

Margaret G. Scotten School Family Handbook 2026 - 2027



821 Gilmore Way
Grass Valley, CA 95945
Phone: (530) 273-6472
scotten.gvsd.us

Welcome to the 2026-2027 school year, Scotten Families! We are thrilled to have you and your child in our vibrant and dynamic learning community. Our commitment is to provide a nurturing, safe, and stimulating environment where every child can flourish academically, socially, and emotionally.

At Scotten School, we believe that every child is unique and possesses unlimited potential. Our dedicated team of educators are passionate about fostering a love of learning and encouraging students to explore their interests and talents. We strive to create a supportive and inclusive atmosphere where diversity is celebrated and every child feels valued and respected.

We believe that open and effective communication between home and school is vital for the success of our students. This Family Handbook is designed to provide you with essential information about our school's policies, procedures, and programs. We encourage you to read it carefully and keep it as a reference throughout the school year.

In addition to the handbook, we have several channels to keep you informed and engaged:

- Bi-Weekly Newsletters: Sent via Parent Square on the 2nd and 4th Monday afternoons to keep you informed about school events, activities, and important dates.
- Parent-Teacher Conferences: Scheduled each fall to discuss your child's progress and goals.
- Parent Square App: Used by teachers to share classroom updates and communicate directly with parents.
- School Website: Regular updates, important announcements, and resources.

We are excited about the journey ahead and look forward to working together to ensure a successful and enriching school year for your child. Our door is always open, and we welcome your questions, feedback, and ideas.

Thank you for entrusting us with your child's education. Together, we can make a difference and help our students reach their fullest potential.

Warm regards,



Susie Patterson,
Principal
spatterson@gvgsd.us

School Safety

Just like many schools, Scotten School is a closed campus. This means that visitors are allowed on campus only when they are fulfilling a specific duty, such as volunteering in a classroom. In the mornings, you may walk your child to the red lines near the office, the multipurpose room, or the top of the ramp to say your goodbyes. Your child will walk themselves to their classroom to drop off their backpack and then walk to the playground. We have staff on duty throughout campus to help guide students as well as in the multipurpose room during breakfast and on the playground before school. If you are volunteering in a classroom, you must check in at the office and receive a visitor's badge. If you are picking up your child early, you will need to sign them out in the office and our staff will call for them from their classroom. While you are on our campus, we ask that you do not bring animals or dangerous items/objects to school.

Bell Schedule

Regular Day		Minimum Days and Every Wednesday
8:35	Campus Opens	8:35
9:00	School Begins	9:00
As needed	TK Recess	As needed
10:30 - 10:50	K/1st/2nd Grade Recess	10:30 - 10:50
11:05 - 11:25	Third and Fourth Grade Recess	11:10 - 11:25
12:30 - 12:50	TK Lunch	12:00 - 12:20
12:50 - 1:10	TK Recess	12:20 - 12:40
12:55 - 1:15	K, 1st, 2nd Grade Lunch	12:25 - 12:45
1:15 - 1:35	K, 1st, 2nd Grade Recess	12:45 - 1:05
1:20 - 1:40	3rd and 4th Grade Lunch	12:50 - 1:10
1:40 - 2:00	3rd and 4th Grade Recess	1:10 - 1:30
3:25	School Dismissal	1:35

Before and After School Supervision

Playground and campus supervision begins at 8:35 AM. ***Students may not enter campus until 8:35.***

Children who go home on the bus are supervised until the bus picks them up. Those walking or going home by private transportation should leave directly after school. There is no supervision provided for them unless they are enrolled in Scotten School's Before and After School Program. Please contact our office if you would like more information.

Students may not linger on campus while waiting for a sport or enrichment activity to start.

Parking Lot Safety

Keeping your child safe during drop off and pick up is our priority. These procedures have been thoughtfully written and tested with the safety of our students first and foremost. Please do not divert from the following, even when you're running late.

Dropping off your child in the morning:

Please use only designated areas:

Dedicated drop off areas are at the red zones in our parking lots. There is space for three cars to drop off at a time. Letting children out of the car in any other areas of the parking lot is unsafe and not allowed.

