of bullying, and if bullying or harassment is suspected, parents are also asked to contact the school.

STUDENT BEHAVIORAL EXPECTATIONS - Follow the BEARCODE

Students are expected to learn and model our Student Behavioral Expectations, follow all school and classroom rules, and demonstrate appropriate social skills when interacting with both adults and peers. The BEARCODE refers to the following student expectations:

1. **BE SAFE**
 - a. I am responsible, like everyone else, for maintaining safety at school
 - b. I engage in activities that are safe and report any known safety hazards to the nearest adult.
 - c. I help maintain a clean and safe campus.
 - d. I report bullying and harassment.
 - e. I avoid conflicts and physical or verbal violence.
2. **BE RESPECTFUL**
 - a. I treat others the way I want to be treated.
 - b. I respect the laws, rules and school authority.
 - c. I treat people fairly and respect their rights.
 - d. I respect private and public property.
 - e. I am honest with others and myself.
 - f. I avoid spreading rumors or gossip.
 - g. I respect each person's right to be different.
 - h. I look for the good in others.
3. **BE RESPONSIBLE**
 - a. I take responsibility for my actions.
 - b. I choose how to respond to others.
 - c. I return what I borrow in the same condition.
 - d. I give my best in everything I do.
 - e. I come to school regularly and on time, ready to learn.
 - f. I help create a positive school environment.

Thank you for reading and discussing this handbook with your child(ren). Scotia School prides itself on being a welcoming place where students are safe and their needs are met. We all work together, as we are all important parts of the Scotia Bear Family!



Bear Code

Safety - Respect - Responsibility