

Shasta Elementary School

2023-24

Parent/Student Handbook



"High academic achievement for all students while instilling values of responsible citizenship and respect in a safe enriched environment."

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SHASTA SCHOOL

PARENT/STUDENT HANDBOOK

CHICO UNIFIED SCHOOL DISTRICT

1163 E. Seventh St.
Chico, CA 95928
(530) 891-3000
Kelly Staley, Superintendent

SHASTA SCHOOL

169 Leora Ct.
Chico, CA 95973
(530) 891-3141
Bruce Besnard, Principal

INTRODUCTION

Welcome to Shasta School!

The staff and students at Shasta School are very proud of their school, proud of the academic achievement of students, and proud of the high level of good citizenship demonstrated by all students. We know that Shasta School is a successful and effective school because parents and staff work together to provide the best possible program for our students.

The purpose of this reference and information handbook is to provide parents and students with a written guide to our school. We realize that much of the information is general in nature. Therefore, we encourage you to contact the school, in person or by phone, concerning any procedures or for additional information. We also encourage all parents to go over this handbook with their children so that consistent standards can be maintained.

Thank you,

The Shasta School Staff
The Shasta School PTO



Staff Directory

Office Staff		
Principal	Bruce Besnard	
Vice Principal	Sara Pardini	
Office Manager	Susan Henri	
Office Assistant	Kika Alexander	
Health Assistant	Trudy Warthen	
Nurse	Maryah Wilson	
Psychologist	Laura Puterbaugh	
Teaching Staff		
Teacher	Grade	Room
John Kostelec	K	01
Rebekah Newman	K	05
Felicia Roberts	K	03
Amy Williams	K	02
Debra Apel	1	06
Michelle Copper	1	14
Lindsey Hovey	1	10
Shannon Logue	1	09
Jessica Perez	1	07
Kim Borquez	2	21
Heather Gephart	2	23
Heather Kindopp	2	22
Lorrie Mathews	2	08
Jessica Telegan	2	18
Karen Armstrong	3	24
Andy Barnum	3	26
Angie Brunemeyer	3	27
Sandy Granicher	3	13
Christine Kimbrell	3	16
Katherine Chapin	4	31
Meredith Griffin	4	12
Katy Moll	4	15
Mary Schoenthaler	4	30
Paige Bush	5	25
Jenny Cox	5	28
Allison Woods	5	29
Julia Delchiaro	Title I	Office
Jennifer Denzel	Reading Specialist	Reading Garage
Amy Ellen	Speech	24A
Courtney Galdin	Resource	11
Dallas Landers	Resource	20
Heidi Lawson	SDC – K-2nd	04
Jim McKenzie	Music	MPR
Bonnie Parkins	Fine Arts	Multi-rooms
Jane Quan-Bell	Librarian	Library
Alison Simcox	Title 1	office
Brooke Uribe	SDC 3 rd -5th	17
Monica Vega	Target Case Manager	19
Miko Wilson	Counselor	19

ATTENDANCE

Regular school attendance is essential to satisfactory academic progress. We, therefore, insist that students attend school daily and arrive on time each day. It is the parents' responsibility to notify the school of the dates, duration, and reason for each absence. A student who is absent without a valid excuse for more than three days shall be declared a truant and the parents will be notified.

Student tardiness can also be a serious problem. It deprives the student of valuable instructional time and interrupts the teacher and the class. Therefore, consistent tardiness necessitates disciplinary action from the teacher and/or the principal. Tardiness is recorded and parents will be notified if it becomes excessive.

Parents may verify absences by phoning 891-3141 extension 50101, or by sending a dated note explaining the reason for the absence within three days. According to California Education Code, students may not be released during school hours for music or dancing lessons or other private lessons.

BUS TRANSPORTATION

Bus transportation is available for students living outside a two-mile radius of school. Students living inside the two-mile radius may ride on a space available basis. There is a charge for transportation service. Applications for transportation services are available at the transportation office or at the school office. Questions should be directed to the transportation office at 891-3097. Students who ride to and from school on the bus must do so on their regularly assigned bus. Parents requesting that a student ride a bus other than the regularly assigned bus must bring the note to the school office in the morning for approval and purchase a one-day pass through the school office.