Please only drop off during designated times:

In the morning, families may begin dropping off students at **8:35am** when we have staff supervision. Please do not arrive to line before 8:30am as our staff needs access to parking spots. If you need care before 8:35, you may contact our Before and After School Program for possible enrollment.

Please do not drive around other cars: The parking lot is one lane only and children load and unload from both sides of the vehicles.

Please do not get out of your car. If your child requires help unbuckling, please park in a parking spot and assist them as needed.

Picking up your child after school:

Please display the pickup card that your teacher provided for you in your windshield. Let us know if you need a second one. This allows us to gather children quickly.

Please use only designated areas:

There are two different car lines that are separated by grade levels:

TK, Kindergarten, and First grade: This car line begins on Squirrel Creek Road by the lower gravel lot. If you are also picking up an older student, they need to wait on the younger grade side with the TK, Kindergarten, or First grade student. This cuts down on wait times and allows staff to better locate students.

Second, Third, and Fourth grade: This car line starts on Gilmore Way and winds around the front of campus. If you have a younger student in TK, Kindergarten, or First Grade, then please pick up all of your students on the younger side.

Please do not drive around other cars: The parking lot is one lane only and children load and unload from both sides of the vehicles.

Please do not get out of your car. Please teach your child how to buckle themselves in their carseat. If your child requires help buckling, please park in a parking spot and assist them as needed.

Please only pick up during designated times:

In the afternoon, families may not line up in the pick up line until 30 minutes before school is dismissed. ***Most days, this is at 2:55. On early release days, this is at 1:05.*** It takes about 15 minutes to get all the children loaded safely into cars

Scotten Guidelines

Scotten School operates under three Guidelines:

- **BE SAFE** - Taking care of self and others
- **BE RESPECTFUL** - Kind and helpful words and actions
- **BE RESPONSIBLE** - Doing what needs to be done

Guidelines for Parents at Scotten School

Be Safe	Be Respectful	Be Responsible
Drop off & pick up students on time and in the designated areas. Use the designated entrances and exits in the parking lot. Drive slowly in the parking lot, follow traffic laws, including the hands-free cell phone law. Sign in at the office when coming on and leaving campus during school hours. Keep contact information up to date with the school office.	Use appropriate language and model best practices for children. Use expressions of gratitude with others. Ask for help to resolve any issues or concerns in a positive manner. Observe the same guidelines as students and follow the school expectations, policies, and procedures outlined in this handbook Keep open lines of communication with your child's teacher. Assume the best intent. We want the best for your child, too.	Call the office when your student is absent, late to school, or has a change of plans after school. Assist your child in establishing routines by supporting homework and turning in school paperwork promptly. Read newsletters and check your child's backpack regularly for school information. Help your child keep track of their library books. Send your child to school ready to learn.

Schoolwide Expectations

	Be Safe	Be Respectful	Be Responsible
Classrooms 	Walk Use supplies appropriately. Keep hands and feet to self. Follow adult directions the first time. Ask permission before leaving.	Cooperate with others. Listen to the speaker. Raise your hand. Be respectful of other people's property. Observe personal space.	Complete assignments and return completed homework. Stay on task and participate. Take care of materials. Be responsible for your actions. Keep desk and backpack organized.

	Be Safe	Be Respectful	Be Responsible
All Common Areas	Walk facing forward and to the right of the sidewalk. Keep hands, feet, and objects to self. Use all equipment and materials appropriately. Go straight to the playground after dropping off your backpack. Walk on the sidewalks.	Use kind words and actions. Take turns. Clean up after yourself. Follow adult directions the first time. Be respectful of other people's property.	Follow school rules. Take proper care of all personal belongings and school equipment. Be honest. Be responsible for your words and actions.
	Be Safe	Be Respectful	Be Responsible
Multi Purpose Room (MPR) Breakfast and Lunch	Keep all food to yourself. Sit with your bottom on the bench, feet on the floor, and facing the table. Walk in and out of the MPR. Stay in your assigned area until dismissed.	Handle your own food. Be polite and use good manners. Use quiet voices. Eat your own food.	Raise your hand and wait to be excused. Get all food, utensils and milk when first going through the line.
	Be Safe	Be Respectful	Be Responsible
Arrival	Use walking feet to get to your destinations.	Use a quiet voice and greet others. Follow the directions of all staff.	Eat breakfast first. Leave your backpack at your classroom.
	Be Safe	Be Respectful	Be Responsible
Playground, Recess, and Field	Walk to your playspace. Stay within the boundaries. Be aware of the activities and games around you. Only kick balls in the designated area. Students sit at designated	Be a good sport. Follow the playground rules. Follow adult directions. Take turns. Share equipment.	Clean up after your snack. Use the restroom and get drinks. Return all play equipment to the equipment area. FREEZE and drop from play equipment when staff blow

