

# GRATTON SCHOOL DISTRICT



PARENT HANDBOOK  
2017-2018

# TABLE OF CONTENTS



Gratton School Staff & Schedule

Attendance

Programs

*Lunch*

*Performing Arts*

*School Site Council*

General Policies

*Field Trips*

*Homework*

*Student Social Interaction*

*Bicycle Helmets*

*Vandalism*

*Parking Lot Safety*

*Cell Phone*

*Communication*

*Citizenship*

*Dress Code*

*Behavior Guidelines*

2017-2018 School Calendar

# GRATTON SCHOOL STAFF AND SCHEDULE



**Shannon Sanford, Superintendent**

**Teachers**

Staci Isaac	Grade K & Intervention
Sadie Maxwell	Grade 1
Wendy Williams	Grade 2
Sheila Amaral	Grade 3
Pennie Segna	Grade 4
Sarah Carlisle	Grade 5
	Grades 5 <sup>th</sup> – 8 <sup>th</sup> PE
Samantha Ericksen	Grade 6
	Grades 5 <sup>th</sup> – 8 <sup>th</sup> PE
Rexann Casteel	Grade 7 Lang. Arts/Science
	Grade 7 History
	Grade 8 Math
	Grades 5 <sup>th</sup> – 8 <sup>th</sup> PE
Rebekah Remkiewicz	Grade 8 Lang. Arts/Science
	Grade 8 History
	Grade 7 Math
	Grades 5 <sup>th</sup> – 8 <sup>th</sup> PE

**Administrative Assistant**

Debbie Rocha

**Media Aide**

Nicki Coburn

**Music Instructor**

Neena Stegmann

**Intervention & Resource**

Sydnee Tickenoff

**Speech**

Lorie Wagner

**Campus Supervisors**

Melissa DeSouza

Roger Maxwell

**Maintenance/Grounds**

Tim Holveck

**Board of Trustees**

Kristi Johns, 604-2893

George Tavernas, 883-4730

Ruth Villarreal, 602-4208

Phil Wagner, 656-9537

Jim Yardy, 345-9106

**STARTING/ENDING TIMES**

Kindergarten 9:45 a.m. - 2:20 p.m.

Grades 1- 8 8:00 a.m. - 2:20 p.m.

**Minimum Day Schedule**

Grades 1 - 8...8 a.m. – 11:30 a.m. / Grade K...9:45 a.m. – 11:30 a.m.

# Attendance

It is very important for students to be at school each day. Students attend school for 180 days during the year; therefore, each day of instruction is valuable. Students are expected to be present and ready to learn each day.



It is very important for students to be punctual each day. Being on time helps the student set a positive tone for the day and a calm, organized, comfortable routine. Morning announcements and submitting work usually happen the first few minutes of school. Students are expected to be punctual and ready to learn each day.

A few guidelines to remember:

1. In the event that your student is ill, please phone the district office as soon as possible. An independent study packet will be started for the student to complete all missed work.
2. Students who are ill more than three days must have a doctor's excuse.
3. Students who are tardy more than five times or who miss school more than five days for any reason will receive notification from the district reminding the family of the importance of being at school. Continued tardies or absenteeism may result in a conference with the teacher and superintendent.
4. Tardy students must visit the office first to obtain a tardy slip to enter the classroom.
5. **The district encourages all vacations to be taken outside of the regular school calendar.**
6. **The district encourages all appointments to be made outside of the school day.**
7. Parents must visit the office first when entering the campus or to sign your child out.

# Programs



## Lunch

### Lunch Period

Grades K - 3 11:30 a.m. – 12:30 p.m.

Grades 4 - 8 11:50 a.m. – 12:30 p.m.

No soft drinks are allowed.

Milk is available (20 cents each / \$5.00 for a ticket).

