

**SCOTIA UNION SCHOOL DISTRICT BOARD OF TRUSTEES**

Dedicated to quality education and equal  
opportunity for all children.

We pledge ourselves to . . . . .

- . . . provide a healthful, safe, friendly atmosphere for learning
  
- . . . communicate to parents and the community to the best of our ability
  
- . . . dedicate ourselves to provide a meaningful, relevant curriculum  
  
to the children of Stanwood A. Murphy Elementary School
  
- . . . allow each child to find success in each endeavor, academic as well  
as social
  
- . . . provide opportunities for enrichment as well as remedial activities
  
- . . . guide children in the realization of their self-worth
  
- . . . guide children in learning for lifelong learning.

**BOARD OF TRUSTEES**

*Larry Salmon      Gregg Bratcher*  
*Randy Jeffers     Virginia Rose*

Dear Students,

Welcome back to school. It is our goal to provide a school atmosphere that is truly enjoyable, memorable, and rewarding for you. One in which feelings of high self-esteem can flourish, where individual differences are appreciated, mistakes tolerated, communication is open and rules are flexible to promote understanding of each individual. An atmosphere that reflects the attitude of a supportive, concerned family. Adherence to the following will assist in making all this possible:

1. Have pride in yourself, our school and our community
  - a.) Maintain a clean and neat appearance with good personal grooming .
  - b.) Help keep the school and community looking neat and clean by not littering.
2. Strive for excellence in all you do. Always try to do your best in your work and seek improvement each day.
3. Be polite! “Thank you, please”, and a friendly “Hello”, can go a long way.
4. All members of the school staff are to be obeyed and treated with proper respect. This includes: Superintendent, Vice-principal, teachers, teacher assistants, custodians, bus drivers, secretaries, noon supervisors, substitute teachers, cafeteria personnel, nurses and all other personnel associated with the school.
5. Be a responsible person. Complete assignments on time and do them to the best of your ability.
6. Obey all school rules.

May your year be one filled with many new learning experiences, with much success, and enjoyable memories.

Sincerely,

Jaenelle L. Lampp  
Superintendent/Principal

**SCHOOL CALENDAR**

**August 27, 2007 - June 12, 2008**

**HOLIDAYS**

Labor Day.....Sept. 3  
Veteran's Day.....Nov. 12  
Thanksgiving Recess.....Nov. 19-23  
Winter Recess.....Dec. 21-Jan.4  
Martin Luther King Day.....Jan.21  
President's Week..... Feb. 18-22  
Spring Recess.....Apr. 24-28  
Memorial Day.....May 26  
Last Day of School.....June 12

**SCHOOL BUILDING  
ROOM NUMBERS**

99.....	Superintendent's Office	- Mrs. Lampp
100.....	School Office	- Mrs. Emmons
101.....	District Office	- Mrs. Jones
200.....	School Office	- Mrs. Walsh
102.....	E.L.L. Coordinator	
103.....	Resource Room	- Mr. Steinberg
104.....	2 <sup>nd</sup> /3 <sup>rd</sup> Grades	- Miss Ross
105.....	2 <sup>nd</sup> /3 <sup>rd</sup> Grades	- Mrs. Barbata
106.....	3 <sup>rd</sup> Grade	- Mrs. Owren
107.....	Computer Lab	
108.....	Library	-Mrs. Henry
110.....	Music Room	-Mrs. Christen
111.....	Speech Room	- Mrs. Hilton
113.....	7 <sup>th</sup> Grade	- Mr. S. Barsanti
114.....	8 <sup>th</sup> Grade	- Mr. Lewis
115.....	5 <sup>th</sup> Grade	- Mrs. Gossien
116.....	4 <sup>th</sup> Grade	- Mrs. Zana
117.....	8 <sup>th</sup> Grade	- Mr. G. Barsanti
118.....	Kindergarten	- Mrs. Eicholtz
119.....	1 <sup>st</sup> Grade	- Mrs. Close
126.....	Cafeteria	

**SCHOOL HOURS**

Teachers are a school from 8:00 A.M. to 3:45 P.M. unless participating in district activities.