	tables during recess to finish their snack. Walk around the play equipment on the blue cushioned areas.	Use appropriate language. Keep your hands to yourself.	one long whistle or says Attention Please. Walk to class lines when staff blows three short whistle blasts.
	Be Safe	Be Respectful	Be Responsible
Passing Areas	Walk facing forward. Walk on the sidewalks. Be aware of others and follow the flow of traffic.	Use quiet voices around classrooms. Use quiet feet.	Keep hands, feet and objects to self. Walk directly to your destination. Stay in your spot when walking in a line.
	Be Safe	Be Respectful	Be Responsible
Bathrooms	Wash your hands. Keep water in the sink. Keep feet on the floor. Put towels in the trash can.	Knock on the stall door. Give people privacy. Use quiet voices.	Keep the bathroom clean. Return to your classroom promptly. Conserve water, paper and soap.
	Be Safe	Be Respectful	Be Responsible
Library	Walk in the library. Keep hands, feet, and objects to yourself.	Use a quiet voice. Listen to the speaker. Be helpful to others.	Return books on time. Handle books carefully. Shelve books correctly.
	Be Safe	Be Respectful	Be Responsible
Computer Lab	Walk in the computer lab. Keep chair legs on the floor. Keep hands, feet, and objects to yourself.	Take care of computer equipment. Listen to the speaker.	Keep your hands and eyes on your own computer. Keep food and drink out of the lab
	Be Safe	Be Respectful	Be Responsible
Office	Walk in the office. Sit correctly and quietly in a	Wait at the office counter for help.	Be ready to explain why you are there.

	chair. Check out with an adult if leaving the office.	Use a quiet voice. Be patient.	Take all of your personal items with you when you leave the office.
	Be Safe	Be Respectful	Be Responsible
Bus Line	Walk in your grade level line. Listen and follow staff directions.	Be on time. Follow bus expectations.	Keep hands, feet and objects to yourself.
	Be Safe	Be Respectful	Be Responsible
Bus	Remain seated with your seatbelt on. Keep all body parts inside the bus. Listen to the bus driver and follow directions.	Use a quiet voice. Follow the directions from the bus driver. Stay in your seat.	Keep hands, feet and objects to yourself. Wait to get off the bus to eat.

Attendance

We are dedicated to academic achievement and success for all students. In an effort to continue our dedication to academic skills and social emotional development, we need a commitment from you to send your child to school every day of the school year unless your child is ill. Please schedule family vacation or non-emergency appointments during non-school hours.

Thank you for your support and dedication in making your child's education a priority. Together, working towards the same goals for positive attendance, we will help your child reach their full potential.

Absences

California state law requires parents to notify the school if their child is absent. Thank you for a phone call, a Parent Square message to our Attendance Clerk Nicole Krueger, or a note to our office.

Make-up work is the responsibility of the student and/or parent or guardian. Work can be picked up after the student returns to school. In the case of an extended illness, parents should contact the teacher or school office and arrange to pick up missed work when possible.

The state of California recognizes two types of absences: excused and unexcused. Excused

absences are: doctor and dental appointments of the student, illness of the student, attending a funeral, quarantine as designated by the health agency, or hospitalization. All other absences are unexcused and may result in truancy. Notification of truancy will be delivered by letter, may require conferencing, and could be referred to the Student Attendance Review Board (SARB). Chronic truancy is defined as missing 10% or more of the school year, for both excused and unexcused reasons.