Teachers of students in grades K-8 have microwaves in their classrooms and will provide this service. The following guidelines must be followed:

- Keep warm-ups under 1 minute.
- Have food ready to warm in a microwave-safe container (no foil).
- Send any utensils your child may need.
- Due to the number of requests for this service, it is crucial that warm-ups are foods that require a minimal amount of warming – **not cooking!!**

Special lunches may be provided during the school year. Lunch orders are to be turned in as requested on the form.



## **Performing Arts – Mrs. Neena Stegmann**

Performing Arts is offered to all students in a variety of ways. Our musical program offers classroom music for grades K-4, recorder instruction for 4<sup>th</sup> grade students, band and chorus for students in grades 5-8. Drama instruction is also offered for interested students. Students are required to attend two performances a year. Performances are part of the student's final grade. Further information about the Performing Arts Program will be sent home at the beginning of the school year.



The Gratton School Local Control Accountability Plan is developed and recommended by the School Site Council. The council has the ongoing responsibility to review with the principal, teachers, and other school personnel to assess the effectiveness of the program.

The needs and resources of the program require membership that include broad representation of parents and staff. If you are interested in participating on the Site Council, please phone the district office for more information.

## General Policies

# Field Trip!

Permission notes informing you of off-campus trips are required to be signed and returned to your child's teacher before the scheduled trip. No phone calls will be made for notes not turned in prior to the scheduled field trip. Students without parental permission will be expected to remain at school.

Chaperones that drive students on a field trip must fill out a form (available in the office) prior to the field trip and have a current copy of their driver's license and a current copy of their insurance card on file in the office. **Chaperones are limited to parents and grandparents only. All others must have prior office approval.**

**Each teacher reserves the right to determine a student's eligibility for each field trip based on citizenship and grades.**

1. Students must ride the bus both ways on a field trip unless the parent signs a release form. Parents may not sign for children other than their own.
2. If space is limited, teachers must use a lottery system to determine parent participation.

### Siblings and Field Trips

1. Siblings enrolled at Gratton are not allowed to participate in a field trip if their own class is not participating.
2. Preschool or younger siblings may be able to participate if there is room. Check with the teacher to see if there is room.
3. Reservations for the class and parents will be priority before siblings.



### Homework

1. The Gratton School District Board of Trustees believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The board recognizes the fact that homework serves a valid purpose when it:
  - a. provides essential practice in needed skills
  - b. trains pupils in good work habits
  - c. affords opportunities for increasing self-direction
  - d. enriches and extends school experiences
  - e. helps children learn to use time wisely
  - f. brings pupils into contact with out-of-school learning resources such as parents
  - g. promotes growth in responsibility



## **Student Social Interaction**

A natural part of a child's life is developing social skills. Attending school offers the student daily opportunities to learn and practice appropriate social interaction. Character education is taught in all grades and rewarded in individual classrooms as well as school wide. Awareness and problem solving skills are taught about topics such as teasing, bullying and sexual harassment with grade appropriate discussions, role playing and activities. Prevention and action are taught and emphasized. If you feel that your student is having a problem with social interaction, please contact the teacher immediately to discuss a plan of action.



## **Requirements of Students to Wear Bicycle Helmets**

Vehicle Code section 21212 requires anyone under the age of 18 years who is operating a bicycle upon a public street, bike path, or trail, to wear a "...properly fitted and fastened bicycle helmet...". The Gratton School District Board of Trustees has enacted a rule requiring all students riding to and from Gratton School to wear a helmet in accordance with this section.



## **Vandalism**

Students and their parents shall be responsible for all damage by students to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.



## **Parking Lot Safety...And...Driving Slowly**

When dropping off or picking up your children, please pull as far forward as possible in the parking lot's right hand lane. The inside lane is used for cars to leave the parking lot. Also remember to park in designated parking spaces only.

**PLEASE BE CAREFUL!**



## Cell Phone

**All personal electronic signaling devices shall be turned off and put away before the start of school.** If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and shall confiscate it and return it at the end of the school day to the parent.



