

Indian Diggings Elementary School

Family Handbook



**Parents, Students, & Staff Working
Together for a Better School**

2018-2019 School Year

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Welcome to Indian Diggings Elementary School

Welcome to new and returning students and their families! We, the staff, pledge to provide for a safe, comfortable, and challenging learning environment. Education is most successful when students, parents, and staff work together. At Indian Diggings School, we realize the importance of this partnership. The partnership we develop now will help provide a quality experience for all.

We practice an open-door policy, which means parents, students, and staff are invited to meet with us regarding any area of interest or concern. Please be aware that staff is typically working with students during the school day and consequently, not able to participate in conferencing while students are under their supervision. Making an appointment with staff is a sure way to address your needs in a timely manner.

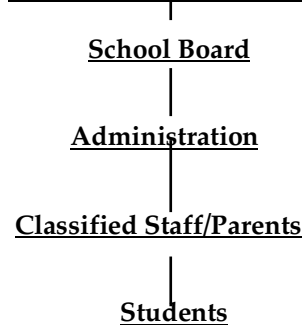
Indian Diggings School has accomplished many wonderful things for the benefit of students since 1856 because it adheres to the following belief regarding addressing concerns:

- 1) Follow the chain of command. (inserted below for your convenience)
- 2) Start with the person who is most involved in the idea or concern. If your ideas/concerns are not addressed at that level, go to the next level.
- 3) Request a meeting with the board. All such requests go through the District Administrator.

We hope you will continue to become involved at Indian Diggings Elementary School. If each parent contributes some volunteer time, the load is carried evenly and we are able to provide more opportunities for your children. Your contributions will be greatly appreciated. Best wishes to each of you for a successful school year!

Indian Diggings Elementary School
6020 Omo Ranch Road
Somerset, CA 95684
phone: (530) 620-6546
fax: (530) 620-8690
School Colors: Green/White
School Mascot: Eagle
Website: indiandiggingschool.com
Grant Coffin: gcoffin@edcoe.org

Chain of Command



MISSION:

“Through love, support, and encouragement, we are stewarding the history of Omo Ranch. We are developing and teaching life-long learners who will constructively contribute to the world around them, and will positively affect the lives of others.”

VISION:

Indian Diggings School District seeks to preserve the rich cultural, social, and educational history that has emerged in Omo Ranch since the mid-1850’s. We envision a school that blends the tools of our emerging technological society with the proven educational tools of the past two centuries. We see students who are able to use educational skills and concepts in the real world.

Students will be provided with CCSS based curriculum in ELA that supports their needs and prepares them to communicate in a global economy and Mathematics curriculum that provides them with mastery of the skills needed to be competitive in the work force or college.

Students will be provided with social/emotional and enrichment activities that support their needs and prepare them to be a caring and productive citizen in our community.

Our families will be deeply involved in our District by participating in multiple activities including (but not limited to) working in the classroom, helping with activities, family enrichment events, parent classes, and off campus experiences. Communication between home and school will be frequent and conducted in multiple ways so as to keep all stakeholders informed and working as a team.

Our facility will be maintained in a way that promotes a safe and enriching environment for students, staff, and community.

Our administration will attract a balanced number of students each year to support the ongoing operation of the school.

STAFF:

TEACHER-PRINCIPAL-SUPERINTENDENT
ADMINISTRATIVE ASSISTANT
TEACHING ASSISTANT
AIDE/CLERK
AIDE/CLERK
AIDE/CLERK
AIDE/CLERK
CUSTODIAN

GRANT COFFIN
CONNIE LONDON
SHIELA TRIEBULL
CARLY BABB
JIM NEISS-CORTEZ
JAIME HUSSONG-HILL
MARY JOHNSON
JACK WILHELM

SCHOOL BOARD:

BOARD PRESIDENT
BOARD CLERK
BOARD MEMBER

CAMERON MCCOLL
CAROLYN WILSON
LJ JENNINGS

SCHOOL RESPONSIBILITIES

School Personnel are Responsible for:

- Preparing students for the future
- Supporting the philosophy of the school
- Stressing basic skills
- Recognizing positive contributions by all students
- Maintaining appropriate learning environment
- Providing appropriate homework
- Keeping parents informed regularly of their child's progress
- Working with all students on behavior and good manners
- Creating a family friendly environment
- Creating an atmosphere for parents and community members to volunteer time and talents in the classroom.