Regardless of the reason, schools do not receive any funding to run our essential programs when a student is absent.

Tardies

If your child arrives at school after the school day begins, they are to check in at the school office before going to the classroom. Even a few minutes late to class results in missed instruction and a disruption in their routine. Unexcused tardies in excess of 30 minutes on three occasions is considered as one truant day of absence for attendance reporting purposes.

Early Checkout

Students are expected to remain at school until dismissed for the day. An early check out is recorded similar to being late. A student will only be released to a parent, guardian, or a person designated as an authorized contact by the parent/guardian.

Tips to Maintain Good Attendance

1. When scheduling non-emergency doctor or dental appointments, please schedule them during non-school hours. If this is not possible, please bring your child to school before or after the appointment so the whole day of school will not be missed.
2. If your child has mild cold symptoms or allergies and is fever-free and feeling fine, then he or she is welcome to be at school.
3. Return to school after 24 hours of antibiotics, normal temperature without the aid of medication, or stomach has settled.
4. If you will be out of town, please find someone who can bring your child to school or pick up your child after school. If you must take your child with you, try to delay your trip so your child can attend school for a portion of the day.
5. Please plan special visiting time with friends or relatives after school hours.
6. If the weather conditions are unstable, our Superintendent will announce any school closures via a phone call to your primary phone number, send a text message, and/or through email.
7. Plan family trips during non-school days such as fall, winter, or spring breaks.
8. If transportation is an issue, Grass Valley School District offers free busing within the district boundaries. Bus routes are listed on our school website: scotten.gvsd.us

Independent Study

If your child will be absent for one or more days, our teachers may create an independent study plan for your child to complete. For pre-planned absences, we need 5 days of advanced notice to the teacher and office staff to ensure we have enough time to gather all needed assignments. Families may request an Independent Study Contract (ISC) within 24 hours of an absence when there is an illness or emergency. Students and families must provide the completed ISC work within 2 days of returning to campus. All work will be reviewed and assessed by the teacher to ensure completion in order for student attendance to be cleared. If students do not turn in all the assignments on the contract, no days or partial days of attendance credit will be assessed.

Per Education Code 51747, students are able to take up to 15 days of independent study per school year. Students who are supported in Special Education must have an IEP addendum approval to ensure alignment with the student's learning plan.

It is the parent's responsibility to contact the school office and/or set up a meeting with their student's teacher to go over their student's assignments. At this meeting the teacher, parent and student will sign that they understand and agree to the ISC.

Why apply for an Independent Study Contract? When a student is absent for anything other than an illness/doctor's note, it is an unexcused absence. When a student has 3 or more unexcused absences, they are considered truant and will receive an attendance letter. To avoid this, a student may be out on an ISC for 1-15 school days and receive attendance credit when the work is completed and submitted. An ISC can help a student keep up on the learning. Please note, the ISC work may not be exactly what is being taught while the student is out.

Contact Information

Please notify us when there is a change of address, phone number, or emergency contact information. It is critical for the school to have up-to-date information in case your child becomes ill or has an accident and also to ensure families receive important school information and Parent Square calls and emails from the school and district.

Changing Your Child's After School Plans

We understand that sometimes your child's after school plan may need to be different from the usual routine. It is necessary that you notify the school office with a written note or phone call when there is a change. You will need to notify us at least one hour before dismissal if your child is being picked up by a different person after school, riding a different bus, going to a different bus stop, or walking to a different home.

Medication At School

A special Medication at School form must be signed by your child's doctor and given to our

secretary if any medication is to be taken at school. The form should indicate the dosage and frequency of medication to be taken. The medication must be kept in its original container and is dispensed through our office. This includes over the counter medications such as Tylenol, Advil, or cough drops.

Children are **not** allowed to have medication in their backpacks or purses.

Field Trips

Field trips are an exciting and enriching part of our curriculum. It is also a privilege to be able to attend field trips and represent Scotten School in our greater community. Any major discipline incidents involving student safety may exclude a student from a field trip. If this happens, communication with the student and parents will take place and an alternative learning opportunity will be provided.

