



Louisiana Schnell School
Student-Parent Handbook
2011-12

Louisiana Schnell School

Patrick Paturel, Principal

www.pusdk8.us/schnell

SCHOOL HOURS: 8:55 a.m.-3:10 p.m. – Grades 4th and 5th

9:00 a.m.-3:10 p.m. – Grades Pre-K, K, 1st, 2nd and 3rd

STUDENT – PARENT HANDBOOK

This handbook has been organized to provide parents and students with information about their school. Teachers will review and discuss portions of the handbook that are pertinent to students. You and your child are encouraged to read the handbook and, as the need arises, refer to it later in the school year. The Handbook can also be found online on the Placerville School District website, www.pusdk8.us. If you have any questions about the school or its programs, please feel free to call 622-6244.

SCHOOL VISION AND MISSION

We are dedicated to empowering our students to become competent, caring and healthy individuals, who are life-long learners able to gather, analyze, and use information, solve problems, work cooperatively, think creatively, initiate action and participate in a global society. Our vision includes a community where everyone is a learner and a teacher, and "school" is everywhere and anywhere: a building, pond, local business, museum, or home. The activities of the school and community intertwine and become mutually beneficial and the definition or role of teacher and learner are broad and interchangeable. Parent involvement in their child's education is encouraged both at home and school. Educational decisions at Schnell School are driven by verifiable student academic data and instruction is differentiated to meet the needs of a diverse student population.

TEACHING STAFF (as of 8/11)

Janis Arnell	First Grade
LaVon Bettencourt	Title 1
Sandra Bird	Kindergarten
Julie Dewater	Fourth Grade
Julie Eitel	Title I
Petria Gallardo	Fourth Grade
Claudia Grace	Second Grade
Linda Holt	Third Grade
Jane Johnson	Fifth Grade
Liz Jordan	First Grade
Vicki Kennedy	Fifth Grade
Caroline Mueller	Resource
Beth Peterson	Fifth Grade
Cathy Rumble	Journeys
Ann Segura	Second Grade
JoAnn Starr	Kindergarten
Janice Sutherland	Pre-Kindergarten
Peggy Taylor	Third Grade
Christopher Tillisch	Second/Third Grade
Judy Webb	Second Grade
Nina White	First Grade
Mary Yeates	Kindergarten

SUPPORT STAFF

Patrick Paturel	Principal
Pam Burnett	Para Educator, Yard Supervisor, Crossing Guard
Dawn Cooper	School Clerk
Joy Fausel	School Secretary
Mary Ferrill	Para Educator
Lianne Granger	Cafeteria
Rick Gilpatrick	Custodian
Kamara Harris	Para Educator, Yard Supervisor
Kirsten Higman	Yard Supervisor
Julia Johnsen	Para Educator, Yard Supervisor
Natividad Paz	Para Educator
Brian Pebbles	Custodian
Rhonda Reeves	Library Clerk, Yard Supervisor
Gloria Schaerer	Bilingual Para Educator, Yard Supervisor
Kara Tracy	Para Educator, Cafeteria

RESPONSIBILITIES

If students at Schnell School are to receive the best possible education, it is necessary that students, parents and staff accept their responsibilities.

Students

1. Come to school well rested and **on time** each day.
2. Be prepared-have the things you need: books pencils, paper etc.
3. Complete and return your homework on time.
4. Eat breakfast and bring a snack, bring or buy lunch.
5. Do your best. If you need help, ask for it.
6. If you have a problem, talk to your teacher. If you need further assistance, talk to the principal.
7. Be as neat as you can. Keep your desk and school work organized.
8. You are responsible for your own actions and behavior. Do what you know is right.

Parents or Guardians

1. Be supportive of the school. Students do better if they hear positive statements about their school.
2. Be involved. Attend school functions: ask questions: understand teachers' methods. Volunteer to help.
3. Make sure your child is well rested and well fed before sending him/her to school.
4. Be aware of your child's lunch habits. Many students throw lunches away, except the sweets.
5. Make sure your child arrives at school **on time** each day, since tardy students interrupt the learning of others.

