

SCOTIA



BEARS

**Student/Parent
Handbook**

2018-2019

Scotia Union School District

417 Church Street

PO Box 217

Scotia, CA 95565

707-764-2212

Fax 707-764-5111

http://apps.humboldt.k12.ca.us/sites/scotia_sd/

SCOTIA UNION SCHOOL DISTRICT BOARD OF TRUSTEES

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Welcome to the 2018-2019 School Year!

Thank you for taking the time to read through this handbook with your child(ren).

Please tear off the bottom of back page; sign and return it with the other back to school notes.

Retain this handbook for your reference throughout the school year.

We are all looking forward to a wonderful year with great students, families, and staff!

2018-2019 SCHOOL CALENDAR

August

27 First Day of School
29 Back to School Night – 6:00 pm

September

3 Labor Day Holiday

October

8-12 Parent/Teacher Conferences(1:00 dismissal)

November

12 Veteran’s Day Holiday Observed
19-23 Thanksgiving Break

December

24-Jan 4 Winter Break

January

7 School Resumes
21 Martin Luther King, Jr. Holiday

February

18-22 President’s Week Break

March

18-22 Parent/Teacher Conferences(1:00 dismissal)

April

15-19 Spring Break

May

27 Memorial Day Holiday

June

12 Graduation
13 Last Day of School

SCHOOL HOURS

Teachers are at school from 8:00 A.M. to 3:30 P.M. unless participating in district activities.

Children are to arrive no earlier than 8:00 A.M. for breakfast. Students who are not having breakfast are to arrive no earlier than 8:15 A.M. (when playground supervisors are on duty). Students are permitted in the classrooms or within the school buildings only if a staff member supervises them. At the end of the day, all children should go **directly** home when school is dismissed, excepting those times when special arrangements have been made by parents or teachers. Please notify the office by note or phone call of any changes in your child’s regular schedule.

DAILY SCHEDULE

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.

LUNCH SCHEDULE

Kindergarten 11:50 A.M. to 12:35 P.M.
1 - 3 11:40 A.M. to 12:25 P.M.
4 - 5 12:15 P.M. to 1:00 P.M.
6 - 8 12:30 P.M. to 1:15 P.M.

EARLY RELEASE WEDNESDAY

Students will be dismissed at **1:00 P.M. every Wednesday** for curriculum development meetings. Students who ride the bus will leave the school by 1:15 p.m.

ARRIVAL/DEPARTURE OF STUDENTS AT SCHOOL

Due to the congestion and the dangerous situation backing out of the parking lot creates, the parking lot in front

of the school is **RESTRICTED TO STAFF USE ONLY**. For the safety of our students, **PLEASE DO NOT DRIVE ACROSS THE SIDEWALK/WALKWAY IN TO THE FRONT PARKING LOT.**

If you are driving your child to school, please do not enter the parking lot. Turn left toward the gym at the parking lot entrance. Pull forward so your child can exit the vehicle and safely walk along the sidewalk. Then drive past the gym down Mill Street.

AFTER SCHOOL PROGRAM (A.S.E.S.)

CLUB SCOTIA

Club Scotia provides safe and educationally enriching activities for children and youth during non-school hours. Club Scotia involves collaboration among parents, youth, representatives from schools and governmental agencies, such as local law enforcement and local parks and recreation departments, and individuals from community based organizations and the private sector. Programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment, and safe, constructive activities for our students in kindergarten through eighth grades.

Club Scotia provides after school programs Monday through Friday until 6:00 P.M. On Early Release Days (staff development Wednesday, and parent conferences) Club Scotia starts at 1:00 P.M. Students must maintain 85% attendance rate in order to remain in the program. The afternoon begins with a healthy snack, then homework time. Afterwards, students experience a variety of activities such as arts and crafts, cooking, board and table games, and electronic games.

For questions, please contact Lisa Broadstock (After School Coordinator) at 764-2212.

