



Dear Parents and Families,

As the new principal of Lu Sutton, I want to welcome all of the students and parents to Lu Sutton Elementary School! I am looking forward to meeting and working with all of you as we begin the 2011-2012 school year together.

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

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

Please save this School Handbook. It will keep you informed of important school information and PTA events. The Cheetah Chatter and school website provides news about school activities.

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

Sincerely,

Bonnie Barron  
Principal, Lu Sutton Elementary School

## School Schedule

*Regular (Monday, Tuesday, Thursday, Friday)*

Kindergarten August, September, October: 8:30 am - 11:55 am

Kindergarten - November: start full days

Kindergarten early session: 8:30 a.m. - 1:25 p.m.

Kindergarten late session: 9:15 a.m. - 2:10 p.m.

Grades 1 - 3: 8:30 a.m. - 2:45 p.m.

Grades 4 - 5: 8:30 a.m. - 2:50 p.m.

## Curriculum Planning Day Schedule

Every Wednesday

Grades 1 - 5: 8:30 am - 1:55 p.m.

Kindergarten: No change through October. Beginning November, on Wednesdays, all students follow early session.

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. The purpose of this time is to create a better educational program for the students through planning and assessing our curriculum.

## PTA (Parent-Teacher Association)

Lu Sutton has a very active PTA. The PTA sponsors many educational activities and raises funds for enrichment programs and field trips. **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](http://www.uptous.com/communities/Lu-Sutton-Elementary) to keep up with PTA news and events.*

## 2011-2012 PTA Board Members

President	Harlina Thornton
Executive Vice President	Kris Harding
Treasurer	
Recording Secretary	Christine Anderson
Auditor	Jill Knowlton
Historian	Jill Castro
Corresponding Secretary	Annie Denhart
Parliamentarian	Rachael Cinelli

### **SLT (Site Leadership Team)**

This small group is made up of elected parents, teachers and staff to develop and monitor the School Improvement Plan. The group meets the first Tuesday of every month at 3:30 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 the last Tuesday of the month at 6:00 p.m. in the library. Parents of children who are English learners are invited to attend and participate. Meetings are held in English and Spanish. *Free childcare is provided.*

### **Academic Standards**

Standards of learning for each subject area are adopted by the Board of Education. They are aligned with state standards. A grade level pamphlet listing key standards in all subject areas is available to each family at Back-to-School night in September or on the district website.

Students are expected to:

- Strive for excellence in academic work and all other assignments.
- Be responsible for completing classroom work and homework.
- Respect the rights of other children to learn.
- Come to class prepared to work and learn.
- Act in class according to the behavior standards.

Parents will be notified when class work is frequently incomplete or student-learning skills need reinforcement.

### **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.

Should your child be absent, please call the school **Absence Line: 897-4196** before 9:30 a.m., or send a note with your child upon their return to school with the date(s) and reason for the absence, and your signature.

### **Tardiness**

Drivers who bring children to school late (after 8:30 a.m.) need to come to the school office with the child, sign them in and get a late pass for their child to be admitted to class. 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 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. Tardy students disrupt classroom teaching time. Please support your child in being punctual, a valuable life skill!

### **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:

- Be Responsible
- Be Safe
- Be Respectful

Our school rules are visible and posted in each classroom. Each teacher has a classroom management plan in place that is reviewed with parents and students.

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.

The Conflict Resolution Wheel - Is posted in every classroom. Students are trained to use these acceptable options:

- Ignore it.
- Make a deal.
- Talk it out.
- Go to another game or walk away.
- Apologize, for example "I'm sorry" or "Excuse me".
- Wait and cool off.
- Tell them to "STOP".
- Share and take turns.

*If these steps do not work, children are encouraged to:*

- Talk to a Student Conflict Manager.
- Seek adult assistance from a teacher or yard supervisor.

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.
- Walk bikes directly to and from the bike racks; other bike rules apply.
- Do not fight or get physical. We 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.