The Parent is Responsible for:

- Supporting the philosophy of the school
- Encouraging good study habits
- Reinforcing appropriate behavior and setting high academic standards
- Insuring regular and punctual attendance
- Providing rest and well balanced meals for the student
- Checking homework regularly
- Responding to progress reports by discussing the report and following through on it
- Familiarizing themselves with the rules and regulations of the school
- Support extra curricular activities by signing up for committees
- Supporting the staff and classroom volunteers to provide enriched curriculum.

The Student is Responsible for:

- Doing his/her best
- Demonstrating good manners and respect
- Abiding by the school rules
- Dressing in clean, neat and appropriate attire
- Attending school regularly and on time
- Supporting the environment of the school

The School Board is Responsible for:

- Setting district policy and seeing that it is implemented
- Planning and approval of goals for the district
- Conducting the governmental business of the district

GENERAL SCHOOL PROCEDURES

School Schedule

School starts at 8:30am for all students and dismisses at 2:55 Monday through Thursday. On Fridays we dismiss at 1:15.

Attendance: All parents are interested in the success of their children in school. Regular attendance and adherence to certain basic rules and regulations as stated in the Education Code of the State of California are essential to successful school performance. The following excerpts from the Code are sections with which every parent should be familiar: **With our low enrollment, attendance is more critical than most years. Please help in this area by attending school as regularly as possible and attending Saturday Schools when possible!**

EDUCATION CODE REQUIREMENTS

1. Students shall attend school punctually and regularly. (Ed Code Title V, Section 62)
2. Students shall be required to provide satisfactory explanation for absences.
3. Students shall remain on the school grounds during the entire school day unless permission to leave has been granted by authorized personnel. (Ed Code Title V, Section 63)

Absences: Send a note with your child on the day he/she returns after an absence even if you reach the secretary by phone. Unexcused absences result in a loss of valuable instruction time and state revenues. If you know your child will be out for a reason that does not qualify as excused, please request a contract at least 4 days prior to the absence. (The school then can be reimbursed by the State). Contracts must be for a minimum of 5 or more days.

Tardies: A note or phone call is needed when a student is tardy. Habitual tardies may result in a contact from the school and/or a parent conference.

Appointments: When scheduling dental and medical appointments for your student, please attempt to make them in the afternoon. For your child's protection, he/she will not be allowed to leave the grounds without a note from a parent or guardian. Parents or guardians picking up students for appointments must check into the office or classroom and sign students out.

Telephone Use: The school's office phones will be available for student use in emergencies only.

Smart/Cell Phones and iPods: If parents wish their students to have an electronic communication device at school, please get teacher permission. Cell phones are not to be used for calls, texts, or email during class time. Taking pictures of anyone without their permission is strictly prohibited. If a device is used inappropriately, it will be taken and returned to the parents only.

Lost and Found: Lost and Found articles are kept until the last day of school each year and then donated to charity. To help prevent loss, please mark clothing.

Change of Address: If, at any time during the school year, you change your address, phone number, emergency number or work phone, **PLEASE CONTACT THE SCHOOL.**

Classroom Visitations & Volunteers: Adult visitors are welcome and encouraged to visit our classrooms. We request that you notify us in advance of your visit. Unnecessary classroom interruptions, such as dropping off lunches or homework, should be avoided including “visits” at the end of the day if you arrive early. You are welcome to come inside and please remain in the hallway until class is dismissed. Items may be left in the office with a note. We invite you to volunteer. If you are interested in volunteering on a regular basis, please let us know.

Parking: Please make every attempt to park on the school side of the road when you pick your child up from school. With the seasonal traffic on Omo Ranch Rd., this may help avoid accidents.

Books: Students will be provided with all necessary textbooks. Each child is responsible to give proper care to books in his/her charge. In the case of lost or damaged textbooks or library books, the child is responsible and charges may be made. From time to time, books turn up at home. If you have any schoolbooks from previous grades that are not discards, please send them back to school.