ATTENDANCE PROCEDURES

Please contact the school at 764-2212 on the morning of your child's absence for attendance accounting purposes. If you are unable to call, please send a note with your child on the day he/she returns to school stating the reason and date(s) of absence(s). Please remember to sign the absence note. In order for the District to receive its proper allocation of State funds, it is necessary that a phone verification or written explanation be sent to school for each period of absence, stating the specific cause and exact dates of the absence and signed by the parent or guardian. It is the parent's/guardian's responsibility to notify the school the day of an absence. If we do not hear from you, an automated call will go out to your home reminding you to verify your child's absence.

According to new laws, families who receive CalWorks may lose benefits due to their child's poor attendance. The State Department of Education mandates that we notify you through a "Notice of Truancy" if your child had either three (3) days of "excused or unexcused absences" or tardies in excess of 30 minutes or more on any three (3) days. If absences and/or tardies are in excess you will be requested to meet with the Student Attendance Review Board (S.A.R.B.).

LEAVING AND RETURNING DURING SCHOOL HOURS

Students may not leave the school grounds during school hours without reporting to the office. Also, when returning to school during school hours, the student is to report to the office before going to his/her classroom.

Students will be asked to sign out and sign in upon returning.

EDUCATIONAL CONTRACTS

The State **will not** reimburse schools for any absences whether they are unexcused or excused. In order for the district to receive allocation of State Funds, it is necessary that **students are in attendance**. If there is a family emergency or a student needs to be taken out of school for (5) five or more days, an **Educational Contract** may be prepared by the teacher. Parents must contact the teacher several days before the date of departure. If an **Educational Contract** is obtained, the days missed will result in attendance as if the student was in school.

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 emergency phone number in order to reach you in case of an emergency. To facilitate parent contact in case of an emergency, please tell your child where you are going and when you expect to return when you leave for all day. No child is sent home alone or taken home in the absence of parents, unless parental permission is obtained.

STUDENT HEALTH

Notify the school immediately when your child has a communicable disease, or condition ie. Chicken pox, Measles, Head Lice, impetigo, pink eye, etc.

PLEASE ADVISE THE OFFICE AND TEACHER OF ANY AND ALL ALLERGIC REACTIONS (ie. Bee stings, food allergies, etc.).

If your child needs to take medication at school, please notify the school immediately. California 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 our office at 764-5111.

When your child has a **FEVER** and appears to be ill, we ask that your child be kept home until they have been fever-free for 24 hours.

AWARDS

Award assemblies will be held monthly and at the end of the school year in order to recognize positive student behavior and achievement. Student recognition will include:

STUDENT OF THE MONTH: This award will be given to the outstanding student at each grade level. It can be given for improvement, achievement, being helpful, etc.

CITIZEN OF THE MONTH: This award will be given to an outstanding citizen at each grade level.

ATTENDANCE: Students will receive excellent attendance recognition at the end of the school year.

HONOR ROLL & PRINCIPAL'S LIST: 6-8 Grade students will be recognized for these academic achievements based on Grade Point Average at the conclusion of each trimester.

GRADE QUALITIES

A	4.00	B-	2.66	D+	1.33
A-	3.66	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.66
B	3.00	C-	1.66		

BICYCLES and SKATEBOARDS

Children may ride bicycles or skateboards to school at their own risk. It is the child's responsibility to learn and observe the traffic rules for bicycles, cars, and pedestrians. ***PLEASE REMEMBER TO WEAR A HELMET!!*** Bicycles should be locked at all times. Bikes and Skateboards may **NOT** be brought on the playgrounds or ridden on school grounds. Skateboards must be left in classrooms during school hours.

BREAKFAST & LUNCH

All students have the opportunity to receive a **FREE** breakfast if they arrive in the cafeteria to eat by 8:00 A.M. Students may obtain hot lunches from the school for \$2.75 each. Menus will be sent home with the students at the end of each month. Please pay for your meals in the office before school. Each student will have a cafeteria account to deposit money. You may pay by the day, week or month. ***Do not charge meals!*** You may call or stop by the school office at any time to get your child's cafeteria account balance.

If your family qualifies for free or reduced meals through Direct Certification, you will receive a letter in the mail to notify you. You will not need to complete an application if you qualify through Direct Certification. ***If your child/children ended the last school year on reduced or free meals, they will start the school year on the same program for the first month of school.*** The application for meals will come home the first day of school, **please complete and return to school with your child as soon as possible.**

COMMUNICATION

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the principal at (707) 764-2212.

