

Lu Sutton Elementary School Handbook

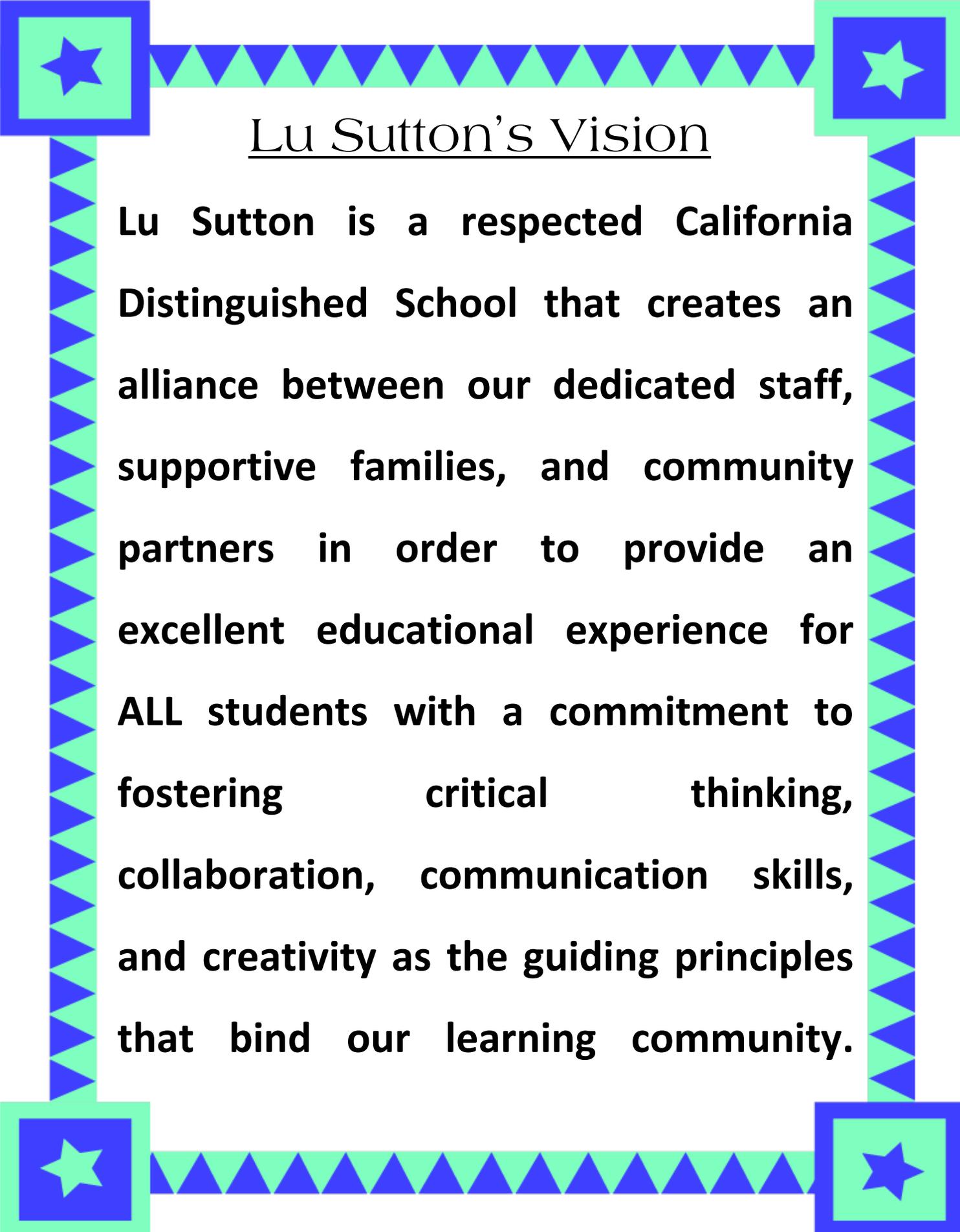


2017-2018

Bonnie Barron, Principal
Jennifer Dudley, Principal
Shirley Rodriguez, Office Manager
Voni Eyler, Office Tech
Tiki Martin, School Coordinator

1800 Center Road
Novato, CA 94947
Office Phone: 415-897-3196
Fax: 415-897-7016
Attendance Line: 415-897-4196
Website: www.nusd.org

It is important to read this handbook. We are all responsible for knowing and following school rules and procedures.