End of Day Pick Up: We know that “life happens” and you may be late at times. Please call the office and let us know. You also should connect with another parent that can supervise your student(s) if you are running late. Students that are left with school staff after 3:10 (1:30 on Fridays) will be supervised by child care staff and may be charged regular rates. This is not ideal so please endeavor to be on time or have a “partner” parent that can pick up in emergencies.

SCHOOL PROGRAMS

Testing: 1. SBAC or Smarter Balance Testing: Each year 3rd - 8th grade students will be tested in the Spring to determine their individual achievement. This helps parents and teachers know how individual students are doing compared to students’ statewide and nation-wide.

Resource Specialist: Our school does operate a Resource Specialist program. If you have concerns about your child’s needs, please contact the teacher. We do prepare student accommodation plans for students with special needs.

Speech: Individualized speech and language therapy is provided as diagnosed by a speech therapist through the County Office of Education.

Music: Currently, a music specialist provides music instruction an hour and a half once per week for all of the school year.

Art: The classroom teacher or art specialist provides arts & crafts lessons to all students for about 40 minutes per week.

P.E. and Special Interest Classes: Physical Education Class is provided at least 200 minutes every two weeks.

Library: A well-stocked library exists at the school. We can always use parent volunteers to help maintain the library.

Indian Diggings Volunteer Club: Parents are invited to be involved in the school through the Indian Diggings Volunteer Club that was founded during the 1990-91 school year. Parents, guardians, staff and any community member may join for \$3.00. The family rate (two adults) is \$5.00. We encourage all community members to join.

Independent Study: Please refer to the Independent Study Handbook for specific information regarding this educational option.

DRESS CODE

Those items of dress considered inappropriate for school wear are form fitting short shorts, cut offs, spandex clothing (When the teacher deems it inappropriate: This will be judged by the teacher on a case to case basis), half-shirts, midriff blouses, transparent and net shirts, tank tops, spaghetti strap tops, shirts and hats with profane remarks and drug-alcohol advertisement. It is our goal **not** to spend a lot of time clarifying what children may wear... Support and close supervision by parents usually guides students as to what to wear.

State Law requires students to wear appropriate footwear except when engaging in activities for which footwear is inappropriate (i.e. swimming). Flip-flops and open-toed sandals are not considered appropriate for school wear because of safety hazards. Properly strapped safety sandals may be worn during hot months. In the winter it is strongly recommended that students wear appropriate footwear for snow/ice/rain conditions, and/or bring to school a set of dry socks/shoes. If students want to play in the snow at recess they shall wear appropriate snow apparel (ie: boots, coats, gloves, snow pants).

GENERAL INFORMATION

Lunches: The school has a microwave oven to accommodate students wishing to bring a "warm-up." Please send foods that are able to be prepared quickly (**1 minute warm-ups are the maximum**). This will help, as we do not have a cafeteria staff. **We promote good nutrition and encourage students to avoid candies, sweet soft drinks, and high sugar foods.**

National School Lunch Program: We provide free & reduced lunch to students of families who qualify. Please refer to your registration pack or call the school for more information.

Leaving Campus: Students are not allowed to leave the school grounds at any time during the school day. When it is necessary for a student to sign out for appointments, parents or emergency card designees may come to the office or send a note.

Supplies: The basic school supplies are free to the students, but sometimes teachers will ask students to provide notebooks or other supplies. Students are provided with one pencil per month and one box of crayons or colored pencils per year. Students are encouraged to bring extra pencils, glue sticks, glue, crayons and markers. Upper graders should provide an inexpensive calculator.

Mandated Reporters: Please know that all staff are Mandated Reporters.

EMERGENCY PLAN

Emergency Card: If a disaster strikes while children are at school, on a bus or on a field trip, the school has a plan for taking care of them.

Please **complete the emergency card** given at the beginning of the school year for each child in your family. It is **required that we have current address and phone numbers for each of our students in case of an emergency.** It is also required to have a **parent signature on a card** for each child. It is imperative that in case of emergency, the parents of a child can be reached. For this reason, every effort should be made to **keep the school office informed** of any changes in address or telephone number immediately.

Fire: Monthly fire drill/evacuation practices will be held to ensure that each child understands what to do in case of an emergency. Students will evacuate classrooms according to the Fire Drill Evacuation Plan.