Many of our Field Trips benefit from the support of Parent Chaperones. Teachers will let families know how many chaperones are needed for each trip. If you are able to join the class, please note that our student Dress Code applies to parents as well and all adults will refrain from using foul language, using tobacco products of any kind, smoking, vaping, or drinking alcoholic beverages while on the field trip.

First Aid

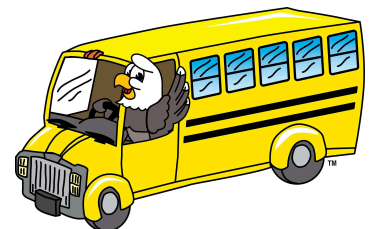
When a student experiences a minor injury during school hours, the school will provide first aid. In the event of a more serious injury, parents or guardians will be notified. If the injury requires immediate attention, 911 will be called.

Bus Transportation

The bus driver has complete authority. Requests made by the driver are to be followed quickly and respectfully. Riding the school bus is a privilege. ALL school rules apply on the school bus. If the rules are not followed, a student will lose the bus privilege.

GVSD Bus Rules (TK - 8th Grade):

- **Be Safe**
 - Remain seated with your back to the seat and stay in your seat.
 - Keep your seatbelt on at all times.
 - Keep all body parts inside the bus and out of the aisle.
 - Hands and feet to yourself
 - No objects of any kind are to be thrown in, out of, or at the bus.
- **Be Respectful**
 - Use a calm quiet voice at all times.
 - Follow all directions from the bus driver.
 - Sit in your assigned seat.



- o No use of profane language or obscene gestures.
- **Be Responsible.**
 - o Keep **ALL** items in your backpack and your backpack closed.
 - o **NO** eating, drinking, or chewing gum on the bus.
 - o **NO** cell phone use on the bus.

When rules are broken, the student is notified and the school receives a copy of the citation from the bus driver. Action taken will be as follows:

Citation #1: a conference with the principal

Citation #2: a two-day bus suspension

Citation #3: a two-week bus suspension

Citation #4: a two-month bus suspension

Further Bus Citations could result in loss of school bus privileges for the remainder of the school year. **Serious offenses may result in immediate suspension of bus privileges.**

Bike Riders

Bicycle racks are provided for all students. For safety reasons, children in Kindergarten through Third Grade are encouraged to ride their bikes to school with an adult. State law requires students to wear a helmet. Students must walk their bikes on campus and stay out of the corridors and play areas at all times. Bike privileges will be taken away for a period of time for unsafe behavior.

Skateboards and Scooters

Skateboards and Scooters may not be ridden at any time on the school grounds. They may be stored in the office or the classroom during the school day, with prior permission.

Walkers

When sidewalks are available they should be used as the designated walking area. In the absence of a sidewalk, use established bike or walking areas along the side of the road when safe. When crossing the road use crosswalks or ask an adult for help. Follow the directions of any crossing guards when they are present.

Nutritional Services

Breakfast Program – A nutritious breakfast is available each school day beginning on the first day of school. Breakfast is served before school and is free to all. Menus are sent home monthly, available in the school office, and online at nevadacountycns.com

Lunch Program - A lunch served by the school is available each school day. **Lunch must be ordered by 9:15 AM.** Please call the office and let our secretary know when your child is late and whether or not you need to order a school lunch. If a lunch has not been ordered by 9:15 AM, then your child will need to bring a lunch to school. Lunches are handled through the Child Nutrition Program. All inquiries regarding the lunch and breakfast programs can be made by calling (530) 272-2236 or go to www.gvsd.us and link on to the child nutrition page.

School Lunches cannot go home. California State law does not allow any school lunch served by the Child Nutrition Program to be taken off school grounds except for field trips.

Snacks - Your child's teacher will let you know the classroom snack process. Children can bring food from home for their own snack and we encourage parents to provide wholesome and nutritious snacks.