CONFERENCES AND COMMUNICATIONS:

Regularly scheduled parent conferences are held for parents of every student at the end of the first trimester. Other conferences are scheduled as needed. Parents are encouraged to confer with teachers concerning the progress of their children as often as they wish. Please phone the school office in advance for an appointment to insure that your child's teacher will be available.

The *Shasta Paw Print* is one of our written communication link with parents. This is sent home with students on alternating Fridays. The purpose of the *Paw Print* is to keep parents informed of what is happening at Shasta School and in the Chico Unified School District. If you are not receiving your *Paw Print* on Fridays, please ask your student about them. The other written communication is our Shasta Webpage. The webpage is updated daily and should be your first resource for information.

From time to time, other notices will be sent home with students. Some will require answers, others will not. Please help us in our effort impress upon students the importance of taking those notices and bulletins home so parents are informed.

STUDENT DRESS CODE (Cal. Educ. Code § 35183)

Student dress has been shown to influence behavior and the learning environment. It is expected that all students shall wear clothes that are clean, appropriate, safe and not disruptive to the teaching and learning process.

1. Students should not wear clothing or hairstyles that can be hazardous to them in their school activities, such as lab work, physical education and art. Grooming and dress which prevent the student from doing their best work because of blocked vision or restricted movement are discouraged, as are dress styles that create a disruption of classroom order. Footwear (shoes or sandals) must be worn at all times.
2. There should be adequate coverage of the body, which means that short-shorts, bathing suits, spaghetti straps, single-strap tops, low-cut tops, halter tops, tube tops, undershirts, bare midriffs, sheer garments, pajamas, sagging pants, etc., are NOT considered adequate coverage. Undergarments of any kind should not be visible. Shoulder straps must be at least 2" wide.
3. Shorts, skirts and dresses with slits may be worn but must be of reasonable length that shall be defined as no shorter than the end of the finger tips when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule.
4. Hats and headwear must be worn appropriately. Hats and headwear should not be worn inside buildings and classrooms (except for specified dress-up days).
5. Sunglasses (except prescription) are not to be worn in classrooms.

Students and parents are expected to comply with dress standards as they have been established to promote safety and a positive educational environment. Noncompliance by students will result in a conference/disciplinary action.

SNACKS/GUM AT SCHOOL

If you have ever stepped in or sat on gum or tried to remove it from your hair or from the pages of a textbook, you will understand why **NO GUM IS ALLOWED AT SCHOOL.**

Candy and other foods are not to be eaten in the classroom. Students may bring a nutritious snack to be eaten at snack recess in the designated snack area.

EMERGENCY INFORMATION

In case of illness or injury to a student, every effort will be made to contact the parent by telephone. It is important that your home, cell/mobile, and business phone numbers, as well as emergency contact persons, be on the student record card kept in the school office. A new emergency card is sent home every year on the first day of school for you to verify or correct.

Please report changes of phone number or address immediately to the school office.

It is important to tell your child when he leaves in the morning if you expect to be away from home for any length of time during the school day. Please see that the office has a number to call in emergencies when you cannot be reached.

If you need to contact your child or take him from school during the school day, please come to the school office to sign him out. We will not release any student to anyone except the parents or legal guardian or emergency contact persons listed on the student's emergency card. Office staff will ask for identification if they do not know the person asking to sign out a student.

SCHOOL HEALTH

Illness or Injury: Children should not be sent to school if they appear ill, have a fever, or have other symptoms of illness. Children should remain at home until their health permits them to participate in all school activities, including recesses.

The school has no way of caring for an ill or injured child other than to provide necessary first aid and an area where an ill or injured child may wait until his or her parents arrive.

Our school Health Assistant handles first aid and will be calling you if your child is ill or injured and needs to go home. She is not qualified to make diagnoses or to treat injuries that might happen at home.

