

# Lu Sutton Elementary School Handbook



2014-2015

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

## Mission Statement

As a California Distinguished School the mission of Lu Sutton Elementary School is to educate all students to become learners who are independent, responsible and productive citizens in our diverse society.

## Vision Statement

Lu Sutton Elementary School is driven by the vision that all students will reach academic proficiency in a safe, secure, and supportive environment.



Dear Parents and Families,

I want to welcome all students and parents to an exciting start of a new school year at Lu Sutton Elementary School! I am looking forward to working with all of you as we begin the 2014-2015 school year together.

Three things I 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.

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, 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  
Principal, Lu Sutton Elementary School

## School Schedule

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

Kindergarten - August: 8:30 a.m. - 1:30 p.m.

Kindergarten - September: start full days

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 - 2: 8:30 a.m. - 2:55 p.m.

Grades 3 - 5: 8:30 a.m. - 3:00 p.m.

## Curriculum Planning Day Schedule

Every Wednesday

Grades 1 - 5: 8:30 a.m. - 1:15 p.m.

TK/Kindergarten: 8:30 a.m. - 1:30 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. The purpose of this time is to create a better educational program for the students through planning and assessing student performance and 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, 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](http://www.uptous.com/communities/Lu-Sutton-Elementary) to keep up with PTA news and events.*

## 2014-2015 PTA Board Members

President	Ross Ingels
Executive Vice President	Roddy Castro
Vice President of Programs	Gina De Silva
Treasurer	Michelle Scheppler
Secretary	Sara Chavez
Financial Secretary	Carmen Moreno
Auditor	Heather Uriarte
Historian	Narda Zambrana
Parliamentarian	Nestor Schnasse

## SLT (Site Leadership Team)

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 the second Monday of the month at 3:15 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 third Thursday of the month 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. Childcare is provided.

## 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 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.

## 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.

### ABSENCE GUIDELINES

*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 Absence: Illness, funeral of immediate family member, medical appointment and/or dental appointment – The student must return to school after their appointment with a note from the doctor or dentist office. Examples of excused illnesses include: fever, vomiting, diarrhea, contagious illness or rash.
2. Unexcused Absence: Any absence other than illness and doctor's appt. such as vacations and business trips.
3. Three or more unexcused absences in a school year are considered excessive and begins the truancy process.
4. 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 GUIDELINES

1. Students are tardy if they are not in their classroom at 8:30am. (Warning bell rings at 8:25am)
2. Three or more tardies in excess of 30 minutes in a school year are considered excessive and begins the truancy process.
3. Excused tardies are 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.*

## 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 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!

### **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.
- 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.

#### **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. We do not waste supplies.

### **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.

### **Student Recognition**

**Cheetah Pat** cards are awarded to students for excellence in schoolwork, behavior, helping others and for “Character Building Skills”. The accumulation of Cheetah Pats results in the following rewards:

- Photo displayed (5 Cheetah Pats)
- Pencil (15 Cheetah Pats)
- Certificate (25 Cheetah Pats)
- Cheetah Lanyard (35 Cheetah Pats)
- Sports Pack (50 Cheetah Pats)
- Highest Cheetah Pat earner in each class will have lunch with the Principal in June.

## 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 finger-tip length are prohibited.

## Belongings and Student Responsibility

Students are responsible for bringing to school and taking home all items they need.

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 6:30 a.m. to 6:30 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 and/or emailed on the last Friday of the month. This keeps you up-to-date on events, school projects, and programs. A district and Lu Sutton website provides information on school programs, policies and events, is available online at [www.nusd.org](http://www.nusd.org). 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. 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 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).

### Second Cup of Coffee

All parents are invited to join the principal in the library following Community Time the 2<sup>nd</sup> Wednesday of each month to visit and discuss relevant topics and enjoy coffee and pastries.

### **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 3:10 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** - No entry is allowed at any time. It is reserved for staff, identified day care vans, and Lu Sutton Child Care users.
- **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 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

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**

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.

There are four basic types of homework 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.

#### *Preparation*

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

#### *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 night 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.
- Be responsible for doing their own homework, although they may seek help from parents, relatives or friends.

The Teachers will:

- Assign 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.

## **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. We regret that we cannot loan any money for lunches.

## **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	<a href="mailto:ASAND@NUSD.ORG">ASAND@NUSD.ORG</a>
Bonnie Barron	4340	<a href="mailto:BBARRON@NUSD.ORG">BBARRON@NUSD.ORG</a>
Chelsea Gomes	4358	<a href="mailto:CGOMES@NUSD.ORG">CGOMES@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>
Danielle Miller	4355	<a href="mailto:DMILLER@NUSD.ORG">DMILLER@NUSD.ORG</a>
Dave Weaver	4374	<a href="mailto:DWEAVER@NUSD.ORG">DWEAVER@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>
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>
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>
Lauren Hinxmann	4362	<a href="mailto:LWACK@NUSD.ORG">LWACK@NUSD.ORG</a>
Libby Silvestri	4359	<a href="mailto:ESILVESTRI@NUSD.ORG">ESILVESTRI@NUSD.ORG</a>
Madeline Martin	4361	<a href="mailto:MMARTIN@NUSD.ORG">MMARTIN@NUSD.ORG</a>
Michelle Drake	4355	<a href="mailto:MDRAKE@NUSD.ORG">MDRAKE@NUSD.ORG</a>
Pam Stutzman	4376	<a href="mailto:PSTUTZMAN@NUSD.ORG">PSTUTZMAN@NUSD.ORG</a>
Stella Simon	4352	<a href="mailto:SSIMON@NUSD.ORG">SSIMON@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>
Voni Eyler	4344	<a href="mailto:VEYLER@NUSD.ORG">VEYLER@NUSD.ORG</a>
Yvette Garcia	4378	<a href="mailto:YGARCIA@NUSD.ORG">YGARCIA@NUSD.ORG</a>

## Event Calendar 2014-2015

<i>August 22</i>	<i>Ice Cream Social</i>
<i>September 2</i>	<i>First Day of Running Club</i>
<i>September 9</i>	<i>First PTA Meeting</i>
<i>September 18</i>	<i>First ELAC Meeting</i>
<i>September 25</i>	<i>Watch D.O.G.S. Pizza Kick-off</i>
<i>October 3</i>	<i>Walk-A-Thon</i>
<i>October 7</i>	<i>Picture Day</i>
<i>October 13-17</i>	<i>Reading and Recess Week</i>
<i>October 25</i>	<i>Halloween Carnival &amp; Parade</i>
<i>December 8-12</i>	<i>Winter Book Fair</i>
<i>December 11</i>	<i>Literacy Night</i>
	<i>Gift Book Party</i>
<i>March 27</i>	<i>Talent Show</i>
<i>March 23-27</i>	<i>Math and Munchies Week</i>
<i>April 24</i>	<i>International Festival</i>
<i>May 2</i>	<i>Tour of Novato</i>
<i>May 11-15</i>	<i>Spring Book Fair</i>
<i>May 14</i>	<i>OPEN HOUSE</i>
<i>First Friday of every month</i>	<i>Walk &amp; Roll to School</i>

### **Minimum Day Schedule 8:30-12:30**

***Parent Teacher Conferences November 17-21, 2014 (5 days)***

***Back to School Night Date: 08/27/14***

***Professional Development Day: 09/22/14***

***Professional Development Day: 10/20/14***

***Professional Development Day: 1/28/15***

***Open House Date: 05/14/15***

***Last Day of School (K-5) 8:30-11:30 : 6/11/15***