WHO TO CALL FOR INFORMATION DURING AN EMERGENCY: If a serious DISASTER occurs, WE WILL ACTIVATE OUR EMERGENCY BROADCAST SYSTEM. If evacuation is necessary, OUR EMERGENCY BROADCAST SYSTEM WILL CONTACT YOU WITH THE LOCATION OF THE EVACUATION. After students are secure the school administrator will be available for calls on their cell.

Earthquake: In the event of an earthquake or earthquake alarm the students will follow the steps listed:

- Students - Duck and cover. Get under a table or desk (slowly and quietly). Wait for further instructions. The teacher will give a signal for students to evacuate to the designated area. If it is lunch or recess, duck and cover, then go to the designated area.
- Teachers - Give the "Duck and Cover" Command. After the tremors (or 1 minute if it is a drill), evacuate the students according to the evacuation plan. Check the room and bring your roll book to account for all students. Wait in the evacuation area for further instructions.

EVACUATION/SHELTER PLAN: In the event of any emergency that requires evacuation and/or shelter, we will follow the procedures listed below. Parents should follow the contact information listed in "Who to call for information in an emergency" section listed above. We will need the phones to call for assistance. (This plan is for disasters such as forest fires, mud slides and chemical spills).

How will an evacuation occur?

- 1) The bell or a whistle will be sounded 10 continuously times (or announcement)
- 2) Teachers will follow the evacuation route to the playground.
- 3) Teachers will lead activities with students to help students remain calm while we await word on evacuation status.
- 4) Buses arrive and students will be taken to Evacuation Centers.
- 5) Information would be dispersed via the Fire Dept., Highway Patrol, Sheriff's Dept., Forest Service, and Local Radio Stations.

SCHOOL-HOME COMMUNICATION

Report Cards: Report cards are sent home every twelve weeks (trimester).

Progress Reports: Progress reports for all grades will be sent home throughout the year. These reports are used to indicate progress and to alert parents to any problems their child might be having with any subject area, personal conduct, or work habits. They are designed to be quick and easy communication between teachers and parents. The report needs to be signed and returned to the teacher. The work attached should be returned to school to be displayed.

Honor Roll: Following each report card, students in grades 4-8 with a B average will be recognized by the school's honor roll. Honor roll grades to be averaged are Math, Science, Social Studies, Literature, English, and Spelling. A 3.5 to 4.0 average is Highest Honors and 3.0 to 3.49 is Honors.

Conferences: Regularly scheduled parent/teachers conferences are held at the end of the first report card period. Should you wish to meet with your child's teacher at another time, an appointment should be made to avoid scheduling conflicts. Call the teacher directly for appointments. Teachers are glad to discuss a student's progress with parents. Every effort must be made not to interfere with class time to meet with a teacher. This gives the teacher and parent a chance to talk without interruptions. Any questions regarding students behavior/progress should be directed to your child's teacher.

Parent Concerns: If your child has difficulty with social or academic adjustment, please contact his/her teacher first. If you have any questions regarding the operation of the school, either phone or visit Mr. Coffin.

Promotion: The goal of the instructional program is to develop well-educated individuals. Passively putting in seat-time is contrary to this goal. Promotion is not taken for granted. Students must demonstrate that they are prepared to pass on to the next grade level. Each consideration for non-promotion is taken very seriously by the school staff; and parents will be involved in the decision. Notice of retention will be made by the beginning of the 3rd Trimester. Successful retention is dependent on parent support. You may request a copy of the district policy regarding Promotion, Retention, and Acceleration.

Eagle News: The bulletins are sent home on a regular basis to keep parents informed of what's going on at our school. We encourage you to submit local news and we will be happy to publish any community events open to the public. Please submit news articles in writing.

Phone Call Notices: You may expect to receive regularly schedule phone messages to remind you of important news and any upcoming events. This procedure will help us in limiting the amount of notices needing to be sent home.

HOMEWORK

The purpose of homework is to reinforce skills, and to teach study habits, responsibility and self-discipline. Homework is an assignment to be completed by the student. Homework never serves as a punishment, but is an extension of the classroom assignment. Homework doesn't always have to be written work but can be a variety of activities that are meaningful to the student.

Homework may be of three types:

- work assigned for class time, but not completed by the student
- work which the teacher expects to be done outside of class time
- long-term projects or assignments.