***Children who walk to school are asked to arrive no earlier than 8:15 A.M. Unless, they are having breakfast. If your child is having breakfast they are to report to the cafeteria at 8:00 A.M. Playground supervisors are not on duty until 8:15 A.M.***

Crossing guards are on duty before every dismissal time and at 7:50 A.M.

Lunch breaks will run from 11:40 A.M. to 12:25 P.M. for Kindergarten through 3rd grades, 12:15 P.M. to 1:00 P.M. for 4th through 8th grades.

All children should go **directly** home when school is excused, 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.

Students are permitted in the classrooms or within the school building only if they are supervised.

**DAILY SCHEDULE**

KINDERGARTEN.....8:25 A.M. - 11:55 A.M.  
1ST - 3RD GRADES.....8:25 A.M. - 2:30 P.M.  
4TH - 8TH GRADES.....8:25 A.M. - 3:05 P.M.

**ARRIVAL/DEPARTURE OF STUDENTS AT SCHOOL**

Due to the congestion, the parking lot in front of the school is restricted to **STAFF USE ONLY**.

Parents are requested to come up "B" Street by the medical offices, turn left on First Street drop off or pick up your children in the yellow loading zone then exit down Church Street. This will alleviate the congestion between the two crosswalks on the upper end of the street which goes to the gym...making it safer for those children going up the hill or over towards Mill Street.

Your cooperation with this matter will be greatly appreciated and will hopefully provide a safer arrival and departure for your children.

**AFTER SCHOOL PROGRAMS**

The After School Program will begin in October for students who are recommended by their teacher. The hours for the After School Program will be as follows:

1<sup>st</sup> through 3<sup>rd</sup> grades.....Tuesdays and Thursdays.....2:35 P.M. to 3:05 P.M.  
4<sup>th</sup> through 8<sup>th</sup> grades..... Wednesdays ..... 1:05 P.M. to 2:05 P.M.  
4<sup>th</sup> through 8<sup>th</sup> grades.....Tuesdays and Thursdays.....2:35 P.M. to 3:05 P.M.

### CURRICULUM DEVELOPMENT DISMISSALS

Students in grades Kdgn. through 8th will dismiss at **1:00 p.m. every Wednesday**, beginning September 5th, 2007, for curriculum development meetings. Students who ride the bus will leave the school by 1:15 p.m. Please mark your calendars.

### SNACKS

Students are permitted to have a morning snack. Snacks will be eaten during recess.

Children are encouraged to bring only nutritious snacks.

Shelled seeds and shelled peanuts are acceptable only during snack or lunch periods.

Milk is available during snack and lunchtime at a cost of \$.25 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 will be held throughout the school year for the 7th and 8th grade students. The 8th grade graduation dance will be held for all 7th and 8th grade students.

### LUNCH/BREAKFAST PROGRAM

Students may obtain hot lunches (\$2.25) breakfast (\$1.25) from the school cafeteria. Menus will be sent home with the students at the end of each month. Students are requested to pay for their meals in the cafeteria before school. If it is possible to pay for your child's breakfast, lunch, and/or milk by the week or month, it would be greatly appreciated. Otherwise, you may pay by the day.

### LUNCH DISMISSAL: RESTRICTED OFF-CAMPUS PRIVILEGES

1. A note must be on file in the office signed by the parent allowing the student to go to their own home for lunch. (This note may be for the full year.)
2. Students must have a note on file in the office signed by the parent allowing a student to go to Hoby's for lunch on Fridays ONLY. (This note may be for the full year.)
3. The train and picnic areas will be prohibited to students during lunch periods.
4. Students who bring a lunch to school or purchase a lunch at school will stay at school during the lunch period.
5. Students going home or to the store for lunch will not congregate at homes of other students or loiter in the downtown area.
6. Off-campus permission is a privilege and can be revoked by administration if a student has poor attendance or behavior.

**WALKING TO AND FROM SCHOOL**

Please remind children that they must not walk across lawns or yards. Children are to use the marked crosswalks and to cross streets only at corners. Students are to obey crossing guards.