## Communication

Effective communication between the school and parents is essential to the success of each student. Please do not hesitate to email, make an appointment or briefly touch base with your child's teacher. All questions are important to us and answers are valuable to you.

### New Website – [grattonschool.net](http://grattonschool.net)

Events and activities school wide can be found using the district website calendar page. Parents can access PowerSchool, meeting agendas, meeting minutes, and other information about the district.

Most communication will be done by mass email from the district office. Teachers are required to use mass email as well to inform parents of classroom announcements and events.

### PowerSchool

Parents may use the PowerSchool information system to monitor grades and attendance. User names and passwords are distributed each year for new students. Please contact the office if you need assistance accessing or using this program.

**District policy requires that any parent with a concern or issue must contact the classroom teacher first. Teachers can be contacted by email or phoning the district office. Teachers are available before and after school. If the concern or issue is not resolved after a few conversations with the teacher, the superintendent may then be notified and a conference with all parties involved will be scheduled.**



# GRATTON SCHOOL DISTRICT POLICY

## CITIZENSHIP



### **The Six Pillars of Character**

The Gratton School District Board expects all students to demonstrate good citizenship within the school community. Poor citizenship hinders the learning process for the student who misbehaves and others in the classroom.

All staff and students are expected to exhibit "The Six Pillars of Character," – Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthy. Teachers will instruct about these characteristics with various grade appropriate activities throughout the year. "Character In Action" cards will be given to those students exhibiting these characteristics throughout the year, as well as celebrated in each classroom. Students may enter their card into a drawing for monthly rewards, following monthly character assemblies.

The following factors are to be considered in determining a citizenship grade:

1. Demonstrates Effort
2. Follows Rules and Directions
3. Completes Assignments on Time
4. Works Cooperatively
5. Accepts Responsibility and Shows Self Control

Teachers will notify parents if students are having difficulty with any of the above criteria. A plan will be formed to rectify the situation. If the difficulty continues, the teachers may choose to apply consequences of restricting privileges such as field trips, sports games or other activities. If the difficulty continues, the teacher, parents, and student will meet with the superintendent where further consequences of suspension or expulsion may be discussed.

Revised 8/1/13

# Dress Code



## PHILOSOPHY

*The school should have authority over dress and grooming as they affect the learning environment.*

## GUIDELINES FOR STUDENT DRESS AND GROOMING

1. Neatness, cleanliness, and appropriateness are emphasized.
2. The following are considered not appropriate:
  - A. Excessive make-up
  - B. Bare midriffs
  - C. Hats worn inside of buildings
  - D. No inappropriate lettering
3. Appropriate dress includes a coat or jacket in cold weather.
4. **Modest** walking shorts are allowed.
5. Dress length shall be such that girls can perform routine school activities, such as sitting, reaching, bending, etc. and easily maintain modesty.
6. Shoes must be worn at school.
7. Appropriate footwear is required for athletic activities.
8. The wearing of dangling earrings is discouraged for safety reasons.
9. Hair length and style for boys and girls should be such that no unusual attention is drawn to the student.
10. No gang attire shall be worn at school. This includes, but is not limited to baggy pants, hats with gang logos, colors representing gangs, etc.

# BEHAVIOR GUIDELINES

## 1. BEHAVIORS AND CONSEQUENCES

### a. BEHAVIORS

1. Defiance or interfering with the peaceful conduct of the school (i.e., classrooms, campus, office, etc.).
2. Committing obscene or vulgar act(s) or use of indecent language.
3. Cheating
4. Threatening or intimidating any other student or an adult.
5. Being in unsupervised/restricted areas.
6. Possession of any object not of a dangerous nature without teacher/administrator permission (i.e., water guns, balloons, etc.).
7. Any dress, grooming, or appearance which disrupts or attempts to disrupt the educational process or affects the health or safety of the individual. Inappropriate attire includes clothing promoting illegal substances and/or obscenities, bare midriffs, and footwear that inhibits participation in physical activities.