The school uses many methods to communicate with Scotia families, including:

- monthly newsletters
- mid term progress reports, report cards, and parent conferences
- the "Communicator" Scotia Bears Folder with samples of student work
- Back-to-School Night
- Open House
- monthly PTO meetings
- "School Messenger" phone system
- online grade book program (upper grades)
- parent/teacher communication apps

REPORTING TO PARENTS

Parents will receive at least three mid term reports and three report cards on their child's progress, as well as at least one individual conference. Conferences will be held in October and March. Additional conferences 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 grades 6 through 8 have access to their grades through SchoolWise. Parents and students can 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 will be given login information at Back to School Night.

MONTHLY BULLETINS AND NOTICES

A monthly calendar and breakfast/lunch menu will be sent home at the end of each month.

CHANGES IN NORMAL ROUTINES

If you are going to have your child do anything other than what he/she normally does when leaving school, please call the office or send a note. If plans change during the day and ***you would like us to pass on a message, we ask that you call the school before 2:00 P.M.***

SCHOOL MEETINGS

Meetings involving the school, its programs, and the welfare of the students are held monthly. The public is encouraged to attend any and all of these meetings. Your input is important to the continued efforts to improve our school. The meeting times are scheduled as follows:

SCHOOL BOARD MEETINGS

2nd Thursday 7:00 P.M. Library

P.T.O. MEETINGS

1st Thursday 3:15 P.M. Library

CLOSED CAMPUS

We have a **closed campus policy**, which means students are not allowed to leave the campus during their lunch period. 6-8 grade students earn regular reward field trips off campus for lunch. Parent permission slips go home ahead of time for these reward trips.

DRESS CODE

All students shall be required to dress and groom for school with attention to and emphasis upon the following: neatness, cleanliness and modesty. Students not adhering to these rules will be sent home.

- a) Short shorts, cutoffs, Spandex wear, and pajama pants are **NOT** to be worn at school. Shorts or skorts reaching mid-thigh may be worn to school.
- b) Children should wear proper fitting shoes, which are sturdy enough to protect their feet during activities. Tennis shoes must be worn during P.E.
- c) Tank tops and tops that expose the midriff area, and tops with string (narrow) straps are not to be worn at school.
- d) If baggy pants are worn to school, they need to be held up with a belt at the proper waistline.
- e) Bandanas of any color or any other apparel that can be related or associated with gang symbolism are not to be worn to school.
- f) Shirts and T-shirts with words, symbols, and pictures must be school appropriate. It is prohibited to wear shirts advocating, advertising or symbolizing drugs, alcohol, gambling, weapons, or acts which are illegal, violent, obscene, or hazardous to one's health.
- g) Hats are NOT to be worn in the school buildings.

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 or seen by students or staff.*** If a student does not follow these rules and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned in to the office. Parents will be contacted to come to school and pick up the phone at their convenience.

Please remember, if your child brings his/her cell phone to school, the School is NOT responsible for loss or damage to the phone.

EXTRA-CURRICULAR ACTIVITIES

When students participate in any extra-curricular activities, they must agree to the following:

1. To conduct themselves as good citizens and representatives of Scotia School at all times. (on and off school campus) in their words, attitudes, and actions.
2. To maintain at least a "C" (2.0 GPA) average grade in all subjects.
3. To be in attendance when school begins at 8:25 A.M. the day of the activity. (Medical and dental appointments are acceptable exceptions).

Any student that fails to conduct himself/herself as indicated in the above 1-3 will be suspended from the extra-curricular activity until the infraction is reviewed by the Athletic Director and Superintendent/Principal.

FIELD TRIPS

1. All school rules concerning student behavior/clothing/cell phones apply on field trips.
2. Chaperones are not allowed to smoke during field trips.
3. No students or children other than the class members are to accompany chaperones.
4. Chaperones transporting students must have on file, in the office, proof of current driver's license and insurance prior to the field trip.
5. Students are not to be transported in the back of pickups or vans. Vehicles cannot transport more students than for whom there is seating and seat belts.
6. All students must have a field trip permission slip on file in the school office.
7. Chaperones transporting students must obey all traffic laws.
8. Chaperones transporting students should not make stops while going to or from events unless prior arrangements have been made with the school office.