All children are to come **directly** to school and to return home after school without loitering along the way. School insurance covers the student while he/she is going directly to and from school.

*This is your community, please help to keep it nice.*

\*\*\*\*\***DO NOT LITTER**\*\*\*\*\*

**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.

**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.

**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.

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.

**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 the **student is in attendance**. When a family has an emergency and/or needs to take their child out of school for (5) five or more days, an Educational Contract may be prepared by the teacher. Please contact the teacher several days before your departure. If an Educational Contract is obtained, the days missed will result in attendance as if they were in school. We encourage parents to keep their children in school. Student performance and positive attendance go hand in hand.

According to new laws, families who receive Cal Works may lose benefits due to their child's poor attendance.

**DRESS CODE**

All students shall be required to dress and groom for school with attention to and emphasis upon the following:

1. Neatness
2. Cleanliness
3. Modesty
4. Decency
5. Safety

(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. "Break away" sweats may be worn if appropriate clothing is worn underneath. Students not adhering to these rules will be sent home.

(b.) Children should wear properly fitted shoes that are sturdy enough to protect their feet. No thongs. All footwear, including sandals, must have a toe strap and a back strap. Please, no high heels!

(c.) Tank tops and tops that expose the midriff area, and tops with string (narrow) straps are not to be worn at school.

(d.) There are baggy pants which are in style at this time and if worn to school, they need to be held up with a belt at the proper waistline.

(e.) A name label placed in your child's coat, sweater, lunch box, and other belongings will prevent loss. We have a "**Lost and Found**" department where prompt inquiries should be made for lost articles.

(f.) Hats without bills, bandanas; of any color or any other apparel that can be related or associated with gang symbolism are not to be worn to school.

(g.) Shirts and T-shirts with words, symbols, and pictures must be school appropriate. It is prohibited to wear shirts advertising drugs, alcohol, people wearing inappropriate clothing, or written language.

**BICYCLES**

Children may ride bicycles 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 must be locked at all times.

Bikes are to be walked in the crosswalks, on the playgrounds and the sidewalk areas at the school.



**REPORTING TO PARENTS**

Parents will receive at least three reports on their child’s progress, and at least one individual conference and three report cards.

Additional conferences may be held as needed, and may be initiated by either the teacher or the parent.

Our pupils provide messenger services - taking home report cards, notices, announcements, newsletters and bring parental notes from home to school. Please help us remind them of the importance of their services and of the need to keep it reliable.

**SCHOOL MEETINGS**

Meetings involving the school, its programs, and the welfare of the students are held monthly. The public is more than welcome to any and all of these meetings. Your input, both positive and negative, is important to the continued efforts to improve our school.

The meeting times are scheduled as follows:

- School Board Meetings.....2nd Thursday at 7:00 P.M.
- P.T.O. Meetings.....1<sup>st</sup> Wednesday at 1:30 P.M.
- S.I.T.E Council Meetings.....2<sup>nd</sup> Tuesday at 3:15 P.M.

**VISITING SCHOOL**

Parents are welcome and encouraged to visit school, and even to participate in the instructional program as volunteer tutors or classroom aides.

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

Visitation during the first two weeks of school, the day before vacation, or the last two weeks of school is unrewarding.

***When visiting the school, please sign in at the office before going to the classroom. Please pick up a visitor’s pass in the office to wear while you are on campus. even if you are just dropping off a lunch, homework, or a message. Be sure to sign out before you leave the campus. (Don’t forget to leave the visitor’s pass in the office.) This is for the safety of all children, staff and visitors on campus. Thank you.***

**HEALTH**

Please notify the school at once when your address or phone number has been changed. We must have your phone number or the phone number of a neighbor 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.

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.

***Notify the school immediately when your child has a communicable disease, such as chicken pox, measles, head lice, impetigo, pink eye, and etc.***

***PLEASE ADVISE THE OFFICE AND TEACHER OF ANY AND ALL ALLERGIC REACTIONS such as, 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 give 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.