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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.
- Respect ourselves and help keep our restrooms clean by using them appropriately.
- Eat in your assigned place at the right time with good manners.
- Respect school property by taking care of school buildings, our furniture and our books. We do not waste supplies.

## Student Recognition

Cheetah Pat cards are awarded to students for excellence in schoolwork, behavior, helping others and for "Character Building Skills," our monthly Traits of Excellence. The accumulation of Cheetah Pats results in the following rewards:

- Photo displayed (10 Cheetah Pats)
- Pencil (15 Cheetah Pats)
- Certificate (25 Cheetah Pats)
- Certificate and Community Time recognition (35 Cheetah Pats)
- School mascot and Community Time recognition (50 Cheetah Pats)

## **School Dress Code**

1. Shoes must be worn at all times. Thongs (flip-flops), backless shoes or sandals are not acceptable.
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 mid-thigh are prohibited.

## **Student Support Services and Referrals**

### Student Behavior Referrals

*First Referral* (depending on severity) options include:

- Student/principal conference
- Behavior logged in discipline binder
- Time to Think letter sent home and/or parent phone call
- Office timeout/recess detention

*Second Referral* (depending on severity) options include:

- Student/principal conference - behavior logged
- Time to Think letter sent home and/or parent phone call
- Office timeout/recess detention/Conflict Manager support and/or campus job (school service) assigned

*Third Referral* (depending on severity) options include:

- Student/principal conference - behavior logged
- Parent call/parent meeting
- Office timeout/recess detention/Conflict Manager support and/or campus job (school service) assigned
- Teacher Mentor assigned
- Behavior Contract developed
- Possible referral to SST or Life Skills

Depending on severity, consequences may move directly to “3<sup>rd</sup> referral” procedures or suspension. State law and Board policy provide for immediate suspension and/or conference with parents for specific misconduct.

**Lu Sutton staff encourages parent participation to ensure successful behavior.**

## **Belongings and Student Responsibility**

Students are responsible for bringing to school and taking home all items they need. For security and safety, custodians and staff are not allowed to open classrooms after dismissal for students or parents to pick up forgotten items. We do not allow students to call home for forgotten homework, projects or instruments.

Please label outer clothing and lunch boxes with your child's name so that lost items can be returned to your child. Every year we donate over a hundred items of unclaimed clothing.

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.
- Toys and athletic equipment should be left at home to avoid loss or damage. The school, with the exception of baseball mitts, provides athletic and sports equipment.

## **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., Monday through Friday for Kindergarteners through fifth graders. Please contact the Parks and Recreation department for enrollment information at 897-1574. Please do not call the school; we do not have information on the programs they offer.

## **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 or emailed every Friday. This keeps you up-to-date on events, school projects, and programs. A district newsletter, which provides information on school programs, policies and events, is also available online at [www.nusd.org](http://www.nusd.org). Our PTA, Leadership Team, and ELAC meetings are open to everyone. If you have questions or ideas about improving our programs, PTA, Leadership and ELAC meetings are the places to share them.

### Messages

The school telephone is for business use only. Children are not allowed to use the telephone except in the case of an emergency. We ask that you call the school only for business or emergencies. 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. The teachers would like to give your questions or concerns the time and attention they deserve. This can best be done at a telephone or sit-down appointment. Before school is a busy prep time for teachers. 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, 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 (sent home the first day of school), 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 8:05 a.m. School yard supervision is available at 8:15 a.m. Children should be picked up within 15 minutes after dismissal. At 3:10 there is NO yard supervision, creating an unsafe situation. Childcare is available for drop-ins and short time periods. Call Lu Sutton Child Care (897-1574) for details.

### Center Road Crosswalk

Use this crosswalk only to cross Center Road. 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.

### School Entry

Please help us keep our students safe by using only the designated entries by the office, the Library/Media Center and Child Care.