Lu Sutton's Vision

Lu Sutton is a respected California Distinguished School that creates an alliance between our dedicated staff, supportive families, and community partners in order to provide an excellent educational experience for ALL students with a commitment to fostering critical thinking, collaboration, communication skills, and creativity as the guiding principles that bind our learning community.



Dear Parents and Families,

We want to welcome all students and parents to an exciting start of a new school year at Lu Sutton Elementary School! We are looking forward to working with all of you as we begin the 2017-2018 school year together.

Three things we know about Lu Sutton:

- First, every adult who works at this school puts the needs of the students as the top priority.
- Second, Lu Sutton is distinguished by its active and diverse parent community.
- Last, we have a shared goal of having students learn in a safe, caring environment that fosters respect for others.

We are very excited by the new school year. We invite you to get involved in the school by attending PTA meetings, Site Leadership meetings, ELAC meetings, taking advantage of the various parent education opportunities, and/or volunteering your time and talents.

Please save this School Handbook. It will keep you informed of important school information and PTA events. The monthly Cheetah Chatter and school and class websites will provide news about school activities throughout the year.

Students learn best when their parents invest time and energy into their education. We not only appreciate your support and efforts, but need them!

Sincerely,

Bonnie Barron
Jennifer Dudley
Principals
Lu Sutton Elementary School

School Schedule

Monday, Tuesday, Thursday, Friday

TK/Kindergarten - August 17 to September 1: 8:30 a.m. - 1:30 p.m.

Kindergarten Flex Schedule: September 5, 2017 to June 7, 2018

TK/Kindergarten early session: 8:30 a.m. - 1:30 p.m.

Kindergarten late session: 9:30 a.m. - 2:30 p.m.

Grades 1 - 3: 8:40 a.m. - 3:10 p.m.

Grades 4 - 5: 8:40 a.m. - 3:15 p.m.

Curriculum Planning Day Schedule

Every Wednesday

TK/Kindergarten: 8:30 a.m. - 1:30 p.m.

Grades 1 - 3: 8:40 a.m. - 1:30 p.m.

Grades 4 - 5: 8:40 a.m. - 1:35 p.m.

On Wednesdays, the staff spends after-school hours working as a Professional Learning Community. We review our educational programs, discuss teaching strategies, and explore new techniques to help children learn.

PTA (Parent-Teacher Association)

Lu Sutton has a very active PTA. The PTA sponsors many educational activities and raises funds for enrichment programs, school supplies, and assemblies. **Your involvement is key to the success of our efforts on behalf of our students.** The PTA meets on the second Tuesday of the month at 6:30 p.m. in the library. *Free childcare is provided. Please join Up to Us at www.uptous.com/communities/Lu-Sutton-Elementary to keep up with PTA news and events.*

2017-2018 PTA Board Members

President	Lindsay Greco
Executive Vice President	Sophia Osotio
Vice President of Programs	Rhiannon Valdez
Treasurer	Erin Compton Schemmel
Secretary	Leslie Mendoza
Financial Secretary	Ashley Stoddard
Auditor	Julie Jacobson
Historian	Jackie Dold
Parliamentarian	Heather Uriarte

SSC (School Site Council)

This small group is made up of elected parents, teachers and staff to develop and monitor the Single Plan for Student Achievement. The group meets on Tuesdays at 3:10 p.m. in the library.

ELAC (English Language Advisory Council)

ELAC advises the principal, school staff, and School Site Council on programs and services for English learners. ELAC meets on Wednesday 9am in the library. Parents of children who have dual languages at home are invited to attend and participate. Meetings are held in English and Spanish.