**When a child has a FEVER and appears to be ill we ask that your child be kept home.**

**TOBACCO FREE SCHOOLS**

The Board of Trustees recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the District's instructional programs.

In accordance with state and federal law, smoking is prohibited in all District facilities and vehicles. (20 USC 6083; Labor Code 6404.5)

*(cf. 5131.62 – Tobacco)*

*(cf. 6142.8 – Comprehensive Health Education)*

*(cf. 6143- Courses of Study)*

The Board further prohibits the use of tobacco products at all times on District grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the District.

The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

*(cf. 4118-Suspension/Disciplinary Action)*

*(cf. 4218 Dismissal/Suspension/Disciplinary Action)*

*(cf. 5144.1 Suspension and Expulsion/Due Process)*

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property.

The Superintendent or designee shall maintain a list of clinics and other resources that may assist individuals who wish to stop using tobacco products.

*(cf. 4159/4259/4359-Employee Assistance Programs)*

*Legal Reference:*

EDUCATION CODE

*48901 Smoking or use of tobacco; steps to discourage*

HEALTH AND SAFETY CODE

*39002 Control of air pollution from non-vehicular sources*

*104420 Implementation of tobacco use prevention program*

LABOR CODE

*6404.5 Occupational safety and health; use of tobacco products*

UNITED STATES CODE TITLE 20

*6083 Nonsmoking policy for children's services*

COURT DECISIONS

*Eureka Teachers Assn. Vs. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)*

*CSEA #506 and Associated Teachers of Metropolitan Riverside vsRiverside Unified School District*

*(1989) PERB Order #750 (13 PERC20147)*

*Policy Reviewed: 6/07*

*8/07*

**SCOTIA UNION SCHOOL DISTRICT**

*Scotia, California*

### **FIELD TRIPS**

All school rules concerning student behavior apply on field trips.

Chaperones are not allowed to smoke during field trips.

Chaperones: No students or children other than the class members are to accompany chaperones.

Any parent chaperoning students must have on file, in the office, proof of current driver's license and insurance.

Students are not to be transported in the back of pickups or vans. Cars cannot transport more students than for whom there is seating and seat belts. Anyone driving students must fill out a private vehicle form (insurance requirement).

All students must have a field trip permission slip on file in the school office.

Chaperones transporting students must obey all traffic laws.

Chaperones transporting students should not make stops while going to or from events unless prior arrangements have been made with the school Superintendent.

### **LOST AND FOUND**

If your child has lost an article of clothing, a lunch box, etc. please have him/her check the lost and found. Parents may also come to the school to check the lost and found.

To avoid lost articles, please mark ALL belongings (especially jackets and lunch boxes). Articles with names will be returned to the student immediately. We will greatly appreciate your cooperation in this matter.

### **SCHOOL BUS SLIPS**

Riding the school bus is a privilege that 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.

Bus slips will be issued for the following reasons:

1. Improper conduct at the bus stop: Fighting, hitting, shoving, and etc.
2. Insubordination (refusal to submit to the authority of the bus driver).
3. Profanity or vulgarity.
4. Not remaining seated when the bus is in motion.
5. Eating on the bus.
6. Requiring constant correction or reprimand.
7. Exposing arms or body outside the window
8. Littering or throwing items.

**SCHOOL BUS (CONT.)**

- 9. Vandalism (destroying seats, etc.).
- 10. Boisterous actions (hollering, yelling).
- 11. Disrespect of others.

**BUS SCHEDULE**

**KINDERGARTEN RUN:**

Redcrest Exit Stop Sign.....7:15 A.M.  
 Redcrest Store.....7:20 A.M.....12:20 P.M.  
 Holmes “T”.....7:30 A.M.....12:15 P.M.  
 Pepperwood.....7:35 A.M.....12:10 P.M.  
 Stafford.....7:40-7:45 A.M.....12:00 P.M.  
 North Court students will not be transported.

**AFTERNOON RUN: (1ST THROUGH 8TH)**

Leave Scotia.....3:40  
 Stafford.....3:50  
 Pepperwood.....4:00  
 Holmes “T”.....4:10  
 Redcrest Store.....4:15  
 Log Deck.....4:20  
 North Court students will not be transported.