Staff

1. Treat all students as individuals.
2. Provide an atmosphere that is conducive to learning.
3. Provide all students with instruction at their appropriate levels.
4. Help students learn to solve their own problems.

5. Help students become independent learners.
6. Provide a rigorous and stimulating academic program for students.
7. Hold students accountable for appropriate behavior and school-work.

HOMEWORK/MAKEUP WORK

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Each grade level is expected to spend 10 minutes per night four days a week on homework (example 3rd grade = 30 minutes four nights a week). The District uses Accelerated Reader. To meet the districts standardized reading requirements each student is required to read and accumulate points each trimester. Teachers will distribute the point grading scales at Back to School Night. The Accelerated Reading Standards Based Reading Program is part of the students English Language Arts trimester grade.

SCHOOL BEHAVIOR STANDARDS

The Placerville Union School District believes that all students have a right to a safe and healthy school environment. The district, schools and community have an obligation to promote mutual respect, tolerance and acceptance.

The Placerville Union School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Behaviors include direct physical contact, such as hitting, kicking or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

1. Students will treat others, students and adults, with respect.
2. Students will use appropriate language.
3. Students will keep their hands and feet to themselves, no touching.
4. Students will practice sportsman-like conduct.
5. Students will follow classroom and playground rules.
6. Playground rules include no tag or chasing games.

SEXUAL HARASSMENT

PUSD policy regarding sexual harassment prohibits all students from saying or acting out any language, gestures, or actions that cause harm or insult to others based on gender, race, ethnicity or other reason.

RULES FOR GETTING ALONG AT SCHOOL

Ask yourself, is what I'm doing, or going to do:

Safe? Kind? Helpful? Truthful?

Every Schnell citizen (students and adults) has the right to be safe, valued, and productive. We each have a responsibility to others and to ourselves to make this environment the best for living and learning.

DRESS AND PERSONAL APPEARANCE

Clothing does affect student behavior and attitudes.

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all time. Sandals must have heel straps. Flip flops, backless shoes, sandals and roller shoes are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive: which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice.
3. Hats, caps, and other head covering shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. Skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be colored by any coloring other than natural color.

If school officials feel a student is improperly dressed or overly made up, parents will be called.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

GUM-CANDY-FOOD-TOYS- ELECTRONICS

Gum, toys and electronics are not to be brought to school! Candy and food may not be eaten in the classroom except during snack time or parties. If you bring candy to school, plan to eat it during break or lunch. We do not, however, encourage anything but nutritious snacks.

Cell phones are allowed at school, but must be silenced/off during the school day.

BUS RIDERS

*** TRANSPORTATION APPLICATIONS MUST BE COMPLETED AND ON FILE WITH THE TRANSPORTATION OFFICE PRIOR TO STUDENTS RIDING THE BUS HOME FROM SCHOOL***

Placerville Union School District Board Policy No. 3541 (a) and AR5131.1 (a, b, c) state, in part:
"The following student actions may interfere with the safe driving ability of the bus driver or may harm a person and will not be allowed:

- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, fighting, etc.) in or when loading or unloading bus.

- Using profane language, obscene gestures, or excessive noise.
- Putting any body part out of bus window at any time.
- Any movement out of seats while bus is in motion; or legs, feet, or other object obstructing the aisle, or students facing the rear of the bus while seated.
- Any improper bus stop procedures (rock throwing, property damage at bus stop, etc.)
- Unauthorized opening, closing, or tampering of any kind with bus doors, windows or emergency exits.
- Any type of damage or defacing of bus.
- Lighting of matches, cigarettes, or smoking on bus.
- Eating or drinking on the bus, unless authorized by the bus driver.
- No balls, skateboards, balloons, toys or items considered distracting by driver
- Giving improper identification when requested by the driver.
- Tampering with radio or bus controls.
- Other unauthorized or unsafe actions.