Any **student food allergies** should be noted on the student's registration paperwork, should be communicated to the classroom teacher, the school nurse, and the front office. Students cannot share food at school with other students.

Birthday Treats and Classroom Snacks to Share

If you would like to send a birthday treat or classroom snack to share with your child's class, please notify the teacher at least 24 hours in advance. Teachers need to account for student food allergies and ensure alternatives are available if necessary.

Birthday Invitations

Please have your child give any invitations to their teacher and they will distribute them to all recipients.

Balloons, Flowers, Etc.

Any flowers or balloons brought or sent to school for a student will be held in the office until the end of the school day. Flowers and/or balloons cannot be sent on the bus.

Transitional Kindergarten Toilet Learning

Learning to use the toilet consistently is a big event in a young child's life. Because toilet training is a complex process, many factors must be considered prior to and during the process of mastering toilet training for the whole experience to be successful for everyone involved. How to tell if your child is ready...

- Follows simple directions
- Child must be able to communicate and understandable word or phrase that means they have to use the toilet
- Seems interested in the toilet

- Asks to wear underwear
- Appears uncomfortable with a soiled diaper and/or requests a diaper change
- Walks to and from the bathroom, pulls own pants down and up
- Remains dry for at least 2 hours at a time during the day
- Dry diaper after nap time

If a child displays most of these skills, they are most likely ready to begin toilet training, which is a sign the child may be ready for transitional kindergarten. By enrolling in our transitional kindergarten, parents and staff agree it is time to begin encouraging your child to use the toilet. By the age of 3 and a half, we anticipate your child will be a secure toilet user. Children may still require assistance with clothing and wiping, but should be confident in their ability to use the facilities on a regular basis. Pull-ups may still be used during map or rest as needed. Please remember that patience is the key and children should always see the process of toilet training as a positive achievement. As your child transitions from diapers or pull-ups to big girl/boy underwear, we ask that you keep two extra full sets of clothing at school. These can be stored and labeled in gallon sized Ziplock type bags at school. Should any clothing become soiled during the day, the staff will place it in a sealed bag with your child's name.

Homework

Homework reinforces learning, develops independent study skills and promotes responsibility. Each grade level will determine the type of homework required for each student not to exceed what School Board, district policy number 6210, has approved.

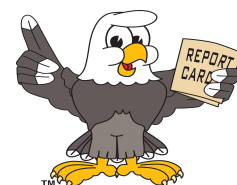
If your child is struggling to complete homework on a daily basis, contact your child's classroom teacher for support in managing this important school responsibility.

Parents can encourage good study habits these ways:

- Reduce the amount of screen time your child has using computers or other electronic devices.
- Provide a study area without TV or computers.
- Avoid distractions, such as TV and computers, during study time.
- Set a specific time period for homework.
- Encourage and assist, but do not do the work for your child.
- Stay in touch with the teacher.
- Set positive examples and work together with your child to provide support.

Report Cards

Our schools are on a trimester system. Report cards are issued in the fall, spring and at the end of the school year. Formal parent/teacher conferences are held in the fall. You are always welcome to call and request a conference



with your child's teacher at any time. Lost textbooks or library fines must be paid before students receive their final report card.

Lost and Found

Scotten has a rack that is usually in front of the MPR for Lost and Found items. Students or parents are encouraged to check for missing clothing often. It is also recommended that parents put their children's names in the clothing. All unclaimed clothing will be given to a charitable organization on a regular basis.

Student Success

Our school addresses the diverse needs of students in a flexible manner. Targeted academic interventions are provided based upon our students' assessed needs. This may or may not include identification for special education services.

Student Success Team: If you have any concerns about your child's progress academically, socially, or behaviorally, you can request a Student Success Team (SST) meeting. Teachers or administrators may also request a SST meeting. This group of resource people and the child's family work together to find interventions that may better meet your child's needs. Call our office at 273-6472 if you would like to arrange an SST.

Volunteers

Grass Valley School District recognizes that parental involvement is a vital part of a well-balanced school program. If you are interested in learning more about school volunteering, contact your child's teacher or the school office. Two excellent ways to participate in school are through the Parent-Teacher Club (PTC) and the School Site Council. Whenever you come to Scotten School to volunteer, please check in at the office to get a pass so everyone will know you are a volunteer.