**SHIVELY/LARABEE :**

<b>(Bridge Out)</b>	<b>A.M.</b>	<b>P.M.</b>	<b><u>SHIVELY K-RUN</u></b>
Leave Scotia.....	6:50.....	3:20	12:00 P.M.
Train Tracks.....	7:40.....	3:50	12:25 P.M.
Larabee Gate.....	7:55.....	4:05	12:30 P.M.

When bridges are IN:

Shively students are picked up between Pepperwood and Holmes. Larabee students are picked up at the Holmes “T”.

Shively students.....7:35 A.M.....4:05 P.M.  
 Larabee students.....7:30 A.M.....4:10 P.M.

**\*\*TIMES MAY VARY BY A FEW MINUTES\*\***

**When the bridges are out:**

The small bus will run over the Shively Road.

Larabee (and Shively, when bridge is in) parents must be on time to meet the bus, or students will be returned to the school and parents must pick the students up at the school.

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.

**BUS SCHEDULE (CONT.)**

If your child does not need a ride to or from school on any given day, please call the school.

**REGULATIONS FOR SCHOOL CONDUCT AND BEHAVIOR**

One obligation of freedom, which is to frequently overlooked or deliberately ignored today, is the recognition that no one has the right to deprive, intrude upon, or ignore the freedoms or individual rights of others. Individual dignity and status cannot be gained at the expense of someone else. Laws, policies, rules and other regulations are for the express purpose of preventing actions of individuals from intruding upon or preventing enjoyment of others' freedom and rights.

The Education Code states in Section 48900 that the principal of a school or a teacher may suspend children from school for the following reasons:

1. Continued willful disobedience.
2. Open and persistent defiance of the authority of school personnel.
3. Any threat of violence directed toward school personnel or other students.
4. Having tobacco or matches on school premises.
5. A minor who willfully cuts, defaces or injures any real or personal property of the school. The parent or guardian of such minor shall be liable for the amount of the damage.
6. Profanity, vulgarity, or committing an obscene act is prohibited.
7. Illegal drugs, alcohol, or anyone under the influence of drugs or alcohol; possessing weapons, knives, explosives, or other dangerous objects are not permitted.
8. Sexual harassment of any student of or by any other student or employee shall not be tolerated. The Board considers sexual harassment to be a major offense or more detailed complaint procedures, see policy in the office or contact the principal.

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.

**SCHOOL WIDE RULES**

**Fighting is not allowed.**

Only school owned equipment is permitted during school hours.

Students are not to bring **paggers, radios, 2-Way Radios, CD players, tape players, electronic games or laser beam implements to school. Students with cell phones may only use them before and after school. Cell phones will be turned off during school hours and will be confiscated if used improperly!**

Throwing rocks is not allowed.

Tackle football, wrestling, or piling on the back is not permitted.

Piggyback or carrying another on the back is not permitted.

No games of any kind that involve gambling.

Students should walk on sidewalks at all times when going to and from school.

**SCHOOLWIDE RULES (CONT.)**

Students should not climb over or sit on top of fences.

Twirling on the monkey bars is not permitted.

No fingernail polish, fingernail polish remover or hair spray at school.

Students wishing to use the office phone, going to the office or leaving the playground for any reason, must obtain permission from the person on duty and they must have a pass with them.

Students who wear makeup, need to apply it at home. Students will not be applying make up after they arrive at school.

**\*\*\*\*\*THE PHONE IS FOR EMERGENCIES ONLY\*\*\*\*\***  
*The phone will not be used for forgotten homework, to make after school plans, or for forgotten sharing items.*

Jumping out of or twirling on the swings is not permitted.

One person at a time on the slide and only one person waiting on the ladder. Students need to be in the sitting position when coming down the slide.

Kickballs, footballs, softballs, and bats are to be used in the field areas, not on the blacktop.

Bats and softballs are to be taken out only during P.E. class.