Academic Standards

Standards of learning for each subject area are adopted by the Board of Education. They are aligned with California Common Core state standards.

Students are expected to:

- Strive for excellence in academic work and all other assignments.
- Be responsible for doing their best.
- Respect the rights of other children to learn.
- Come to class prepared to work and learn.

ATTENDANCE AND ABSENCE

California state law requires students to regularly attend school. Regular attendance is important for your children so that they can derive full benefit from the instructional program.

1. Truancy (Education Code 48260)

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the superintendent or designee.

Absence Policy

*If your child is going to be absent **you must call the attendance line 415-897-4196** and leave the following information: students name, teachers name, room number, and reason for being absent.*

1. Excused Absences (Education Code 48205)

- Personal illness, Quarantine, medical, dental, optometric or chiropractic appointments, funeral services for a member of immediate family
- Participation in religious instruction or exercises

2. Unexcused Absence

Include but is not limited to the following:

- Oversleeping, car trouble, missing a ride, babysitting, etc.
- Any absence not cleared within three school days following the student's return to school
- Extended weekend or family vacations

3. Excessive Absences

- If a student accumulates an excessive number of absences, the school will require a doctor's note to excuse further absences.

Returning To School After An Absence

If the absence wasn't called in, the parent must send in a note to the office when the student returns to school. This note must contain the following information: Name of student, date(s) of absence(s), reason for absence(s), teacher's name, parent's signature and phone number.

Tardy Policy

Students are tardy if they are not at school at 8:40am. (Warning bell rings at 8:35am)

1. Excused Tardy

- Only for morning doctor and dental appointments. ***The parent must bring in a note from the doctor or dentist stating the student was seen that morning.***

2. Unexcused Tardies

- Any student arriving after 8:40 without a doctors note.
- Tardies in excess of 30 minutes will count toward truancy.

Tardiness

Drivers who bring children to school late (after 8:40 a.m.) need to come to the school office with the child, sign them in and get a late pass. Children who walk to school and are late must also report to the school office and get a late pass to be admitted to class.

By law, absences and tardies are regularly monitored and families are contacted when students are frequently absent or late for school. A student's academic achievement is directly related to the number of instructional minutes they receive. Being late not only takes instructional time away from your child, but it also takes away from your child's classmates. Please support your child in being punctual, a valuable life skill!

Independent Study

Family trips and/or vacations for a minimum of 5 days may qualify for Independent Study if approved in advance.

Behavior Standards and Positive School Climate

School rules apply not only at school, but also on the way to and from school and at all school events. There are three simple school rules for all students, staff and parents:

- Make Good Decisions
- Solve Problems
- Show Respect

Our progressive discipline system supports our students in making positive choices. Upper grade Conflict Managers are trained to work with students during recess to assist students in resolving issues.

I. At Lu Sutton, we care for each other. We...

- Respect each other by being considerate, using acceptable language and speaking politely. We help maintain an orderly atmosphere in classes and on campus.
- Do not use or tolerate unwelcome or hurtful remarks, putdowns, teasing, behaviors or slurs, particularly those based on race, ethnicity, gender, religion, ability or appearance.

- Play safely in assigned play areas and follow game rules.
- Walk in the walkways.
- Work out problems by talking, not fighting.
- Do not tolerate acts of discrimination based on race, color, gender, religion, national origin, age, material or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration within the Novato Unified School District community.

II. At Lu Sutton, we care for learning. We...

- Respect the authority of all adults, each other and the rights of others.
- Respect each other's right to learn by not disturbing each other in class.
- Follow our classroom rules.

III. At Lu Sutton, we care for property. We...

- Do not bring personal items to school unless assigned by the teacher.
- Do not bring dangerous items to school.
- Respect the property of others.
- Take care of school buildings, furniture and books.