### BEHAVIORS IN #1-7 WILL RESULT IN THESE CONSEQUENCES:

1<sup>st</sup> Offense: Documented warning and/or other alternative consequences.

2<sup>nd</sup> Offense: Detention

3<sup>rd</sup> Offense: One-day (in or out-of-school) suspension and possible recommendation for alternative program.

Severe Clause: Depending on the severity of the behavior, the staff may choose second or third consequence for first offense.

### b. BEHAVIORS

1. Stealing or attempting to steal school or private property.
2. Knowingly receiving stolen school or private property.
3. Causing serious damage to school property.
4. Causing or attempting to cause physical injury.
5. Possess, sell, or be under the influence of any controlled substance.

### BEHAVIORS IN #1-5 WILL RESULT IN THESE CONSEQUENCES:

1<sup>st</sup> Offense: Detention or alternative consequence based on Principal's discretion.

2<sup>nd</sup> Offense: One-day suspension or other alternative consequence.



3<sup>rd</sup> Offense: Three-day suspension and possible recommendation for alternative educational program.

Severe Clause: Depending on the severity of the behavior, the staff may choose second or third consequence for first offense.

### c. GENERAL INFORMATION

1. (E.C. 48900) No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section which occur at any time, including, but not limited to, any of the following:
  - a. while on school grounds
  - b. while going to or coming from school
  - c. during the lunch period whether on or off campus
  - d. during or while going to or coming from a school-sponsored activity
2. Students accumulating 20 days of in-school and/or home suspension are subject to involuntary transfer to an alternative program.
3. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes damage to persons or property even though the offense is not defined in the student conduct code.
4. Students and parents have the right to appeal disciplinary action taken against a student. A meeting must be requested with the superintendent prior to any further appeal.

# Gratton School District 2017-2018 Calendar

Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
<b>School Begins August 10, 2017</b>										
<b>AUGUST</b>						<b>FEBRUARY</b>				
			10	11					1	2
14	15	16	17	18		5	6	7	8	9
21	22	23	24	25		Holiday	Holiday	Holiday	Holiday	Holiday
28	29	30	31			Holiday	20	21	22	23
						26	27	Min Day		
<b>SEPTEMBER</b>						<b>MARCH</b>				
				1					Min Day	2
Holiday	5	6	7	8					Min Day	2
11	12	13	14	Min Day		5	6	7	8	9
18	19	20	21	22		12	13	14	15	16
25	26	27	28	29		19	20	21	22	23
						26	27	28	Min Day	Holiday
<b>OCTOBER</b>						<b>APRIL</b>				
2	3	4	5	6		Holiday	Holiday	Holiday	Holiday	Holiday
9	10	11	12	13		9	10	11	12	13
16	17	18	19	20		16	17	18	19	20
23	24	25	26	27		23	24	25	26	27
30	31					30				
<b>NOVEMBER</b>						<b>MAY</b>				
		1	2	3						
6	Min Day	Min Day	9	Holiday			1	2	3	4
13	14	15	16	17		7	8	9	10	11
Holiday	Holiday	Holiday	Holiday	Holiday		14	15	16	17	18
27	28	29	30			21	22	23	24	25
						Holiday	29	Min Day	Min Day	
<b>DECEMBER</b>						<b>JUNE</b>				
				1						
4	5	6	7	8						
11	12	13	14	15						
18	19	20	21	Min Day						
Holiday	Holiday	Holiday	Holiday	Holiday						
<b>JANUARY</b>						<b>School Ends May 31, 2018</b>				
Holiday	Holiday	Holiday	Holiday	Holiday		<b>Summer Vacation</b>				
8	9	10	11	12						
Holiday	16	17	18	19						
22	23	24	25	26						
29	30	31								

End of 1st Trimester - October 27, 2017  
 End of 2nd Trimester - February 9, 2018  
 End of 3rd Trimester - May 31, 2018



TOTAL STUDENT DAYS = 180  
 TOTAL TEACHER DAYS = 185