Heelys (shoes with wheels), skateboards, roller blades or scooters are not to be worn or ridden on the school grounds.

**NO GUM CHEWING WILL BE ALLOWED AT SCHOOL!!**

**CLASSROOM RULES**

General cleanliness and neatness of the school grounds and classrooms are the responsibility of all.

Hats are NOT to be worn in the school buildings.

Tops of desks are to be left clear and clean with chairs on the desk.

Pick up all objects on the floor DAILY!

Sinks and drain boards shall be left clean and neat.

Bookshelves shall be neatly arranged.

Students will NOT write on or attach stickers to the desks.

**DISCIPLINE**

If a student is suspended from school, the parent must bring the suspended student back to school for a re-entry meeting with the principal or designee PRIOR to re-admittance.

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.

**DISCIPLINE (CONT.)**

In order to provide clear, consistent disciplinary procedures, each parent and student is provided with our school's discipline grid.

**NOTE:** A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but limited to:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off campus.
4. During, or while going to or coming from a school sponsored activity.

**EXTRA-CURRICULAR ACTIVITIES**

When students participate in any EXTRA-CURRICULAR ACTIVITIES they must agree to the following:

1. To conduct themselves as good citizens at all times.
2. To reflect in their behavior that representing the school is an honor.
3. To maintain at least a "C" average grade in all subjects or have the teacher sign that they are making a maximum effort in each classroom.
4. To not fight or use bad language in their daily lives.
5. To exhibit good sportsmanship and fair play in all activities.
6. To participate in any EXTRA-CURRICULAR ACTIVITY, students must be in attendance when school begins at 8:25 A.M. Medical and dental appointments are acceptable exceptions.

Any student that fails to conduct himself/herself as indicated in #1 thru #6 will be suspended from the EXTRA-CURRICULAR ACTIVITY until the infraction is reviewed by the Superintendent/Principal.

**AWARDS**

We are going to be rewarding good students each month. We will have assemblies to present these special awards. The awards and a brief description are listed below:

***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.***

***7TH & 8TH GRADE AWARDS GIVEN QUARTERLY (adopted 9/92):***

**PRINCIPAL'S LIST**

- a.) Grade average of 3.66 - 4.00
- b.) No grade lower than a "B"
- c.) Demonstrate good citizenship
- d.) Working at grade level

AWARDS (CONT.)

HONOR ROLL

- a.) *Grade average of 3.00 - 3.65*
- b.) *No grade lower than a "C"*
- c.) *Demonstrate good citizenship*
- d.) *Grade determined at student level*

CITIZENSHIP

- a.) *Minimum of 3 "E" grades in school conduct, work habits, completing assignments*
- b.) *All grades no lower than a "C"*

MONTHLY PERFECT ATTENDANCE

*Students who have perfect attendance each month will receive recognition and a special award from the principal!*

GRADE QUALITIES

<i>A = 4.00</i>	<i>C = 2.00</i>
<i>A- = 3.66</i>	<i>C- = 1.66</i>
<i>B+ = 3.33</i>	<i>D+ = 1.33</i>
<i>B = 3.00</i>	<i>D = 1.00</i>
<i>B- = 2.66</i>	<i>D- = .66</i>
<i>C+ = 2.33</i>	

RETENTION

The Scotia Union School District has developed a retention policy that complies with the retention requirements prescribed by the State of California. The Governing Board believes students must demonstrate growth in learning and meeting grade-level standards of expected student achievement in order to progress to the next grade level. Students at risk of retention in accordance with law, Board Policy, Administrative Regulation shall be identified as early as possible in the school year and in the student's school career.

Determination will be made by:

1. A score from the previous school year STAR test **below the 30th percentile.**
2. Multiple assessments of the student's performance that indicate proficiency **one year below grade level standards.**

Sources of data to be used in determining promotion or retention in second and third grades may include grades, benchmark readings, running record or other commonly used reading inventory assessments and/or other teacher criteria which indicate that the majority of the skills have or have not been mastered. For grades 4-8 all of the above sources may be used as well as district-developed rubrics in writing and math or math facts proficiency scores reflecting mastery of all four operations.

