

ELKINS ELEMENTARY SCHOOL  
PARENT HANDBOOK



2010-2011

## **MISSION STATEMENT**

Our mission is to develop the full potential of each student's intellectual, ethical, physical, creative, cultural, social, and technological capabilities. This will be accomplished by providing meaningful instruction and building positive relationships with young people. We are dedicated to maximizing the professional skills and human potential of every staff member recognizing that an exemplary staff is the key to student development.

## TABLE OF CONTENTS

|                              |      |
|------------------------------|------|
| Mission Statement            | 1    |
| Table of Contents            | 2    |
| Bell Schedule                | 3    |
| Board Members/Staff          | 4    |
| Performance Standards        | 5    |
| <b>Special Programs</b>      |      |
| Site Council                 | 6    |
| Tehama Co. Dept. of Ed.      | 6 -7 |
| <b>Students</b>              |      |
| Discipline Policy            | 8    |
| Mandated Rules               | 9    |
| Mandated Consequences        | 9    |
| Play ground Rules            | 9    |
| Playground Rules continued   | 10   |
| Classroom Rules              | 10   |
| Consequences                 | 10   |
| Class Meetings               | 11   |
| Dress Code                   | 11   |
| Breakfast/Lunch              | 12   |
| Reporting to Parents         | 12   |
| Parent Conferences           | 13   |
| Report Cards                 | 13   |
| Progress Reports             | 13   |
| Honor Roll                   | 13   |
| Parental Visits              | 14   |
| Attendance                   | 14   |
| Leaving Early/ Arriving Late | 15   |
| School Address & Phone #'s   | 15   |

## Leaving Early or Arriving Late

If it becomes necessary to remove a student before their regular dismissal time, parents, guardians or designee are required to come to the office to sign out the child. It is helpful to notify your child's teacher ahead of time in case homework needs to be sent home. If a child arrives late, parents or guardian must come to the office, or send a signed note with the student.

Elkins Elementary School  
2960 Elkins Road  
P.O. Box 407  
Paskenta, CA 96074

Phone # (530) 833-5582  
Fax # (530) 833-9859

**Parental Visits**

All parents are more than welcome to visit the school. When visiting the school, it is required that visitors first notify the teacher or principal.

**Attendance**

The California State law states that “every pupil must attend school punctually and regularly.” Students are encouraged to maintain the best possible attendance but not at the expense of their health or the health of others. Following an absence, please send a signed note indicating the reason and the date. A phone call or personal contact with the school office is also acceptable in lieu of a signed note.

**BELL SCHEDULE**

|       |                              |
|-------|------------------------------|
| 8:00  | Supervised Yard Duty Begins  |
| 8:15  | School Begins (K-8) Period I |
| 9:15  | Breakfast/Recess             |
| 9:30  | Period II                    |
| 10:30 | Recess                       |
| 10:40 | Period III                   |
| 11:45 | Lunch/Dismiss Kindergarten   |
| 12:05 | Recess                       |
| 12:20 | Period IV                    |
| 1:20  | Recess                       |
| 1:30  | Period V                     |
| 2:30  | Dismiss Grades 1-8           |

## **Board Members / Staff**

|                    |  |
|--------------------|--|
| Board of Trustees  | Clerk: Mavis Hanks<br>Scott Kelly<br>Dana Peirce |
| Teacher/Principal  | Marla Katzler                                    |
| Teaching Assistant | Debbie May                                       |
| Cafeteria          | Maria Herrera                                    |
| CBO                | Denise Cottingham                                |
| Custodian          | Brian Cleghorn                                   |
| Business Manager   | Marian Jensen                                    |

## **1. Parent Conferences**

At the end of the first trimester, parent-teacher conferences will be held for all students. Conferences after the second or third trimester will be at the request of the parent or teacher.

## **2. Report Cards**

Report cards will be sent home with students at the end of the first and second trimester, and mailed at the end of the third trimester.

## **3. Progress Reports**

**K-3** At the midpoint of each trimester, a report will be sent home showing your child's progress. The purpose is to serve as a warning of possible problems. At anytime, teachers are happy to discuss your child's progress with you.

**4-8** Sent home weekly

## **Honor Roll**

Students in grades 4-8 who maintain a 3.0 – 4.0 grade-point average will make the honor roll. Any student who maintains a 3.0 – 4.0 all four quarters of the school year will receive a certificate at the annual awards ceremony.

|    |          |
|----|----------|
| A= | 4 Points |
| B= | 3 Points |
| C= | 2 Points |
| D= | 1 Point  |
| F= | 0 Points |

## **Breakfast and Lunch**

Elkins Elementary School has an excellent cafeteria, which serves well-balanced meals daily. Prices for breakfast and lunch are as follows:

|            |                 |        |
|------------|-----------------|--------|
| Breakfast: | (milk included) | \$ .70 |
|            | Adult Breakfast | \$1.50 |
|            | Milk only       | \$ .30 |
| Lunch:     | (milk included) | \$1.50 |
|            | Adult Lunch     | \$2.50 |
|            | Milk only       | \$ .30 |

Children from a family whose income is below a certain level are eligible for free or reduced meals. Free and reduced breakfast and lunch may be applied for through the school. Applications and instructions are sent home with the students at the beginning of each school year or when students enroll during the year. Students who are recipients of the Cal-Works program do not have to return these forms to the school. These recipients are identified through the county welfare program.