Bullying

Bullying is defined as aggressive or unwanted and unwelcome behavior by an individual or groups of individuals who ridicule, harass, humiliate, or intimidate another while on school grounds, at a school sponsored activity, while traveling to or from school, on a school bus, during any activity related to school attendance, or that is directed against school district personnel or students and that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile environment. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

Bullying types include verbal, non-verbal or emotional, physical, and cyber bullying. Cyber bullying is bullying that is committed by means of an electronic act, the transmission of a communication, including but not limited to, a message, text, sound, or image by means of an electronic device, including but limited to, a phone, wireless telephone, or other wireless communication device, computer, or pager. Sending insulting or threatening messages by phone, e-mail, Web sites, or any other electronic or written communication.

The Lu Sutton School administration and faculty are fully committed to protecting all students from bullying, racism, harassment, or sexual harassment of any type. The administration trains the staff every year about the NUSD board policies that address bullying and harassment. The Lu Sutton School administration and faculty will be proactive and enforce the board policies that address harassment and bullying and, to the extent possible, shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate.

If students or staff witness or hear of any type of behavior related to bullying, racism, or harassment, the student or staff member must report the incident to the administration immediately. Once the incident is reported to the administration, the administration will investigate the incident and take appropriate steps to mitigate the situation. A No Bully

Solution Team® is a district-supported practice utilized to restore the positive relationship between the bullied student and the bully and maintain a positive school climate for all students. Solution Teams are available to any student and have proven to be a successful intervention in ending bullying. Under the guidance of a trained adult, a group of students are brought together to solve the bullying of one of their peers. Solution Teams are non-punitive and build upon empathy to solve the problem.

Students found to have violated the harassment/bullying policy will earn appropriate consequences based upon the findings in the investigation that range from No Bully Solution Team®, restorative justice, peer court, school detention, school suspension, and expulsion. Consequences and solutions are varied depending on the developmental age of students and the history of problem behaviors.

School Dress Code

1. Shoes must be worn at all times. Thongs (flip-flops), backless shoes or sandals are not acceptable for safety reasons.
2. Hats, caps and other head coverings shall not be worn indoors, except for religious purposes.
3. Clothes shall be sufficient to conceal undergarments at all times. Sheer fabrics and revealing garments such as halter tops, off-the-shoulder or low-cut tops, bare midriffs, straps under 2 inches and skirts or shorts shorter than finger-tip length are prohibited.

Belongings and Student Responsibility

Please label outer clothing and lunch boxes with your child's name so that lost items can be returned to your child.

Items not allowed include:

- Personal or valuable items, including electronic items, trading cards, toys, jewelry, money, etc. The only exception to this rule is when the teacher or parent has given permission when it pertains to an area of class instruction or sharing.
- Items such as knives, lighters, matches or sharp instruments are not permitted.
- Glass containers are unsafe, use plastic and/or stainless steel containers for food.
- All toys and athletic equipment should be left at home to avoid loss or damage. The school provides athletic and sports equipment for recess play.

Child Care

The Novato Parks and Recreation Department offers childcare on the Lu Sutton campus. Hours are 6:30 a.m. to 6:30 p.m. Please contact the Parks and Recreation department for enrollment information at 897-1574.

The Novato Youth Center is another option. They can be reached at 892-1643. Hours are 7:00 a.m. to 6:00 p.m.

Communications

School to Home

Lu Sutton School wants to keep you informed about school activities. *The Cheetah Chatter*, the school newsletter, along with other notes, are sent home with your child in their Friday Folder on the last Friday of the month. This keeps you up-to-date on events, school

projects, and programs. The district and Lu Sutton website provides information on school programs, policies and events, is available online at www.nusd.org. PeachJar is new this year; just go to the Lu Sutton website and click on the PeachJar button for all digital flyers. Our PTA, Leadership Team, and ELAC meetings are open to everyone. These community meetings are great opportunities to learn about school happenings!