BUS INFRACTIONS – For infractions of rules and regulations, the student will be reported to the Administrator of Transportation. Suggested guidelines are listed below:

1 st Citation-	Warning notice will be sent home.
2 nd Citation-	Up to five (5) days bus suspension. Parents or guardians will be contacted.
3 rd Citation	Loss of transportation for an extended period of time. Parents or Guardians will be contacted.
4 th Citation	Loss of transportation for the remainder of the school year. Parent or Guardians will be contacted

Riding an unauthorized Bus-There are times when it is necessary for students to ride a bus other their usual bus. In these cases, the child must have a note signed by the parents specifying the bus to ridden and the stop to get off. *This note must be taken to the office early in the day.*

CLOSED CAMPUS

Our school is a *closed campus*. This means you are never permitted to leave the school grounds unless you have written permission to go home, to a doctor, or dentist and have signed out in the office.

Placerville Union School District has a "no dogs on campus" rule; dogs are not allowed on any school campus unless they are seeing-eye dogs or part of a school event with prior approval.

ATTENDANCE

Well-planned classes provide learning opportunities for students each day. Classroom situations not only provide an opportunity for students to ask questions and receive assistance, but also allow students to benefit from the thinking and questions of their classmates. Students who are absent from class cannot make up this type of learning experience. Students should have the best possible attendance if they wish to gain the most from their schoolwork.

As of July 1, 1998 the school receives funding only for the days your child is in school or is on an independent study contract of 5 days or more. The school collects no funding for both excused and unexcused absences.

EXCUSED ABSENCES-Appropriate absences from school may be classified in the following areas:

- a. Illness
- b. Death in immediate family
- c. Medical/court appointments

Students returning from an excused absence are responsible for making up the work missed and will not be penalized for their absence, providing work is completed within a specific time. Upon returning to school students should present a note from a parent or guardian explaining the absence to their teacher. Report absences via our voicemail system, 622-6244. Press 1 for Schnell School and 1 for the attendance line. Follow the prompts to leave information on your students absence. You may leave messages at this number 24 hours a day.

TARDIES TO SCHOOL-Tardies are classified as excused or unexcused as follows:

EXCUSED: For such reasons as illness, late bus, power failure, act of God (earthquakes, storms, etc.), or other emergency.

UNEXCUSED: For those caused by other reasons due to negligence, such as sleeping in or missed bus.

If you arrive at school after 9:00 a.m., report to the office for an admittance slip. Parents will be notified of excessive absences and tardies.

Any combination of unexcused absences/tardies totaling three will result in your child being considered truant (CA Ed Code 48261). Habitual truants will be referred to the El Dorado County Student Attendance Review Board (SARB).

BULLETINS AND OTHER INFORMATION

An effort is made to keep parents informed on school activities and events through monthly newsletters brought home by children. Monthly newsletters with a calendar are distributed and emailed on the first Friday of every month. Please encourage your child to accept the responsibility to bring all bulletins home and give them directly to you. Please take time to read our communications and post the calendar. The School Messenger System is an automated calling system used for school to home communications. Please keep your preferred contact number updated with our school office to insure that you receive the automated calls.

We appreciate your cooperation in returning information whenever the request is made, i.e., emergency information, field trip permission forms, and other necessary surveys which help provide the best educational environment for your child's growth.

EMERGENCY PRACTICE DRILLS

Fire and other emergency drills are held monthly. Since these are designed to acquaint students with emergency procedures, students should follow all instructions carefully. In order to avoid confusion, students may not talk during drills and must walk quickly to designated areas. In a true emergency you will be contacted by the automated School Messenger System and given details and specifics about the emergency.

FIELD TRIPS

A field trip slip is sent home with your child for each field trip. Teachers will notify parents of field trip particulars before each field trip is taken. No child may attend without a signed permission slip. Teachers very much appreciate parents promptly returning permission slips. This allows teachers to have advanced planning time for students who will not be going on the trip.