In the operations of the Elkins School District Child Feeding Program, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe that you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250

## **Reporting to Parents**

To enhance communication between teacher and parents, teachers will be reporting student progress in three different ways:

## **Performance Standards**

The State of California has adopted standards for Language Arts, Mathematics, History-Social Science, and Science. Through the adoption of these standards, the state has identified the curriculum to be taught at each grade level.

To ensure that all schools are implementing this curriculum the State has implemented a testing program to measure student growth. Yearly, students are given the CAT 6 test, the nationally normed portion of the test, and the Standards Test. Scores from these tests, plus other factors, are put together to provide the Academic Performance Index (API) which indicates the academic achievement of the students and if the students performance is improving.

At Elkins Elementary School, the teachers have implemented a standards-based curriculum following the mandate of the State of California. To communicate this curriculum, Parents Booklets are distributed at the beginning of each school year, which contain the standard for a specific grade level. The student report cards reflect each student's growth on the Language Arts and Mathematics Standards, providing each parent with a record of their child's growth.

## **SPECIAL PROGRAMS**

### **Site Council**

The site council is a group of parents, teachers and other school employees who advise the school board on the use of categorical funds. The six members, consisting of three parents and three staff members, meet once a month. Parents are encouraged to contact the office if interested in becoming a member.

### **Tehama County Department of Education**

The Tehama County Department of Education assigns support personnel to Elkins Elementary School District to help with speech, health and special needs. A school Health Consultant is assigned ½ day per month. The nurse provides mandated screening for vision, hearing, and scoliosis; assists the staff; students and parents with health needs and maintains the student's health record.

A Speech Specialist works with students identified with speech needs, ½ day per week. The specialist regularly keeps the teachers informed about the child's progress.

### **Class Meetings**

Class meetings are used by students to: (1) resolve conflicts that take place during the day, (2) give students compliments, (3) plan class events, (4) develop a set of classroom rules, and (5) to help each other. Class meetings need to be held often enough to keep students familiar with the procedure. Meetings are an opportunity for students to reflect on various events, a chance to speak to the group, air their concerns and become involved in their own discipline program. With the teacher's guidance, all attempts will be made to resolve conflicts while constantly being aware of the child's self esteem.

### **Dress Code**

The students at Elkins School should be dressed/groomed in good taste, wearing clothing that is neat, clean and appropriate for an educational setting. Clothing should not interfere with classroom learning or the safety of the student. Therefore, it is recommended that:

1. Blouses/shirts cover front, back and midriff.
2. Shorts are a decent length and hemmed.
3. Sandals have heel straps (no thongs).
4. Clothing with obscene messages or suggestive messages will not be worn.

**Students will not:**

1. Leave the school grounds during school hours unless given express permission by their parents or school personnel.
2. Use foul language or call other people names.

**Classroom Rules: Grades K-8**

Each student will be expected to be responsible for their behavior, respect others, and not hinder the learning of other students.

**Consequences:**

Students will be rewarded with class money and tickets.

Students who choose to break rules will be given a warning. If student continues to break rules, the student will be fined according to the severity of the offense. Extreme offences will be subject to in-school suspension

A school Counselor is assigned ½ day per week to assist students with special needs.

A Resource Specialist Teacher (RST) is assigned ½ day per week. It is the responsibility of the RST to assist in the identification of students qualifying for special help. The RST is also responsible for providing help to the classroom teacher in establishing and implementing a program for the identified student.

## STUDENTS

### **Discipline Policy**

The intention of this discipline policy is to ensure a positive, safe learning environment for the students of Elkins Elementary School. We believe that every student has the right to learn, preparing him/herself for a successful life in society. Our ultimate goals are to; (1) have students respect themselves, (2) respect the rights of others, and (3) ensure the self-esteem of each student.

### **School Rules and Consequences**

In order to provide an environment for the student's safety, the following mandated rules will be enforced, as described in the California Education Code.

### **Mandated Rules:**

#### **Students will not:**

1. Bring knives, or items capable of becoming dangerous weapons, drugs (except prescribed medication), alcoholic beverages, or tobacco products to school.
2. Commit acts of physical violence.
3. Fight or intentionally cause physical injury to another student.
4. Steal.

### **Mandated Consequences:**

#### **For a violation of a mandated rule:**

1. The parent will be called immediately.
2. The student may be suspended or expelled from school unless otherwise stated in the education code.
3. The authorities will be notified if there is a violation of state or federal law.

### **Playground rules:**

#### **Students will:**

1. Assume the responsibility for their own actions.
2. Use appropriate spoken and body language.
3. Practice good sportsmanship.
4. Respect the authority of adults.
5. Use Physical Education equipment for its intended purpose (e.g. jump ropes, playground balls).
6. Retrieve Physical Education equipment that goes off the playground only after receiving adult permission.
7. Wear proper protective equipment for its intended purpose (e.g. jump ropes, playground balls).
8. Demonstrate safe use of all playground equipment.
9. Use appropriate playground space for the K-3 and 4-8 students.
10. Arrive on the school grounds after 8:00 in the morning and leave for home, or elsewhere, at a reasonable time.