At grade levels where proficiency in more than one subject area is required (4th-8th grades), assessment measures used in each subject area will be equally weighted and combined. If the average of the composite score is two or more years below grade level, the student will be identified as **at risk of retention.**

If grades are used as an indicator of student proficiency, students in second or third grades who receive an "F" in reading will be identified as **at risk of retention.** Students in grades 4-8 who receive an "F" in two of the three content areas (reading, language arts, mathematics) will be identified as **at risk of retention.**



### **RETENTIONS (CONT.)**

3. A recommendation for retention may also be made by the classroom teachers, student study team, or a Promotion Standards Committee as established by the Superintendent or his/her designee.

The above criteria shall be disregarded **if** a student scores above the 50th percentile on the STAR test.

**English language learners** will not be retained upon arrival. Limited English proficient students will be given appropriate language acquisition time to work towards the District's standards prior to consideration for retention.

You, as a parent will be informed during the school year if there is a possibility of your child being retained. Other factors considered for retention are:

- |                               |                               |
|-------------------------------|-------------------------------|
| a) Physical maturity          | i) Emotional problems         |
| b) Specific learning problems | j) History of delinquency     |
| c) Chronological age          | k) Intellectual development   |
| d) School attendance          | l) Multiple assessments, i.e. |
| e) Physical size              | grade level standards         |
| f) Health problems            | prescribed by the state.      |
| g) Previous retention         |                               |
| h) Social maturity            |                               |

### **SCHOOL SITE COUNCIL**

A School Site Council (S.S.C.) composed of parents and teachers elected by their peers serves as an advisory group for S.I.P. All parents are invited to attend the monthly meetings which are announced in a notice sent home to parents.

### **TITLE I**

Title I refers to federal funds granted to the school district for the purpose of "excess cost services for identified students" (by standardized tests). Excess cost means above and beyond the regular classroom activities. These funds are used to help children improve reading skills through the use of classroom aides, Title 1 teacher and special supplementary materials.

A District Advisory Council (D.A.C.) is elected by parents of Title I students to serve in an advisory capacity to the Title I program. Meetings are announced in advance and parents of all Title I students are invited to attend.

### **MONTHLY BULLETINS AND NOTICES**

A monthly calendar and menu will be sent home at the end of each month. It is very important that you read over the calendar of events at this time and make notes regarding early dismissals, special programs, meetings, etc. We ask that you please post these calendars somewhere where you will see it each day. We do send out several other notices throughout the month, but we will not send home special notices to remind parents of early dismissals, inservices or holidays. Hopefully you will utilize these calendars to plan ahead and make your schedule a little less hectic.

### **DAILY MESSAGES**

The secretaries are more than happy to pass messages on to your children at the end of the school day. We are aware that plans change and unexpected events come up and you need to pass this information on to your children. Please try to let your child know your schedule for that day and what he/she is to do after school before school starts. If you would like us to pass on a message, we ask that you call the school before 2:00 P.M. so that we may call all the children to the office at **one time** as not to disrupt classroom instruction.

## **LIBRARY AND TEXT BOOKS**

### **Library Books**

Library books are available for every child enrolled at Scotia Elementary School 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 replacement cost of the lost 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.

Dear Parents,

In an effort to provide a good learning environment for our students, the Board of Trustees and the staff at Stanwood A. Murphy School have established policies and standards for all our students.

Please go over this booklet with your child and sign below to indicate you have reviewed the established policies and standards with your child.

Please have your child sign the tear off sheet, too. This indicates he/she understands and will comply with the policies and standards established for our school. The teachers will review these again during the school year.

Thank you for your cooperation!

Jaenelle L. Lampp  
Superintendent/Principal

.....

*(Please detach and return to school with your child)*

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

I HAVE READ AND DISCUSSED THE SCHOOL POLICIES AND STANDARDS AS SET FORTH IN THE MURPHY 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 MURPHY HANDBOOK AND WILL OBEY THEM.

\_\_\_\_\_  
STUDENT'S SIGNATURE      DATE

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