Our health services are supervised by a school nurse, who screens students for hearing and vision problems. She is available for parent conferences by appointment. Please call 891-3141, ext. 102. Her busy schedule places her at Shasta School one day per week.

Please make sure that the emergency contact form is kept current. We will always try to contact parents first and then those noted on the emergency contact form. Please make sure that the people listed are available to come and get your child if we have to call them.

Medicines: Medicines, whether they be prescription or over-the-counter, may not be brought to school without a Medicine Authorization Form completed and signed by a physician.

School staff cannot be responsible for dispensing any medication, even aspirin, without this form. If your child must take medication during school hours, it must be brought to the office in the original container, with the signed form from the prescribing physician. A form 11-A must be signed by the parent.

LOST AND FOUND

Small items of value, such as glasses, jewelry, money, etc., should be taken to the office when found, and may be claimed there upon identification.

Other articles such as clothing, backpacks, etc., are taken to the cafeteria where students may look for and claim them.

Students' names should be written on or sewn in articles to enable prompt return to the rightful owner. Unclaimed clothing is bagged up and sent to social agencies at the end of each grading period. Please check the lost and found bins occasionally. It is kept inside the multipurpose room in a large bin.

MESSAGES TO CLASSROOMS/OFFICE TELEPHONE

To avoid interruption of classroom instruction, we forward messages for teachers or pupils to the teacher's voice mail boxes. Boxes are checked periodically throughout the day, and are noted by a blinking light on the classroom phone. Please inform the office if the call is an emergency so we can place your call directly into the classroom. We ask that you please be courteous of the classroom learning atmosphere and try to keep interruptions to a minimum.

The office telephone is for emergencies only and not for routine phone calls.

SHASTA SCHOOL HOMEWORK POLICY

Homework is defined as: "Any work assigned by or recommended by the teacher to be done outside of class."

The purpose of homework is:

1. Practice and reinforcement of skills or concepts already presented in class
2. Preparation of reports, speeches, or classroom oral presentations
3. Creative writing
4. Completion of work not finished in class
5. Completion of assignments missed as a result of student's absence
6. Reading practice and reinforcement.
7. Master good study habits, including management of time, concentration on the task at hand, taking responsibility for completing work assigned, and being accountable for the quality of work.

The role of the parent in homework is to provide home conditions conducive to learning, and to show a genuine interest and a positive attitude toward the student's work. The younger student needs help in developing a routine and in choosing a quiet, well-lighted place to complete the assigned task. As students grow older, they need the ongoing parent support and recognition of the importance of schoolwork. The role of the teacher is to assign appropriate homework in relation to the needs and abilities of the student, to assign work that is in direct relationship to work being covered in class, and to evaluate assignments returned by the student.

LUNCH

The Shasta School cafeteria serves breakfast and lunch. 2022-23 school year all meals are free to the students. Information on the Free and Reduced Price Lunch Program is sent home during the summer and is available from the school office or cafeteria upon request.

When weather permits, students who bring sack lunches are allowed to eat outside in the picnic table area and on the lawn in front of the office. Supervision is provided and students are expected to keep the area litter-free.

Students in the upper grade classrooms are selected to help in the cafeteria on a rotating schedule. Student helpers receive lunch on their workday.

Shasta School operates a "closed campus", which means that students stay on campus during the lunch period unless a parent comes to sign them out.

MUSIC INSTRUCTION

In addition to the regular classroom music program provided by the classroom teacher and the Fine Arts Specialists, students in grades four, five and six have music instruction once a week. The music teacher is at Shasta School 2½ days per week to provide this instruction.

LIBRARY

The library is available to all students during their class library time and for research at the teacher's discretion and library availability. We welcome parent volunteers in the library. Children are encouraged to check out books. It is the student and their family's responsibility to return library books when they are due. Students and their family will be held responsible for the care of loaned books. If a book is lost or damaged, it is the responsibility of the student and their family to pay for the book.

