

Dobbins Elementary School Parent/Student Handbook

MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT Our Basic District Belief

WE BELIEVE THAT:

- All students can meet and even exceed the outcomes established in Board Policy for graduation requirements and grade level promotion/retention standards.
- All students will have multiple ways of learning and demonstrating that they have learned those things required by district graduation requirements and grade level promotion/retention standards.
- Student success is a self-fulfilling process: the more we believe that all students can be successful and the more students experience success, the more success will happen.
- We have the ability within our district and community to develop the resources necessary to ensure that all students experience success.
- The achievement of this belief will take place in a life-long learning environment for Board, staff, students, and parents.

Our District Mission

OUR MISSION IS:

- Providing students with the opportunity to:
 - Master the district content standards adopted by the Board of Trustees.
 - Use information to communicate and solve problems.
 - Have high self-esteem.
 - Develop an appreciation of the arts.
 - Learn and apply basic technology skills that assist students to become life-long learners beyond school.
 - Learn career-related skills and attitudes.
- Providing Staff with the opportunity for professional development, career enhancement and satisfaction, and to become life long learners.

SCHOOL INFORMATION

Address:

1 Dobbins School Lane
P.O. Box 129
Dobbins, CA 95935

Phone: (530) 692-1665

FAX: (530) 692-2410

School Hours

| | |
|---|------------------------------------|
| Office Hours | 7:30 — 3:30 |
| Kindergarten | 8:30 — 12:15 |
| First—Fifth Grades | 8:30 — 2:35 |
| Sixth Grade | 8:10 — 2:50 |
| STARS Program | Immediately after school—6:00 p.m. |
| Minimum Days: First through sixth grades will be dismissed at 1:10. Kindergarten will be dismissed at the regular time. | |

DOBBINS STAFF

Office and Support Staff:

Teri Soares - Principal
Jennifer Givens - Secretary
Kris Dousman - Custodian
Susan Vincent - Para Educator
Shirley Crompton - Para Educator
Kim Johnson - Library Clerk
Ellen Miller - Cafeteria
Kelly Biersdorff - Speech Therapist
Linda Haefke-Atwater - School Psychologist
Kathy Schultz - STARS
Katie Stockton - STARS

Teaching Staff:

Bridget Hansard - Kindergarten/First
Teri Soares/Sue Franklin - First/Second
Carol Kelly - Third/Fourth
Amy Smith-Hansen - Fifth/Sixth
Kelly Bertsch - RSP
Robb Dunmore - Indian Education

OFFICE PROCEDURES/GENERAL INFORMATION

ATTENDANCE

Absences

Regular and prompt attendance is necessary to academic achievement and is required by the State of California. The state considers more than two(2) days of absence in any grading period excessive. Make-up work is the responsibility of the student. The first day of return from an absence, the student shall ask the teacher for work missed, then complete and return as soon as possible. In case of extended illness parents should contact the school/teacher and arrange to pick up missed work. This will help prevent the student from being overwhelmed with the task of completing missed work.

The state of California recognizes two types of absences: *personal and unexcused*. Personal absences are: doctor and dental appointments of students; illness of the student; attendance at a funeral (one day) for a member of the immediate family of the student; quarantine (by a state health agency) of the student; jury duty served by the student; and hospitalization of the student. All other absences are unexcused and may result in truancy.

An explanation, either in writing or by phone call, regarding your child's absence is required as soon as he/she returns to school. All absences not verified within two (2) days will be considered unexcused.

Tardy

If a student arrives at school after 8:10 (6th grade) or 8:30 a.m. (K–5th grade), he/she is to check in at the office before going to class. If a student is more than 30 minutes late, on three occasions, it is considered as one truant day of absence.

A truancy letter will be mailed to the home after the accumulation of 3 days of truancy. Habitual truancy or tardiness will be reported to the Yuba County School Attendance Review Board (SARB) for appropriate action, as required by law.