## Driving

The school staff and police department take seriously their duty to ensure the children's safety. Posted traffic controls, curb colors and signs are used to keep traffic flowing safely. In order to insure the safety of our children, follow these vehicle codes and school guidelines.

- **Staff Parking Lots** - No entry is allowed at any time. It is reserved for staff, identified day care vans, and Lu Sutton Child Care users (for signing in/out only).
- **Red Curb** - Stopping at any time for any reason is NOT permitted. Observe the traffic cones and signs. Do not drop off or pick up students at any red curb.
- **White Curb On Center Road and in the "Bus Zone"** 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 through.
- **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

Only students in grades 3-5 may ride a bicycle without adult supervision to school for safety reasons. 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.
- Cross only with an adult crossing guard.
- Ride solo and in single file.
- Bicycles must always be walked on school grounds.

## **Homework Standards**

Homework is introduced in Kindergarten and regularly assigned in other grades Monday - Thursday evenings. All homework is expected to be completed and returned on time.

The purpose of homework is to:

- Help a child learn responsibility.
- Develop good study habits.
- Reinforce the concept of lifelong learning at home as well as school.
- Give parents the opportunity to show their children how much they value education and to see what their child is learning.

Teachers present their homework practices and policies at Back to School Nights and by way of letters and/or classroom newsletters.

There are four basic types of assignments:

#### *Practice*

These reinforce material learned in previous lessons and help students' master basic skills. The student alone should do these. Examples: math problems, spelling words, sentences, dictionary skills.

#### *Preparation*

These prepare and familiarize students with topics, knowledge and/or skills yet to come. Example: reading a chapter in a book.

#### *Extension*

These determine if the student can transfer a new skill or concept to a new situation.

#### *Creative*

These require students to integrate skills and concepts from different subject areas in the processing of demonstrating learning through a product. Example: book report, diorama.

### **Homework Time**

Students should spend **approximately** 10 minutes per grade level to complete homework. (Ex: 3<sup>rd</sup> grade - 30 minutes) These times do not include independent or personal reading (national recommendation is 20 minutes every day) or review of math facts (10 minutes every day).

### **Homework Responsibilities**

The Student will:

- Complete all work neatly and turn it in on time.
- Bring home all needed assignments, worksheets, books and materials. Students are encouraged to be responsible and will need to accept the consequences for not meeting their responsibilities. This is also part of developing organizational skills. Classrooms will not be unlocked after school to retrieve forgotten materials.
- Be responsible for doing their own homework, although they may seek help from parents, relatives or friends.

The Teachers will:

- Make relevant, realistic, purposeful homework assignments.

The Parents will:

- Provide their children with suitable conditions, (i.e., desk, light, supplies, quiet)
- Reserve time for homework without interruption.
- Provide support through encouragement, clarification and assistance. Parents can show interest with the understanding that for learning to occur, the work needs to be completed by the child.

### **Art Docents**

Once a month, parent volunteer docents visit the classrooms and present an artist or a theme, using art prints. Emphasis is on discussion about technique, color, similarities and differences in the art works, background, and history. Docents are trained in a special program provided by the district.

### **Enrichment Programs**

- Music teachers provide rhythm, instrumental and vocal instruction for students in grades 1 - 5.
- The Library/Media Center is open during school hours and staffed by the site library media clerk.
- Specialists teach Physical Education weekly in grades 1-5.
- Students visit the computer lab, weekly.

### **Field Trips**

Field trips enrich the curriculum. Our PTA raises money for these field trips. A note and permission slip will be sent to you in advance of any field trip and will include details such as 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.

### **Lunch**

Lunch and breakfast are available at the school on a prepaid, weekly basis. Milk is sold daily. Reduced price and free lunches are available for eligible students; forms can be picked up at the office. We regret that we cannot loan any money for lunches. A note from a parent is required if you wish your child to come home for lunch. If this is a regular occurrence, one note will do; otherwise, a note will be required each time.