PARTIES

Each classroom is allowed to have TWO parties each year. Responsibility for parties is divided between PTO room parents and teachers as follows:

- 1) Teacher selects the day
- 2) Teacher and students plan the activities
- 3) Room parent provide refreshments and assist as needed.

Parties and activities are held during the last hour of the school day as a general rule.

Party invitations for private home parties may not be delivered at school unless ALL children are invited. Invitations must be mailed.

REPORTING PUPIL PROGRESS

At Back-To-School-Night the classroom teachers will explain their philosophies, procedures and curriculum to be covered during the year.

At the end of each trimester, a written report card is prepared for each student in grades 1 through 5. The report card is used as a basis for discussion at the parent/teacher conference at the end of the first trimester. A written report is prepared for each Kindergarten child and used as the basis for discussion at parent/teacher conferences in the fall and again in the spring.

Additional conferences may be requested by parent or by teacher at any time during the school year whenever there is a concern about student progress.

SPEECH

Shasta School has a Speech Therapist available five days per week. Students are referred for screening by the classroom teachers and all parents are notified before their children are included in this program. The Speech Therapist is available for a conference by appointment. Please call the school office at 891-3141 ext 50019.

TELEPHONE

The school phones are reserved for school business. Students will not be allowed to use the phone except in cases of illness or emergency. Any use of the phone by a student must have prior approval of a teacher or the office staff. Previously announced meetings, practices, or activities, or making social arrangements for after school are NOT EMERGENCIES. Cell phones must be turned off from 8:10-2:40 while on campus at Shasta.

TEXTBOOKS

Textbooks are provided free on a loan basis. Students will be held accountable for their care and return. If a book is lost or damaged, the student is responsible for the book. All books are accounted for at the end of the school year or when a student transfers. Textbooks are expensive...most are in the \$50.00 – \$120.00 range. Students are encouraged to take very good care of their books.

TRANSFERS

If you are planning to move out of the Shasta attendance area, please notify the school office in advance so that all papers and records may be prepared in an accurate manner, and so that books and materials may be collected. If you are moving to another city, we will give you a copy of the student's immunization records to take with you. This will facilitate enrollment in a new school. (All student records are mailed to the next school when we receive a request from them.)

VISITATIONS

Parents are encouraged and welcome to visit their children's classrooms. We recommend visits of 20-30 minutes in primary grades, and not over one hour in the intermediate grades.

ALL VISITORS AND VOLUNTEERS MUST COME TO THE OFFICE TO SIGN IN AND OBTAIN A VISITOR BADGE BEFORE VISITING A CLASS.

Pre-school age children should not be brought to school when parents visit, or when parents volunteer in the classrooms. Children of friends or relatives visiting your home are not permitted to attend school or visit classrooms during school hours.

WHAT NOT TO BRING TO SCHOOL

KNIVES, GUNS, OTHER WEAPONS: It is against the law for students to bring these items to school. Even a pocket knife, while a handy tool, can be dangerous if misused.

TOYS: Toys are out of place in the classroom and should be left at home, unless they are brought for "sharing" with the consent of the teacher.

ELECTRONIC GAMES, PORTABLE CD/TAPE RECORDER/PLAYERS, and TWO-WAY RADIOS: These items are expensive and easily broken. They also can become a source of dispute or conflict. Their use has no place in the classroom, and can become a distraction to classes in session on alternate schedules. If brought to school they will be confiscated and taken to the school office to await parent pick-up.

PLAY EQUIPMENT: The school has a supply of play equipment which should be adequate for student use. When students bring their own from home, it causes problems on the yard. Some equipment is not appropriate for use on a crowded playground at recess (Frisbees, for example) and can only be used at a P.E. period under teacher supervision.

CLEATS: Cleats can be dangerous if worn on the playground. They also cause damage to classroom floors.