LIBRARY BOOKS, TEXT BOOKS, & TECHNOLOGY

Library Books

Library books are available for every student to check out. It is your child's responsibility, however, 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). Any books not returned or paid for at the end of the school year will result in the retention of your child's final report card.

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.

Any damage or loss of a book will result in charges for replacement. Any textbooks not returned or returned damaged will result in the retention of your child's final report card until payment is received.

Chromebooks

4-8 Grade students have daily access to Chromebooks. These laptops are numbered and used by students based on this numbering system. Students are responsible for appropriately using and caring for this technology. If a student is negligent and damage results, the student will lose privileges, and depending on the circumstances, may be responsible for replacing the device.

LOST AND FOUND

If your child has lost an article of clothing, a lunch box, etc. please have them check the lost and found. Parents may also come to the school to check the lost and found, which is located in the school library and cafeteria.

To avoid lost articles, please mark ALL belongings (especially jackets and lunch boxes) with a name. These items will be returned to the student. Items without names will be regularly donated to charity.

VISITING SCHOOL

Parents are welcome and encouraged to visit school. The teachers appreciate being informed of your approaching visit and the office is pleased to assist you in this matter.

When visiting the school, visitors must sign in at the office before going to the classroom even if you are just dropping off a lunch, homework, or a message. Be sure to sign out before you leave the campus. This is for the safety of all children, staff, and visitors on campus. If we have an emergency occur while you are on campus, we will know that we need to be accountable for you.

NUTRITIOUS SNACKS

Students are permitted to have a morning snack during recess. Children are encouraged to bring only nutritious snacks. No shelled sunflower seeds or peanuts. Milk (2%) and chocolate milk (2%) are available during snack and lunch time at a cost of \$.50 per ½ pint carton.

PARTIES

P.T.O. room mothers organize three parties each year at Halloween, Christmas, and Valentine's Day. The parties will be held the last hour of the school day.

Parents are requested not to send party invitations to school unless their child is inviting the entire class to the party. Birthday parties for students will not be celebrated at school.

Dances may be held throughout the school year for upper grade students. The 8th grade graduation dance will be held for all 7th and 8th grade students.

SCHOOL BUS CONDUCT

Riding the school bus is a privilege, which may be revoked any time conduct might warrant it. The bus driver must demand good student behavior at all times in order to concentrate on safe driving. You will be notified if your child misbehaves.

Students grades K - 3: Please notify the school if a situation arises where supervision of your child will not be available when he/she gets home. 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.

The Education Code states in Section 48900 that the principal of a school may suspend children from school for a variety of reasons including but not limited to:

1. Fighting/violence

2. Hitting an adult
3. Physical, sexual, or verbal abuse
4. Harassment of students or adults
5. Any action which threatens the safety of students or staff, including verbal and physical intimidation
6. Malicious mischief or property damage

BULLYING AND HARASSMENT

Bullying and harassment are unacceptable behaviors that should be immediately addressed. If bullying or harassment is suspected, parents should contact the school for help.

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.

DISCIPLINE

The staff is very concerned about the behavior of children at school. We believe that children can behave appropriately. Your help is needed if we are to help all children become dependable, responsible citizens. If a student is suspended from school, the student may not participate in any school-related activities during the time of suspension. ***Following the 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.***

STUDENT RESPONSIBILITIES

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.

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.

Note: Any student, parent, or staff member filing an informal or formal complaint against a school employee can refer to the district's Uniform Complaint Procedures. This policy is located in the office.

(Please detach and return to school with your child)

Student Name _____ **Grade** _____

Teacher _____

I HAVE READ AND DISCUSSED THE SCHOOL POLICIES AND STANDARDS AS SET FORTH IN THE STUDENT HANDBOOK WITH MY CHILD.

PARENT/GUARDIAN SIGNATURE **DATE**

I UNDERSTAND THE POLICIES AND STANDARDS OF THE STANWOOD A. MURPHY ELEMENTARY SCHOOL AS SET FORTH IN THE STUDENT HANDBOOK AND WILL FOLLOW THEM.

STUDENT SIGNATURE **DATE**