Communication

The school telephone is for business use only. Students are not allowed to use the telephone except in the case of an emergency. **After school arrangements need to be made at home before the start of school.**

Communicating with the Teacher

Teachers value close communication. They are happy to meet, call, or email you at mutually convenient times. Before school is a busy prep time for teachers and not always a good time for a drop-in conference. Please honor this time.

Concerns/Complaints

Should any problem occur regarding your child, every effort should be made to resolve the problem directly with the teacher. In most cases, problems can be resolved by phone or a meeting with the staff member. If the problem cannot be resolved with the teacher then the matter should be referred to the principal. Copies of the School Board policy complaint procedures are available in the school office or from the District Education Center (897-4201).

Emergencies

In the event that your child becomes ill or has an accident at school, you, or one of the adults you designate will be notified immediately. Please be sure that you have filled out the Student Emergency Card and list at least 2 adults we can call in the event of illness or emergency. Should there be any changes during the year, please inform us as soon as possible.

Going To and From School

Arrivals/Pick-Ups

Children should not arrive before 8:15 a.m. School yard supervision is available at 8:15 a.m. Children should be picked up as soon as school is dismissed. At 3:20 there is NO supervision, creating an unsafe situation.

Center Road Crosswalk

To cross Center Road please use the designated crosswalk. An adult Crossing Guard is on duty during most passing times. Please follow her instructions and wait for the signal that it is safe to cross. Please do not jaywalk.

Driving

The school staff and police department take seriously their duty to ensure the children's safety. In order to insure the safety of our children, follow these vehicle codes and school guidelines.

- **Staff Parking Lots** -It is reserved for staff parking. Parents may drop-off or pick-up their child curbside.
- **Red Curb** - Parking at any time for any reason is NOT permitted.

- **White Curb on Center Road and in the turn around** is for passenger loading and unloading only. You must remain in your car at all times and continue to move forward.
- **Double parking is illegal**, dangerous to children and inconsiderate of traffic trying to get by.
- **Driveways** - Do not stop in, block, or turn around in our neighbors' driveways.
- **Jaywalking** - Do not model this illegal behavior. It puts you and your child at risk.

Bicycles

For safety reasons only students in grades 2-5 may ride a bicycle to school without adult supervision. Bicycle racks are provided at the school. All bicycles must be separately locked. We urge you to remind your children of following the rules of the road:

- State law requires all children under the age of 18 to wear a bicycle helmet.
- Bicycles may be ridden on city streets, according to the NPD, "as long as there are no signs prohibiting riding, and riders aren't a danger to pedestrians."
- Always STOP at a STOP sign.
- Dismount when crossing the street.
- Ride solo and in single file.
- Bicycles must always be walked on school grounds.

Homework Standards

- | | |
|-------------------------------|--------------------------------------|
| • Read every night | • Explore |
| • Practice Math | • Be Curious |
| • Exercise | • Lexia, Success Maker, Reflex Math, |
| • Spend time with your family | • Khan Academy |

Lunch

Lunch and breakfast/snack are available at the school on a prepaid basis. Milk is sold daily. Reduced price and free lunches are available for eligible students; forms can be picked up at the office.

Enrichment Programs

- **Music**
- **Physical Education**
- **Library**
- **Technology**
- **Arts Attack**

Field Trips

Field trips enrich the curriculum. A note and permission slip will be sent to you in advance of any field trip and will include details such as cost, place, departure time, method of transportation and dress. The permission slip must be signed and returned to your child's teacher. Only Lu Sutton students and their adult chaperones may ride on the NUSD school bus for field trips. Siblings are not allowed on field trips.

To leave a message for a staff member call:
 415-897-4196 Press 2 and enter their voicemail number.