* Assignments are written on a Homework Form and sent home with a teacher's approval every Wednesday. Students may bring home work on their own any night but they WILL bring home homework on Wednesdays without fail. It is to be finished, signed by the parent, and returned each Thursday. Homework is then collected, checked, and serves as one factor on your student's report card. Parents can assist in supporting good study habits by checking to see if their children have completed their homework and by spot correcting the work to ensure it is being completed accurately. Students who fail to take responsibility for completing their homework may be required to bring home work more often than one night a week. It is also suggested that parents attempt to provide a proper place and setting, and the time to do homework. Generally, the amount of homework students bring home should be a direct effect of how much work your student completes at school.

OTHER SCHOOL ACTIVITIES

The school's program is enhanced by activities outside of the normal day-to-day routine. Through these activities students gain a better awareness of subjects being taught, and develop pride for their school. Careful attention is given by the classroom teacher and school administration to ensure that precious time is not taken away from instruction of the core program. The guidelines listed below will help everyone involved in the planning and implementation of extra-curricular activities in grades K-8.

Class Parties: Parties may be held by agreement with the teacher and parents.

Assemblies: Periodically through the school year, students have an opportunity to attend special programs that will enhance their overall educational experience.

Field Trips: Class or grade level trips off the school grounds are encouraged to help apply learning from the classroom to the real world. Most trips are by private auto. (If your student is being driven by another parent please consider having your student write a thank you note or offer helping with gas.)

Week Long Field Trip: Each year, the board will decide on the possible approval of a 4-5 day field trip for all students. The students will be required to meet 3 objectives before a trip may take place: 1) Prove that they are a responsible group of students by accomplishing several tasks, 2) Earn the money to pay for the trip, and 3) Secure the required number of chaperones for the trip.

Fund Raisers: Fundraising will be kept to a minimum, and will be coordinated through the Parent Club to benefit the entire school. (All student fundraisers will require prior administrative or school board approval).

Donations: Many parents wish to give donations to the school. For instance, schools have had parents donate a book to the library in honor of a child's birthday. Any such donations are welcome.

SMOKE AND DRUG FREE FACILITY

The use of tobacco products is prohibited at all times on district property and in district vehicles and at district activities and events. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations. (*See BP/AR 3513.3*) The unlawful manufacture, distribution, possession, or use of any controlled substance is prohibited. (*See BP 4020*)

PERSONAL ITEMS AT SCHOOL

Bicycles: Bicycles should be marked for identification. Please be sure to wait for the crossing monitor before leaving the school grounds. Bikes must be walked to the cross walk and parked in the bike rack.

Items that should stay home: These items are to be left at home and will be confiscated if brought to school without permission:

- ◆ Water Pistols/ Any toy resembling a gun
- ◆ Balloons
- ◆ Steelies or Heelies
- ◆ BB shot, firecrackers, caps, knives, and other dangerous items
- ◆ All tobacco products
- ◆ Drugs
- ◆ Alcohol
- ◆ Battery operated hand-held devices/games

Toys: Toys may be brought to school and used on the playground or at designated free play times. If a student takes advantage of this privilege their ability to bring toys may be suspended.

Electronics Fridays: Students may bring hand held electronics such as Nintendo Game Boys, etc. on Fridays. They are to be kept in backpacks until recess and can be used at that time. Students bringing these devices to school are responsible for their care and safety. The school staff is not responsible for them.

BEHAVIOR EXPECTATIONS & PHILOSOPHY

Children should learn to govern their own behaviors in an appropriate manner. In order to govern their behaviors, they must learn to solve problems. Children must be taught problem solving skills. Children must learn that they have a responsibility to obey all the adults in the school.

The adult who sees an incident is typically the one who should deal with it. Always try to deal with situations in the setting of occurrence if possible. For example, an incident on the playground should typically be handled by the Playground Supervisor. If necessary, it can be referred to the teacher. The rationale for this action is to set up a system that teaches the student that he/she is accountable to all adults in the school setting.