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	<a href="mailto:ASAND@NUSD.ORG">ASAND@NUSD.ORG</a>
Bonnie Barron	4340	<a href="mailto:BBARRON@NUSD.ORG">BBARRON@NUSD.ORG</a>
Cindy Griggs	4360	<a href="mailto:CGRIGGS@NUSD.ORG">CGRIGGS@NUSD.ORG</a>
Cindy Testa	4343	<a href="mailto:CTESTA@NUSD.ORG">CTESTA@NUSD.ORG</a>
Cindy Wang	4370	<a href="mailto:CWANG@NUSD.ORG">CWANG@NUSD.ORG</a>
Dave Weaver	4374	<a href="mailto:DWEAVER@NUSD.ORG">DWEAVER@NUSD.ORG</a>
Diane Elsmore	4354	<a href="mailto:DELSMORE@NUSD.ORG">DELSMORE@NUSD.ORG</a>
Heidi Joseph	4372	<a href="mailto:HJOSEPH@NUSD.ORG">HJOSEPH@NUSD.ORG</a>
Jennifer Dudley	4363	<a href="mailto:JDUDLEY@NUSD.ORG">JDUDLEY@NUSD.ORG</a>
Julie Ramsser	4364	<a href="mailto:JRAMSER@NUSD.ORG">JRAMSER@NUSD.ORG</a>
Karen Matson	4365	<a href="mailto:KMATSON@NUSD.ORG">KMATSON@NUSD.ORG</a>
Karen Polvere	4357	<a href="mailto:KPOLVERE@NUSD.ORG">KPOLVERE@NUSD.ORG</a>
Kate Mansergh	4353	<a href="mailto:CMANSERGH@NUSD.ORG">CMANSERGH@NUSD.ORG</a>
Kim Fuller	4358	<a href="mailto:KIMFULLER@NUSD.ORG">KIMFULLER@NUSD.ORG</a>
Kris Sargent	4368	<a href="mailto:KSARGENT@NUSD.ORG">KSARGENT@NUSD.ORG</a>
Laura Kilgariff	4371	<a href="mailto:LKILGARIFF@NUSD.ORG">LKILGARIFF@NUSD.ORG</a>
Libby Silvestri	4359	<a href="mailto:ESILVESTRI@NUSD.ORG">ESILVESTRI@NUSD.ORG</a>
Lynne Boerio	4375	<a href="mailto:LBOERIO@NUSD.ORG">LBOERIO@NUSD.ORG</a>
Madeline Martin	4361	<a href="mailto:MMARTIN@NUSD.ORG">MMARTIN@NUSD.ORG</a>
Pam Stutzman	4376	<a href="mailto:PSTUTZMAN@NUSD.ORG">PSTUTZMAN@NUSD.ORG</a>
Shawna Briggs	4377	<a href="mailto:SBRIGGS@NUSD.ORG">SBRIGGS@NUSD.ORG</a>
Stephanie Sanchez	4347	<a href="mailto:SSANCHEZ@NUSD.ORG">SSANCHEZ@NUSD.ORG</a>
Steve Madson	4373	<a href="mailto:SMADSON@NUSD.ORG">SMADSON@NUSD.ORG</a>
Tiki Martin	4346	<a href="mailto:TMARTIN@NUSD.ORG">TMARTIN@NUSD.ORG</a>
Tom Scheaffer	4362	<a href="mailto:TSCHEAFFER@NUSD.ORG">TSCHEAFFER@NUSD.ORG</a>
Voni Eyler	4344	<a href="mailto:VEYLER@NUSD.ORG">VEYLER@NUSD.ORG</a>
Yvette Garcia-Thornburgh	4378	<a href="mailto:YGARCIA@NUSD.ORG">YGARCIA@NUSD.ORG</a>
Yvonne East-Jensen	4355	<a href="mailto:YEASTJENSEN@NUSD.ORG">YEASTJENSEN@NUSD.ORG</a>