Staff Member	Voicemail	Email
Audrey Sand	4366	ASAND@NUSD.ORG
Bonnie Barron	4340	BBARRON@NUSD.ORG
Carmen Moreno	5165	CARMENMORENO@NUSD.ORG
Chelsea Gomes	4358	CGOMES@NUSD.ORG
Christa Forsiak	4378	CFORSIAK@NUSD.ORG
Cindy Griggs	4360	CGRIGGS@NUSD.ORG
Cindy Wang	4370	CWANG@NUSD.ORG
Danielle Miller	4354	DMILLER@NUSD.ORG
Danielle Miravalle	4361	DMIRAVALLE@NUSD.ORG
Dave Weaver	4374	DWEAVER@NUSD.ORG
Gina Hartquist	4351	GHARTQUIST@NUSD.ORG
Heidi Joseph	4372	HJOSEPH@NUSD.ORG
Jennifer Dudley	4363	JDUDLEY@NUSD.ORG
John Ferber	4356	JFERBER@NUSD.ORG
Karen Matson	4365	KMATSON@NUSD.ORG
Kate Mansergh	4353	CMANSERGH@NUSD.ORG
Kathryn Tidaback	4375	KTIDABACK@NUSD.ORG
Kelley Lehman	4356	KLEHMAN@NUSD.ORG
Kris Sargent	4368	KSARGENT@NUSD.ORG
Laura Kilgariff	4371	LKILGARIFF@NUSD.ORG
Lauren Hinxmann	4362	LWACK@NUSD.ORG
Libby Silvestri	4359	ESILVESTRI@NUSD.ORG
Mary Jean De Benedict	4383	MDEBENEDICT@NUSD.ORG
Michelle Drake	4355	MDRAKE@NUSD.ORG
Monica Prada	5406	MPRADA@NUSD.ORG
Pam Stutzman	4376	PSTUTZMAN@NUSD.ORG
Shirley Rodriguez	4343	SRODRIGUEZ@NUSD.ORG
Steve Madson	4373	SMADSON@NUSD.ORG
Tiki Martin	4346	TMARTIN@NUSD.ORG
Vanessa Yee	4375	VYEE@NUSD.ORG
Voni Eyler	4344	VEYLER@NUSD.ORG

Event Calendar 2017-2018

<i>August 16</i>	<i>Ice Cream Social</i>
<i>August 31</i>	<i>Back to School Night</i>
<i>September 6</i>	<i>First ELAC Meeting 9:00am</i>
<i>September 11-15</i>	<i>Fall Cooking Lab</i>
<i>September 12</i>	<i>First PTA Meeting 6:30pm</i>
<i>September 15</i>	<i>Picture Day</i>
<i>October 7</i>	<i>Harvest Festival & Chili Cook-off</i>
<i>October 9-13</i>	<i>Reading and Recess Week</i>
<i>October 13</i>	<i>Walk-A-Thon</i>
<i>October 20</i>	<i>First Bingo Night</i>
<i>November 3</i>	<i>Me & My Guy Night</i>
<i>December 4-8</i>	<i>Winter Book Fair</i>
<i>December 7</i>	<i>Literacy Night</i>
<i>February 9</i>	<i>Me & My Gal Dance</i>
<i>March 5 - 9</i>	<i>Math and Munchies Week</i>
<i>March 24</i>	<i>Adult Night Out</i>
<i>April 5</i>	<i>Talent Show</i>
<i>April 27</i>	<i>International Festival</i>
<i>May 12</i>	<i>Tour of Novato</i>
<i>May 14-18</i>	<i>Spring Book Fair</i>
<i>May 17</i>	<i>OPEN HOUSE</i>
<i>First Friday of every month</i>	<i>Walk & Roll to School</i>

Minimum Day Schedule 12:30 Dismissal TK/K - 12:40 Dismissal 1-5

Back to School Night Date: 08/31/17

Professional Development Day: 9/25/2017

Professional Development Day: 10/26/2017

Parent Teacher Conferences November 13-17, 2017 (5 days)

Professional Development Day: 2/1/2018

Professional Development Day: 3/19/2018

Open House Date: 05/17/2018

Last Day of School 6/7/18: TK/K 8:30 - 11:50

1st - 5th 8:40 - 12:05