BEHAVIOR EXPECTATIONS

The general rules for all conduct anywhere on campus at Indian Diggings are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

REWARDS FOR POSITIVE BEHAVIOR

Students who follow school rules, and demonstrate good citizenship/work habits will be recognized in the following ways:

- **Positive Communication Home:** The teacher / administrator will communicate with parents regarding compliments on a child's performance.
- **Class and Personal Incentives:** The students receive incentives for positive, helpful, and courteous behaviors or work habits. These incentives will be varied during the year.
- **Academic and Citizenship awards:** The student may be recognized at Assemblies for positive academic and behavior performance.
- **Special Awards:** Students will receive acknowledgement of achievement in many special areas.
- **Attendance awards:** Recognition is given to those who are at school on time every day.

DISCIPLINE PROCEDURES

Every student shares the responsibility for maintaining a safe and productive environment at school. Students are expected to inform an Indian Diggings staff member of any situation that would pose a danger to self or others. If a student chooses to be disruptive to the learning environment or violates school expectations, measures will be taken to inform parents and work with them to correct the student's behavior. Conferences may be required to develop a behavior contract or Behavior Support Plan (BSP). Consequences for violation of school rules include but are not limited to:

- **Time Out:** Time out of class spent in another room or the Office. The student goes directly to the designated location. The student on Time Out may not disrupt the environment to which he/she is assigned. Disruption will result in further consequences.
- **Detention:** Loss of free-time privileges. The student eats and spends his/her free time under adult supervision in a designated location. The child will be given time for a break.
- **Contracts:** From time to time, contracts are established to train behavior and focus on behavioral changes that will support the student in reaching his/her educational goals. Contracts may be written for an individual student or a group of children and may include such modifications as loss of recess or some other form of redirection.

INDIAN DIGGINGS BEHAVIOR EXPECTATIONS

Following you will find the Indian Diggings Behavior Expectations for students throughout the school. Please go over these expectations with your student. They will be taught by staff during the beginning of the year and will be reviewed throughout the year. You will also see them posted in areas around the school.

Setting	Be Safe	Be Respectful	Be Responsible
Bathrooms	Walk Keep water in sink Leave lights on	Use quiet voices Give others privacy	Flush toilet Wash hands Throw trash away Return to class promptly Problem? Inform an adult
Multi-Purpose Room	Keep hands and feet to self Sit in the chairs Walk at all times Keep and eat own food Remain seated while eating	Use quiet, positive voices Allow anyone to sit next to you Wait your turn Follow adult directions	Go directly to a seat once you have your lunch Use good manners Clean up your area
Line-up/Hallways	Walk facing forwards Keep hands and feet to self	Maintain Personal Space Use kind words and actions Wait your turn	Listen for directions Take care of personal belongings and school equipment
Playground	Stay within play area Physical play fighting is prohibited Use equipment appropriately	Accept everyone Be honest Be considerate of other's games Use good sportsmanship Use appropriate language	Walk to/from playground When the whistle is blown, "freeze" Play fairly Use Ro Sham Bo to resolve conflicts Take care of equipment Return balls to the ball cart
Arrival	Earliest arrival is 8:15	Use appropriate language Keep hands and feet to self	Be on time Come prepared Know your after school plan Check in with an adult upon arrival
Dismissal	Be aware Exit gate with adult only	Use appropriate language Keep hands and feet to self	Gather all necessary materials Follow your after school plan
Office	Go to the office with a pass	Use please and thank you Use appropriate language Be patient	Enter with a purpose Use a whisper voice Know your phone number
Special Events/Field Trips	Enter/exit orderly Keep walkways clear Stay with chaperone Be aware of surroundings	Use audience manners Appropriate applause Use appropriate language	Be attentive Wait for directions Handle personal belongings
Library	Go to the library with a pass Keep your feet on the ground	Use a whisper voice Only three students in the library at a time	Enter with a purpose Put books back in their proper place

Handbook/Parent Rights Acknowledgement Form

This form is to acknowledge that students and parents have had an opportunity to review the Indian Diggings School Handbook and to acknowledge that you have discussed the "Key Ideas". Furthermore, it is our desire that your child understands his/her responsibilities for each of us is listed in the front of the handbook. It is our hope that this team approach will help us all support you child during his/her education at Indian Diggings School.

I have reviewed the Indian Diggings School Student/Parent Handbook: Furthermore, I have received a copy of parent rights and have had an opportunity to review them.

Parent and/or Guardian _____

Student

*This handbook should be kept in a binder and added to and deleted as time goes by.