ARRIVAL AT SCHOOL

Students SHOULD NOT BE ON CAMPUS prior to 7:55 a.m. and must report to the hallway upon arrival. Playground supervision is from 8:00 – 8:30 a.m. Dobbins Elementary is a closed campus. Once students arrive at school, they may not leave campus until officially dismissed or signed out by a parent or guardian in the office.

EMERGENCY CARDS

At the beginning of each school year or when a new student enters Dobbins School, the parent or guardian is given an EMERGENCY CARD to fill out. On this card is listed the student's current address, telephone number, parents' work telephone numbers and emergency contact person(s) to be notified in case the school cannot contact the parents. **Please, always keep the information on this card current.** If you move, change home or work telephone number, or change contact person(s) stop by the office or call and the secretary will make the changes immediately.

MEDICATION

Parents are required by California State Law to inform the school of any medication to be taken at school — this includes Tylenol. **All medication** must be kept in the school office and will be administered by office personnel.

A **Permission to Administer Medication** form with explicit directions from the physician and signed by the physician and parent must be completed and on file at the office before medication can be administered. The form must be updated yearly and a new form is needed whenever medications are changed. These forms are available in the school office.

FIRST AID

In case of student accidents, the school is responsible for first aid only. The school's main concern is the safety and welfare of the students. In the event of an injury of serious nature, the parents of the child will be notified immediately. If the injury requires immediate medical attention 911 will be called. The school cannot care for injuries or illnesses incurred away from school.

Our district provides a nurse, whose home base is at a school site within her service area. She is available by phone for advice on health issues. You can reach her or leave a message at 741-6029.

HEAD LICE

Dobbins School observes the district's policy of no nit/no lice at school. When a student is found to have head lice (either eggs [nits] or insect), the parent will be notified to pick up their

student. When the student is picked up an information letter will be given to the parent on how to detect, treat, and be proactive in preventing the spread of head lice.

The Yuba County Health Department recommends that no pupil return to school until all nits are removed. Parents are encouraged to bring the child back to school so inspection can be done in their presence.

Remember that head lice are a problem, but we **can** control it if everyone cooperates and immediate treatment is provided.

TRANSPORTATION TO AND FROM SCHOOL

Buses

The district prearranges the bus schedules for pick up and delivery of students. If you need information, please call 749-6198. Bus transportation is provided for students outside the designated walking area. Riding the bus is a privilege and not a right. Bus drivers are responsible for the safety of all students in their care, and their directions must be followed at all times. Bus drivers will issue citations to those students who cannot follow instructions or for those students who are disobedient. Students cited may be suspended from riding the bus, and the parent/guardian will be responsible for the student's transportation.

The bus drop-off/pick-up area is on the West Side of the school grounds along the playground fence line. Please avoid parking in this area.

A note from home must be received and approved by the office before boarding the bus, if a student needs to get off the bus at a different stop or for any student who does not regularly ride the bus.

Car

The parking area is located at the west end of the school along the fence. Students may be dropped off at the walk-through gates in the bus zone but cars may not be parked in this section. When picking up students, please park your car, meet your student at the gate, and walk him/her to the car. In order to keep traffic flowing, please enter at the first gate and exit at the second gate as marked. Teachers will be on duty during pickup at the end of the day, to provide for student safety.

Students Who Walk

Country roads have few established sidewalk areas. When available they should be used as the designated walking area. In the absence of a sidewalk, use established bike/walking area along the side of the road. When crossing the street use the cross walks near the school.

Skateboards, Scooters, Roller Blades, and Bicycles

Skateboards, scooters, and roller blades (including tennis shoes with foldable wheels) are **not allowed** at school. Bicycles are to be parked along the fence near the walk-through gate at the west end of the school. Bicycles are **not allowed** anywhere else on the school grounds. It is advisable to lock your bike. The school assumes no liability for bicycles or bicycle equipment. **Important reminder: Wear a Safety Helmet and follow Bicycle Safety Rules when riding to and from school!**

FOOD SERVICE

Students may bring a sack lunch or purchase a cafeteria tray lunch. The tray lunches represent a balanced meal complete with milk. Menus change daily. Students are given a calendar at the beginning of the month, which lists the menu for breakfast and lunch each day.