Parents and Volunteers are required to use adult bathrooms in the school office. Regular parent volunteers will be required to provide proof of a TB test to the district.

Parent-Teacher Club (PTC)

Volunteering can also take place through your participation on our PTC. Supporting our students and staff through family engagement is our focus. We meet on the first Tuesday of the month. See the Family calendar for the link.

School Site Council

Another way to become involved is through our School Site Council, which includes parents and teachers as members. When we meet, parents can ask questions and give input about our school. We welcome questions about our school programs, procedures, or policies. Our first

meeting will be an informational one discussing our school and activities.

Dress Code

A student's clothing, jewelry, hairstyle, make-up, and/or accessories must not disrupt or distract from the learning process, must be appropriate for school, and acceptable by community standards as determined by Scotten School Site Council and the Grass Valley School District Board of Trustees. Special clothing items and costumes should not be worn to school, as there is the potential for them to get lost, stolen, or damaged. The school is not responsible for lost, stolen, or damaged items.

1. Shoes must be worn at all times and should be safe and comfortable. All shoes, including sandals, need to fit around the heel (at least with a strap). Shoes with high heels, tall platforms, shoes with wheelies, or flip-flops are not allowed.
2. Clothes should be sufficient to conceal undergarments at all times. See-through garments, mesh, strapless, off the shoulder, large arm holes, low cut, or bare midriff tops are not allowed. Swimsuits or bare back tops are not allowed. A general test for shirt length is to raise arms above the head and make sure the midriff stays covered.
3. Clothing must not contain obscenities, offensive phrases, weapons, vulgar, profane, mature, or suggestive language. Clothing cannot advocate or endorse racial, ethnic, or religious prejudice, or ads for drugs, tobacco, or alcohol. Expectations for jewelry and accessories are the same. The appropriateness of content on student apparel will be at the discretion of the school administration.
4. Artificial nails create a safety risk and are not allowed at school.
5. Sunglasses may be worn to school but must be removed inside buildings.
6. Hats are allowed but students must be prepared to remove hats indoors if asked. Hats must follow the same guidelines for appropriate accessories (see #3).

The Following Items are Not Allowed at School:

- Gum
- Soda or energy drinks
- Makeup and colognes
- Toys from home including gaming or trading cards
- Electronics, technology devices, music players, gaming, or entertainment devices
- Communication devices such as phones and smart watches will be turned off and left inside a student's backpack during the school day
- Costumes, unless it is a special spirit day
- Sunflower seeds or unshelled nuts due to the mess they make
- Aerosol cans
- Laser pointers
- Hard balls or other equipment deemed unsafe
- Glass containers

- Any items prohibited the CA Ed Code
- Any item disruptive to the learning environment

The school is not responsible for lost or stolen items. If sports equipment is brought to school, items should be labeled with the student's name.

Student Discipline

There are certain basic expectations for acceptable behavior that all students are required to adhere to. We will provide proactive strategies to teach the expectations.

Discipline will be restorative in nature and should help students learn and grow. Use of multi-tiered discipline approaches are in place and alternatives to suspension will be utilized when possible. Other means of correction may include, but is not limited to:

- Student and/or parent conferences
- Referral to extra support services
- Development of a formal behavior plan
- Positive behavior interventions and student support interventions
- Tiered interventions during the school day

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact your child's teacher. If questions still remain regarding a situation, school administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

When students misbehave in a way that may seriously hurt others or themselves, and/or is against the law, our principal may recommend suspension or expulsion. You may request a list of actions that are cause for suspension or expulsion from the office or the principal. (from California Education Code Section 48900)

Steps to Avoid Conflict

Any one of the following steps may be taken to avoid verbal and physical conflict. If a student is unable to solve a problem on their own, they are expected to find an adult for assistance.