INSTRUCTIONAL PROGRAM

Shasta School operates on a traditional schedule. Classes are self-contained and organized on a graded structure, with single-grade classrooms and multi-grade classrooms. The curriculum in all areas is defined and taught in a systematic and sequential manner. Emphasis is on developing mastery of basic skills, creating a warm and supportive atmosphere, providing every child with opportunities for success, helping each child develop a realistic and positive self-concept, a sense of individual and social responsibility, a positive attitude toward learning, problem-solving and thinking skills, leadership skills, an understanding of democratic processes, healthy bodies and attitudes, and an understanding of the world in which we live.

SCHOOL SITE COUNCIL

Under the state guidelines for the School Based Coordinated Program (SBCP), the Shasta School Site Council meets monthly to serve as an advisory group in the planning, implementation, and evaluation of the School Improvement Program. (SIP). The School Site Council budgets SIP and ESEA Chapter II funds for best possible utilization in meeting the needs of Shasta students.

The School Site Council is composed of five parent members, elected by all Shasta parents, and by five school staff members: the Principal, three teachers, and one other school employee. The teachers elect their three representatives, and the other school employees elect their member. Each member serves for two years.

All meetings of the School Site Council are open to all staff and parents. Meetings are generally held on the third Monday of each month at 3:00 p.m. Shasta webpage has information about exact dates and agenda items of particular interest.

PARENT TEACHER ORGANIZATION

The Shasta School PTO is active, involved, and enthusiastic. Meetings are held monthly, usually on the second Thursday of the month, at 6:00 p.m. in the Room 17. The year's schedule of meeting dates and special events will be published in the *Paw Print and Shasta webpage* and meeting announcements will be in the calendar section of the *Paw Print and Shasta web page* the week before the meeting.

Officers for the current year are:

President	Jen Skinner
1st Vice President	Krista Timblin
2nd Vice President	Cassie Wood
Treasurer	Claire McLean
Secretary	Kate Dufault

All PTO meetings are open to all staff and parents. Regular business meetings are held monthly and two or three general meetings, with special programs, are held during the year. Officers are elected at the May meeting.

EVERYBODY HAS RESPONSIBILITIES

THE SCHOOL'S RESPONSIBILITIES:

- Inform the students and parents about required skills.
- Teach the required skills
- Assess student progress
- Inform the students and parents about the students' progress
- Help students reach their potential
- Help maintain school/home communication

THE PARENT'S RESPONSIBILITIES:

- Be aware of grade level requirements.
- Send the student to school, except when the student is ill.
- Provide a quiet time for the student to do homework.
- Insist that the student do assigned homework
- Attend school conferences on the student's progress.
- Support the school's efforts in helping the student be successful in school.
- Help maintain home/school communication.

THE STUDENT'S RESPONSIBILITIES

- Understand what skills are required.
- Attend school regularly and on time, except when ill.
- Do the work assigned in class and as homework.
- Be attentive during class time.
- Follow school/classroom behavior standards
- Deliver messages between parents and school.

DISCIPLINE PLAN

- In order to ensure a quality learning experience for your child and all the students at Shasta School, the following discipline plan has been developed by our staff, parents, and students. We feel that each student at Shasta is entitled to a safe and respectful school environment. We believe that all our students can behave in a manner appropriate to school, and that each student can be held accountable for behavior that disrupts or inhibits the educational process.

The general rules for behavior are as follows:

1. Treat others as you would want to be treated!
2. Treat others with respect
3. Follow staff directions
4. Use appropriate language
5. Use equipment and materials properly
6. Stay in assigned area
7. No rough play

Positive reinforcements for good behavior include:

1. Students who demonstrate good citizenship will receive periodic commendations and/or special rewards.
2. Outstanding Citizen Awards Assemblies.

Should a student choose to break a rule, the following consequences have been established

- Minimum consequence - a warning is given and the student is reminded of the rule.
- Interim consequences -
 1. Name on clipboard and time-out or loss of playground privileges
 2. Citation sent home; no playground privileges for one day
 3. Parent conference with principal
- Maximum consequence - suspension or expulsion from school

Behavior that intentionally causes injury to another person is cause for immediate citation or suspension from school.