CURRENT FOOD PRICES

Breakfast:

Regular: \$ 0.75

Reduced: \$ 0.30

Lunch:

Regular: \$ 1.00

Reduced: \$.40

Milk may be purchased for \$ 0.25 to go with lunches brought from home. Meals can be prepaid a week or more at a time. A student receives one free lunch with every 11 purchased. **A MAXIMUM** of three meals can be charged.

We encourage parents to fill out a lunch form. All information is confidential. If students qualify for free or reduced breakfast and lunch it will be your choice whether to use it. To qualify a new form must be filled out each year. Please note: until paperwork is processed and qualification is verified, regular meal charges will apply.

No gum may be brought to school. **Candy and sodas are discouraged and if brought may only be consumed during lunch time.** Glass or breakable containers are not allowed.

Trash cans are provided for litter both in the inside and outside at the eating area. **Let's all help keep the school clean.**

Cafeteria and Outside Eating Area Rules

1. Stand in line quietly and peacefully.
2. Students are to take the next available seating area at the table. (no saving places for friends) and remain seated until dismissed to dump trash. Then return and wait for dismissal.
3. Students are to use quiet voices when talking.
4. To avoid accidents, students are to stay seated until dismissed.
5. Table groups will be dismissed after the monitoring staff member has checked that the eating area is clear of litter. Students are to walk to the playground when dismissed.
6. Students are not to trade food or take food away from the eating areas.

TELEPHONE

The school phones are for school business only. Students will not be permitted to use the school telephones except in cases of emergency. Students are responsible for making arrangements for after school activities and rides home before coming to school. They are also responsible for making sure all their school materials (books, homework, etc.) are in binders or backpacks before leaving.

Classroom interruptions are to be kept to an absolute minimum. Students and teachers will not be interrupted during class time to take phone calls. Messages can be left with the office staff and will be given to the student or teacher at break times. **Telephone numbers of students and staff are confidential and will not be given out without permission.**

TELEPHONE NUMBERS

Parent names and telephone numbers are made available to PTC and Room Mothers so they may contact parents in support of school business and/or activities *only*. These phone numbers will not be given out

for any other purpose. Any parent who does not want his/her phone number made available *should contact the school office* at the beginning of the school year to request the number not be included on the list.

LOST AND FOUND

Any items found on the school grounds or buses will be placed in the **Lost and Found Box** which is located in the hallway. Items found in classrooms will remain in the classroom for an appropriate length of time and then be put in the Lost and Found Box. To insure timely and proper return of lost articles, **we urge parents to mark all personal items and clothing with your child's name.** Unclaimed articles will be given to a charitable organization at the end of the school year.

LOST AND DAMAGED PERSONAL PROPERTY

Dobbins Elementary School cannot and will not be responsible for loss or damage to student's personal property. Hats, jackets, book-bags, lunchboxes, balls, and any other personal items should be stored in the appropriated place within the classroom or left at home. **Please mark your child's belongings so they are easily identified.**

Hand held technology may not be used during school hours unless approved by the principal and classroom teacher. Cell phones must be turned off during school hours.

The school is not responsible for lost or stolen personal property, including technology.

ACADEMIC PROGRAM AND SUPPORT SERVICES

INSTRUCTIONAL PROGRAM

Everything that happens during the school day is part of our instructional program. We have the belief that all children want to learn. They need to be successful at what they do, so they can feel confident enough to try new things. Our program offers many learning experiences to further the social, physical, and academic development of each child.

Our school day begins at 8:00 a.m. on the playground with supervised play. It is important that children play together in an acceptable way. Problems do develop occasionally. We use these experiences to teach problem solving and conflict resolution techniques. Please review the STEPS TO AVOID CONFLICT section with your child.