GRADING AND REPORTING

Parent-Teacher conferences will be held for all Schnell students after the first trimester of school. Conferences will be held at other times only if the parents or teacher feel there is a need. Report cards will be given after the first (at conference), second, and third trimesters. If at any time you are concerned about your child's progress, please call the teacher's voice mail (622-6244) to set up an appointment with your child's teacher. Progress reports will be sent home if student work is not satisfactory.

TECHNOLOGY

The Internet is available for students under a teachers supervision and direction. We believe in the educational value of this type of electronic service and recognize its potential in supporting school curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Placerville Union School District staff will make every effort to protect students from any misuses or abuses as a result of their experiences with electronic services. All student users and staff who supervise children on the network need to be continually on guard to avoid inappropriate and illegal interactions with the information service. Participation requires student and parent to complete our Electronic Information Resources contract which is included in information sent home on the first day of school. Our web site is: <http://www.pusdk8.us>, select Louisiana Schnell School from the options on the left of the screen.

VISITORS

Courtesy and consideration must be shown to all visitors in our school. Remember, they are our honored guests. **All visitors must report to the office to sign in and receive a visitor's pass.** In addition, visitors must return to the office and sign out as they leave campus. Students who attend other schools are **not** permitted on campus during school hours and **may not** attend school activities or classes.

HEALTH SERVICES

If a student is sick, they are encouraged to stay home. Students must be fever free for 24 hours without the use of any fever reducing medication prior to returning to school. Students who become ill or are injured while at school should report to the office. A nurse generally is not on duty, but office personnel have been trained to deal with medical emergencies. Depending upon

the seriousness of the office visit, a decision will be made to call home, have the student rest in the office, or clean an injury and encourage you to return to class.

MEDICATIONS TAKEN AT SCHOOL-The office staff may assist students who need to take medications while at school. Teachers may assist students while on field trips so be sure to indicate medical needs on the field trip permission slips also. The following is required to comply with state law. A child is **NOT allowed to take any medication at school without a written statement signed by the doctor and the parent.** The note should include: name of medicine, dosage, time medication is to be given and duration. Forms are available in the school office or information may be written on the doctor's prescription form; this includes all over-the-counter medicines. Medicine must be brought in its original container to **the school office.** Asthma inhalers may be kept in a student's backpack **if the doctor gives signed permission stating the student may carry his/her inhaler.**

The medicine forms apply only to the current school year and the doctor and parent must fill out new forms each year before a student can be assisted with his/her medications. The law is to protect all the children when they are in school.

LIBRARY

The library will be open before and after school. Schnell School has a fine library with a large supply of media for students and teachers. "Birthday Book" is a program that promotes support and use of the library. In honor of your child's birthday, a donation of \$5.00 or more will help purchase a book for the library. The student is allowed to choose the book, and other students for years to come will know of your thoughtfulness.

Students are responsible for the cost of replacing lost or damaged library books. Charges will be based on replacement costs.

LOST AND FOUND

Your name should be written or sewn on all personal articles of clothing and personal belongs. All articles found around the buildings, grounds, or bus should be taken to the lost and found. If you have lost any article, you should look through the lost and found area on the stage of the gym. Unclaimed items will be given to thrift shops at times throughout the year. Please be prompt in retrieving lost items.

BREAKFAST AND/OR LUNCH

Cost: Breakfast = \$1.50 Lunch = \$2.75

School lunch/breakfast menus will be sent home and are posted on the website. If students need to add money to their lunch accounts, they do so, by going to the multipurpose room from 8:30-8:50 a.m. or you can log on to myLunchMoney.com with the student's 10 digit ID number, set up and account and add money by credit card or debit. The money is added to their personal-computerized account. When a students wants to have a school lunch, he/she orders at the beginning of the day as the teacher takes roll in his/her classroom. As they pick up their meal, the amount of the lunch /breakfast will be deducted from their personal funds. The system works like a debit card system. There must be money in the account before students can order. Checks should be made out to PUSD (Placerville Union School District). The schedule of costs for multiple lunches is as follows: 5 days=\$13.75, 10 days=\$27.50 and 20 days=\$55.00. Milk is included with lunch and breakfast and extra milk may be purchased for 35 cents.