- | | |
|------------------------------------|-----------------------|
| ● Talk it out | ● Rock-Paper-Scissors |
| ● Listen | ● Share |
| ● Do something differently | ● Ignore |
| ● Walk away | ● Apologize |
| ● Avoid the problem area or person | ● Ask for help |

- Let it go

- Take turns

To help solve conflicts, students at Scotten School practice 1-2-3 Problem Solve with Me:

I don't like it when _____.

It makes me feel _____.

I need you to _____.

I hear you. I understand that you need me to _____.

STUDENT / PARENT WELLNESS

In accordance with AB 2022 Pupil Mental Health Services, School Notification, the Grass Valley School District wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and students to talk with any adult in the school district if they are concerned about another student and possible mental health needs. Take all threats seriously.

Local Mental Health Resources

Nevada County Behavioral Health 24-hour crisis line: (530) 265-5811

Community Beyond (Domestic Violence) 24-hour crisis line: (530) 272-3467

Sierra Family Medical Clinic (North San Juan): (530) 292-3478

Chapa De Indian Health Clinic (Grass Valley) : (530) 477-8545

Western Sierra Medical Clinic (Grass Valley) : (530) 274-9762

Nevada County Children's Behavioral Health (Grass Valley): (530) 470-2736

Crisis Lines

National Suicide Prevention Lifeline : 1-800-273 – TALK (8255)

Crisis Text Line: Text Start to 741-741

LBGTQ Youth Suicide Hotline: 1-866-488-7386



2026-2027

Lyman Gilmore, Margaret Scotten, Bell Hill Academy

July 2026							August 2026							September 2026							October 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	H	4							1			1	2	3	4	5					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	F	PD	PD	15	13	14	15	16	17	18	19	11	B	B	B	B	B	17
19	20	21	22	23	24	25	16	17m	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31					11						21								17

November 2026							December 2026							January 2027							February 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						H	2		1	2	3	4	5	6
8	9	10	H	12	13	14	6	7	8	9	10	11	12	3	PD	5	6	7	8	9	7	8	9	10	11	H	13
15	16	17	18	19	20	21	13	14	15	16	17	18m	19	10	11	12	13	14	15	16	14	H	16	17	18	19	20
22	23	24	25m	H	H	28	20	B	B	B	H	H	26	17	H	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	B	B	B	H			24	25	26	27	28	29	30	28						
						18							14	31						18							18

March 2027							April 2027							May 2027							June 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					B	B	3							1		1	2	3	4m	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	EP	EC	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	H	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	B	B	B				25	26	27	28	29	EC		23	24	25	26	27	28	29	27	28	29	30			
						20							19	30	H					20							4

School Breaks and Holidays	
August 17, 2026	First Day of School - Minimum Day
September 7, 2026	Labor Day Holiday
October 12-16, 2026	October Break
November 11, 2026	Veterans Day Holiday
November 25, 2026	Minimum Day
November 26-27, 2026	Thanksgiving Holiday
December 18, 2026	Minimum Day
December 21 - January 3, 2027	Winter Break
January 4, 2027	Professional Development
January 18, 2027	Martin Luther King, Jr. Holiday
February 12 & 15, 2027	Presidents Holiday
March 29 - April 2, 2027	Spring Break
April 30, 2027	Emergency Closure Day - if needed
May 31, 2027	Memorial Day Holiday
June 4, 2027	Last Day of School - Minimum Day
June 7, 2027	Emergency Closure / Professional Development
June 8, 2027	Emergency Closure Day - if needed
June 19, 2027	Juneteenth Holiday

Trimester 1	11/13/26 (58 days)
Trimester 2	2/26/26 (59 days)
Trimester 3	6/4/27 (63 days)

180	Instructional Days
186	Staff Contract Days

Key to Symbols:

B	- School Break
H	- Holiday
M	- Student Minimum Day
PD	- Professional Development
EC	- Emergency School Closure Days: (If there are no school closure days earlier in the year, these dates will be non-school days)
EP	- Will be PD if not needed as EC
----	- Underlined is Early Release

* Underlined dates are Early Release for Students (Wednesdays)

**Should the number of Emergency School Closure days exceed three (3), additional student instruction days may be added to the calendar in June 2027

Board Approved 2/10/2026