During instructional time, the following subjects are taught:

PRIMARY FOCUS SUBJECTS: READING, LANGUAGE ARTS (grammar, spelling, and writing), MATH, and PHYSICAL EDUCATION

SECONDARY FOCUS SUBJECTS: SOCIAL STUDIES, SCIENCE, and HEALTH

ENRICHMENT: MUSIC, ART, and CHARACTER DEVELOPMENT

As you can see, Dobbins School has a very full curriculum. It is important that students do all their work each day to avoid falling behind. Here are a few suggestions that will help students make good grades:

1. **Be at school every day!** Good attendance is most important in being a successful student.

2. Arrive on time.
3. Make appointments for after school.
4. Listen carefully and attentively to assignments when given and write them down.
5. Choose a quiet place to study at home.
6. Schedule a definite time to study and begin promptly.
7. Budget your time and use all available help.
8. Have all materials ready before you begin to study.
9. Read through your assignment before starting so you include and/or complete all parts.
10. Begin and complete long term assignments (reports) as soon as possible.
11. Be neat in all your work.

PROGRESS AND REPORT CARDS

Fourth, fifth, and sixth grade students will carry progress reports home at approximately the eighth week of each trimester. This report will give you and your child an opportunity to review his/her academic progress. Teachers of students in K-3rd grades will also provide notification if a child's academic progress places the student at risk of retention. Teachers will schedule conferences if student's progress is not satisfactory. The parent signature portion of the progress report is to be returned verifying that you, the parent, have seen the report. If your child is not doing satisfactory work please contact the teacher for a conference or to arrange weekly progress reports. It is best to phone the teacher before or after school.

Report cards will be issued three times a year for all K-6th grade students. Kindergarten through sixth grade report cards will reflect the student's progress toward meeting the grade level standards using a 1—3 rubric. 4th, 5th, and 6th grade students will also receive letter grades that reflect success in each subject. Report cards should be reviewed carefully by both students and parents. Questions about grades should be referred to the teacher.

HONOR ROLL

Fourth, fifth, and sixth grade students will be recognized at the end of each trimester of the school year for maintaining an "A" or "B" grade point average. Students on the Honor Roll for all three trimesters will receive special recognition at the end of the school year. Subjects such as P.E., handwriting, art, and music must be a "P" passing or "S" satisfactory.

TRIMESTER AWARDS

Awards assemblies are held at the end of each trimester. Certificates and/or pins for academic achievement, perfect attendance, citizen of the month, special recognition, perfect attendance, and A+ positive attitude. Notices will be sent home indicating assembly dates and times.

HOMEWORK POLICY

The district recognizes that learning takes place both in and outside the classroom. Homework is defined as an assignment related to or an extension of classroom learning. The goals of Homework include: extending or reinforcing classroom learning; aid in the mastery of grade level skills and standards; the opportunity for parent-child interaction; student to make-up missed assignments due to illness. Such assignments will vary depending on the needs and grade level of the student.

In developing and monitoring homework assignments teachers estimate that work given to K-3rd grades, students should take 15-30 minutes, and work given to 4th, 5th, and 6th grade students should take 30-60 minutes on average.

Homework assignments are to reflect the same high standards of *legibility, neatness, content, and completeness* as expected in the classroom.

PROMOTION RETENTION POLICY

Board Policy 5204 and Administrative Regulation 5204.3 defining the process and promotion standards were adopted June 22, 2000. A short summary of those standards are given here.

Students meeting grade-level standards of expected student achievement will be promoted each year. If a student is performing below the minimum standards he/she is at risk of being retained. When a student is at-risk of retention or recommended for retention other factors considered include Standardized Testing and Reporting (STAR) test results and attendance. Identification of an at-risk student should occur as early as possible in the school year so that opportunities for remedial instruction can be provided. Such opportunities may include, but are not limited to, tutorial programs, after-school

Programs, summer school programs, and/or the establishment of a Student Study Team.

An at-risk student's progress will be monitored on a trimester basis at the K-6 level and the determination of "at-risk" will be his/her score on district multiple measure tests. If the student has not achieved minimal proficiency at the end of each trimester he/she will remain on and have his/her Academic Intervention Plan updated. In the spring the Academic Review Team will meet together, after the student has taken district assessments, to assist in the determination of students who may be retained.