Free/reduced Lunch Application Forms are available in the school office or found on the Placerville Union School District website, www.pusdk8.us

PARENTS CONTACTING CHILDREN DURING SCHOOL HOURS

If you find it necessary to bring an article to school for your child, or to give him/her a message during the school day, **please leave the article or message in the office.** Only in an emergency will we be able to disturb your child to give him/her a message. If you find it necessary to phone the school to leave a message for your child, please do so before 2:30 p.m. to give the office time to get the message to your child before dismissal. **Messages and calls for students received after 2:30 p.m. may not be deliverable.** Visitors on campus check in at the school office immediately. This policy is designed to help protect your children.

PICK UP/DROP OFF

Pick up and Drop off is in FRONT of the school. The hillside roads are for long term parking and are NOT for student drop off or pickup. Please help keep the children safe and use the designated areas in front of school for drop off and pick up. Thank you for your cooperation.

WALKING TO SCHOOL/PARENTS WHO DROP CHILDREN OFF AT SCHOOL

Children living within walking distance of school or who are brought to school **should arrive no earlier than 8:30 a.m.** since there is no supervision available. Urge your child to return home directly after school, unless he or she has written permission from you to change his/her normal after school routine. Student walkers, students waiting and bus riders must obey the crossing guard and the supervisors on duty.

Students are **NOT** permitted to walk home via the walking trail without written parental permission.

Daycare is available, through the County Office of Education's Extended Day Program, before school and after school. There is a cost for this program and prior arrangements must be made before leaving your child.

Parents who pick children up after school should follow the safety plan diagramed in the **Schnell School Drop-off/Pick-up Map.** This brochure is available in the office if you are new to the school. Please be understanding of the importance of getting students home safely and realize we will be trying to deliver 435 students home to you each day in a process that takes 15-20 minutes as they leave school. Your patience will be greatly appreciated.

REMINDER

ALL SCHOOL CAMPUSES ARE DESIGNATED AS TOBACCO FREE AND DRUG FREE ZONES AS PER THE SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES ACT OF 2002.

SCHOOL CALENDAR FOR 2011-2012

***Please note on a Minimum Day Schedule -School is dismissed at 12:45 p.m.**

August 15	First Day of School
August 25	Back to School Night; 6:00 – 8:00
August 29	Minimum Day
September 5	Labor Day-No School
September 26	Minimum Day
October 24	Minimum Day
October 28	End of First Trimester
November 7-10	Parent Conferences-Minimum Days
November 11	Veteran's Day-No School
November 21-25	Fall/Thanksgiving Recess
December 19-January 3	WINTER RECESS--return to school January 4
January 9	Minimum Day
January 16	Martin Luther King Day-No School
February 6	Minimum Day
February 13	Lincoln's Day-No School
February 17	End of Second Trimester
February 20	Washington's Day-No School
March 1-2	Parent Conferences-Minimum Days
March 5	Minimum Day
April 2-9	SPRING RECESS -- return to school April 10
April 16	Minimum Day
May 4	Open House/Farmer's Market
May 28	Memorial Day—No School
May 31	Last Day of School- Min Day

LOUISIANA SCHNELL SCHOOL **Louisiana Schnell – The Woman**

Louisiana Schnell, nicknamed "Pete" by her father, was born in the state of Pennsylvania, on August 13, 1903. She began her teaching career in Placerville at the Placerville Grammar School in 1931. In 1954, when Sierra School was in its second year of existence, she became the Sierra School principal. She worked tirelessly at her job, guiding and counseling children, parents, and teachers until her retirement in 1966. She was truly a dedicated educator with an innate compassion for and a keen understanding of the people and their problems. She never failed to give an encouraging word or lend a helping hand whenever and wherever needed. In 1965, in recognition of Miss Schnell's devotion to children and her dedication to service as an educator, the members of the Placerville Union School District Board of Trustees named their brand-new school in her honor.

By: Laura Ball Smith, Former Placerville District Teacher