Additionally, any student who is in possession of a firearm or of a knife of no reasonable use to the student will be recommended for expulsion from school.

SHASTA SCHOOL RULES

BE Safe, BE Respectful, Be Responsible

Playground Rules:

- Walk on the sidewalks
- Contact games are not allowed. (No tackling, wrestling, piling on, etc.)
- Only school balls and equipment may be used during recess.
- Balls may not be kicked or thrown on the blacktop except: basketball, 4-square or handball.
- Games may not be locked.
- At lunch recess older students must wait until the younger students go in to take over the courts or a play field.
- Running games must be played on the grass.
- Pupils may not climb trees; poles, backstops, drainpipes, or the fence.
- One ball may be used in a game at one time.
- Ask teacher for permission to leave playground to retrieve a ball. Use gate.
- No student is to be behind rooms 11 or 12. Stay out of the garden and do not pick any items out of the garden or off the vines.

The first bell at the end of recess is the WARNING BELL for Primary Students. This is the time to stop your game, get a drink and use the restrooms. Freeze on the last bell, wait until yard duty gives you a signal to walk to your line.

The first bell at the end of recess for Intermediate Students is the time students are to stop their games, get a drink, use the restroom and start walking to class.

Do not use the drinking fountain or restrooms after the last bell. That is the purpose of the warning (freeze) bell.

Play equipment must be used in a safe and appropriate manner.

Bars: Students must always have two hands on the bars. No trick which involves leaving the bars during the trick may be done.

Horizontal ladder: Pupils may not walk, crawl, or sit on top of this structure.

Rings: No flips, chasing, tag, etc.

Slide and Playground Structure: Go **down** only on slide. Be patient. Take turns. Do not touch others at the bottom of the slide that may cause a shock (it can hurt!)

Swings

1. Remain seated in swing.
2. Keep both hands on chain.
3. Swing forward and back. (Never sideways)
4. Do not jump off the swings.
5. Those waiting a turn must wait OUTSIDE THE GRAVEL AREA.
6. Pushing another person in the swing is prohibited.
7. When waiting a turn, count to 100, (alligator-1, alligator-2, alligator-3, etc.)

Other General Rules:

1. Students may arrive at school no earlier than **7:45 a.m.** Students who arrive before 7:50 must report immediately to the cafeteria. No short stops.
2. Students must have an office pass to go to the office.
3. The office phone is for school business only. Social arrangements must be made at home the day before.
4. Students are to WALK from classroom to bus or to crosswalk. Bus students wait quietly in their line until their bus arrives and loads up.
5. Students may not leave the school grounds during the school day without permission from the school.
6. Students may enter a classroom only if the teacher is present.
7. Shoes must be kept on at all times unless students are directed to remove them by a teacher.
8. Chewing gum is not allowed at school.
9. Use appropriate language at all times. No cursing, swearing, or using other abusive language or gestures is not permitted at any time.
10. Spitting spreads disease and is not permitted at any time.
11. Do not throw rocks, sticks or any other inappropriate object.
12. No wheels are allowed on campus including skateboards, wheeled shoes etc.
13. Students who ride their bicycles to and from school must obey all traffic laws. Helmets are mandatory. Bicycles must be parked in the bike racks and locked.
14. Bicycles must be walked on campus – no riding
15. After school all students are to stay off playground and all equipment, including the Kindergarten playground and Kindergarten bikes, wagons etc. Students are to be picked up by 2:55 each day.

Cafeteria Rules:

- ❖ Stand in line quietly while waiting to be served.
- ❖ Talk quietly at your own table.
- ❖ Keep hands, feet, and objects to self.
- ❖ Raise hand to be excused.
- ❖ Clean up your area when you are excused.
- ❖ Empty and stack tray carefully
- ❖ Hats will not be worn in the cafeteria.

“Umbrella Rule”

**When no rule exists, follow the directions/decisions of the yard supervisor.
BE Safe, BE Respectful, Be Responsible at all times.**