STUDENT STUDY TEAM

At times students require additional support services from the school site. A step in providing resources, for academic, social, or psychological reasons, is the Student Study Team. A referral for a meeting can occur through the classroom teacher or from the parent or guardian. If you have questions about this process please see your child's teacher.

GIFTED AND TALENTED PROGRAM

Students are referred for testing by the classroom teacher. If the student qualifies they may participate in the GATE program.

RESOURCE SPECIALIST PROGRAM (RSP)

Students who qualify participate in additional academic support services with the school's RST teacher and/or assistant.

SUCCESS THROUGH AFTERSCHOOL RECREATION & STUDIES (STARS) PROGRAM

The STARS after school program operates from the end of the school day until 6:00 p.m. Monday through Friday. All students in first through sixth grade are eligible to attend. STARS has four major components that are provided to students through varying

activities daily: literacy (reading); time to work on homework and/or tutoring; recreational activities; and visual and performing arts. A nutritious snack is provided daily. If you have any questions about the STARS Program or would like to enroll your child(ren) please see our STARS site supervisor.

AMERICAN INDIAN EDUCATION PROGRAM

The American Indian Early Childhood Education program serves students of native ancestry in pre-school through fourth grade. In addition to helping children with core curriculum, the program utilizes the "Child-to-child" educational model to assist American Indian students by providing a supportive and creative forum that focuses on many aspects of traditional and modern native culture. With this model, the program utilizes technology, science, nature, math, language arts, legends, storytelling, puppetry, food, music, field trips, cooperative learning, and leadership to create fun, educational projects that foster deep conceptual understanding and improved self-esteem. The child-to-child philosophy (older students modeling for younger students) permeates every feature of the early childhood education program.

Additionally, the American Indian Education Program offers tutoring services to all native students at Dobbins School, as well as extracurricular activities (such as Culture Club) as well as exciting fieldtrips, presentations, and special events throughout the year. American Indian Education has enjoyed a long tradition at Dobbins School and looks forward to the future of this great community.

CHILD DEVELOPMENT PROGRAM

Dobbins Elementary School has a State Preschool Program on its campus. The preschool program serves children ages three (must be 3 by December 2nd) to five at the time of enrollment w parents must meet income eligibility requirements and live within the Marysville Joint Unified School District.

Goals of the State Preschool program include enhancing the total growth of each child by doing the following:

1. Develop each child's sense of self-worth
2. Provide a wide range of experiences which form a basis for future learning in all areas of the curriculum: language, mathematics, science, music and art
3. Encourage the child's natural curiosity about the world
4. Develop each child's communication skills
5. Provide opportunities for physical development and healthful living
6. Help each child learn how to handle his or her own emotions and consider the feelings of others
7. Develop problem-solving skills
8. Help each child develop a sense of trust in both peers and adults, including all representative spectrums of society
9. Encourage thinking skills and creativity

Goals of the State Preschool program also include providing parents the opportunity to build or reinforce confidence in their role as primary educators of their children and to build a home-school partnership working in the best interest of their child.

LIBRARY

The school library is an extension of the regular classroom. Classes are scheduled to use the library for book check-out each week. Individual students may come to the library to check out book, or gather information from reference materials for individual projects, after getting permission from their teacher and the librarian. Each student is responsible for the books he/she checks out. Late notices will be sent home with the student for overdue books. Lost or damaged books must be paid for in the Library or Office.

LIBRARY RULES

1. Show respect for others, both adults and students.
2. Use a quiet voice.
3. No running or horseplay.
4. No more than two books may be checked out at a time.
5. Books will only be checked out after previously checked out books are returned.

SUBSTITUTE TEACHERS

Substitute teachers perform a valuable service at Dobbins Elementary School. They are important to keep the educational process alive in the classroom when the regular teacher is absent. It is the student's responsibility to pay attention and follow the substitute teacher's instructions. Substitute teachers should be treated with courtesy and respect. Behavior that is unacceptable, or behavior that causes a substitute teacher to remove a student from the classroom, will result in that student receiving a referral to the principal.

STUDENT EXPECTATIONS AND PROCEDURES

Dobbins Elementary School appreciates each child's uniqueness and encourages both self-confidence to explore creativity and the discipline necessary to learn. We expect our students to understand that character and honor are as important as intelligence.

OUR STUDENTS WILL:

1. BE RESPECTFUL
2. BE SAFE
3. BE RESPONSIBLE

Dobbins Elementary School expects all students to act honorably and to reflect pride upon themselves and the school. Furthermore, it is expected that all students will be responsible for their own actions, and the consequences of their actions.

Student Behavior Expectations:

1. All students are required to conduct themselves in a respectful and obedient manner at all times on the school grounds, during school sponsored activities and to and from school.
2. Students will engage in behavior which is in their best interest and the best interest of other students. Students will not be allowed to interfere with the teaching process or the learning of other students.
3. Safety rules will be obeyed. Students will walk, not run, in the hallways, classrooms, and walkways. Pushing, shoving, and fighting will not be tolerated. Students are to keep hands, feet and objects to themselves. Voices must be kept under control at all times.

4. Each student is responsible for the clean up of his/her projects.
5. Students are expected to follow all specific classroom rules.
6. Students are only to be in areas where there is adult supervision at all times.
7. Desks, floors, and walls shall be kept clean.
8. All refuse shall be deposited in trashcans, both inside and outside the buildings.

PLAYGROUND SAFETY

1. Stay on the playground and off portable ramps, fences and the tops of benches and picnic tables. Do not go behind buildings or portable buildings.
2. Use bathrooms and drinking fountains as intended and then return to the playground.
3. Be safe on the equipment: one at a time on bars, slides, and swings; slide and swing only in a sitting position. Jump ropes are for jumping, soccer and kick balls for kicking, and footballs for playing catch. Play handball only on the handball court.
4. Take turns so everyone gets a chance to play the game.
5. Always respect yourself and others.
6. Report to the yard duty staff if you need assistance.
7. Freeze when you hear the second bell. Stand quietly (off equipment). When the yard duty staff gives the signal, walk to your designated area and line up.

DRESS CODE

In order to ensure a safe, healthful and wholesome school atmosphere, the California Education Code allows districts and schools to set dress codes. Dobbins Elementary School recommends that students' dress be clean, neat, safe, and appropriate. and in good taste. Students are not to be wearing any gang attire such as the display of specific colors (blue, red, or black), bandanas, sagging pants, etc.

PLEASE ABIDE BY THE FOLLOWING DRESS GUIDELINES:

1. Shoes must be worn at all times. Backless shoe and/or flip flops are not recommended due to safety reasons. Students must have appropriate shoes for Physical Education.
2. Clothes must be sufficient to conceal undergarments at all times. See through garments or mesh/fishnet, strapless or halter tops, off the shoulder or low cut tops, bare midriff tops, and skirts/shorts with less than a four inch (4") inseam are prohibited.
3. Clothing and jewelry must be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive; or which advocate racial, ethnic, or religious prejudice; advocate the use of drugs, alcohol or tobacco.
4. Hats and caps are considered clothing falling under the above rule. They should be clearly marked on the inside with the student's name. If worn to school they may be worn on the playground only. Hats must be removed inside all buildings. If a hat/cap becomes a problem, it will be excluded from school.

Parents will be called to furnish clothing for students who are inappropriately dressed.

CONFLICT

Any one of the following steps may be taken to avoid a conflict. It sometimes takes a "bigger person" to avoid an argument than it does to be involved in one.

- | | |
|--------------------------|-----------------|
| 1. Talk it over — Listen | 6. Share |
| 2. Walk away | 7. Ignore It |
| 3. Say, "I'm sorry" | 8. Ask for help |
| 4. Do something else | 9. ????? |
| 5. Take turns | |

Number 9 means that if you choose not to use 1-8 and the conflict continues, you have to be ready to accept the consequences!