

GIBSON ELEMENTARY SCHOOL

Student/Parent Handbook

2016-2017



“Home of the Gibson Gators”

Gibson Elementary School’s Big Three



**Be Safe!
Be Respectful!
Be Responsible!**



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Contact us:

If you have any questions regarding the policies and procedures laid out in this handbook (or anything else not covered), please contact an administrator to help clarify things. Our number is 530-662-3944.

All information in this handbook is subject to change after time of publication.

CONTACT INFORMATION

Address/Main Phone

312 Gibson Road
Woodland, CA 96695

(530) 662-3944

Administration

Principal.....x5521

Administration Office

School Office Coordinator.....x5522

Attendance

Attendance Clerk/Registrar.....x5523

Attendance Line.....662-3944

Cafeteria

Cafeteria Manager.....x2733

Fax Number

Front Office.....530-662-0945

Library

Librarian.....x2732

Student Health

School Nurse.....x2737

Psychologist.....x2734

Speech Therapist.....x2722

SCHOOL WEBSITE

Please visit our school website for the most up-to-date information regarding our bell schedule, school calendar, and links to faculty members. :

www.gibson.wjUSD.org

IMPORTANT DATES

First Day of School.....August 22, 2016
Back to School Night.....September 14, 2016
Labor Day.....September 5, 2016
Minimum Day.....October 21, 2016
Teacher Work Day/No School...November 10, 2016
Veteran's Day.....November 11, 2016
Fall P/T Conferences.....November 14-18, 2016
Thanksgiving Break.....November 21-25, 2016
Minimum Day.....December 23, 2016
Winter Break.....December 26- January 10, 2017
Martin Luther King Day.....January 16, 2017
Legal Holiday.....February 13, 2017
Legal Holiday.....February 20, 2017
Spring P/T Conferences.....March 13-17, 2017
Minimum Day.....April 14, 2017
Spring Break.....April 17-21, 2017
Open House.....April 26, 2017
No School.....May 29, 2017
Last Day of School/Minimum Day.....June 9, 2017



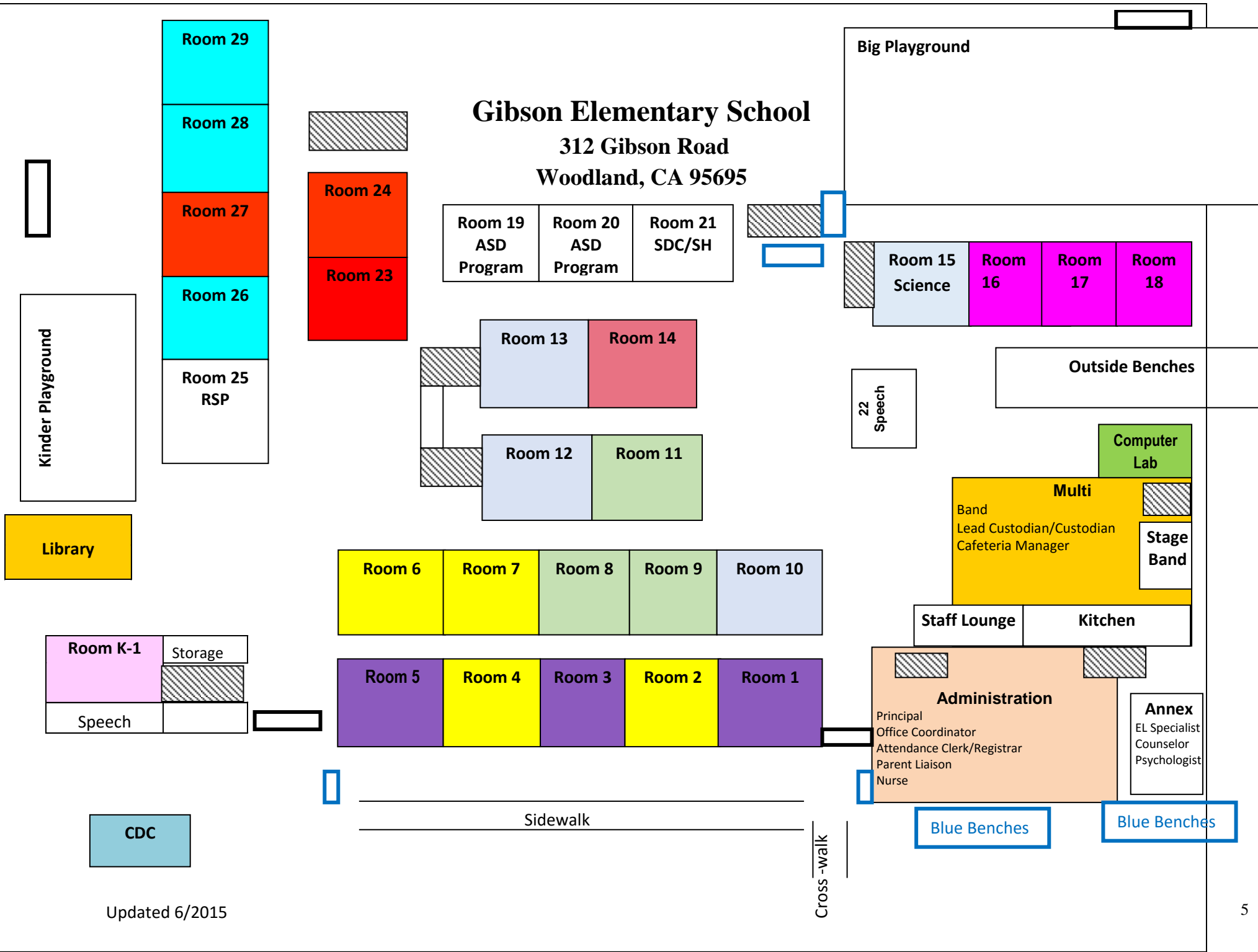
We begin each morning with a school gathering on the blacktop for the pledge to the flag and announcements at 8:15

Gibson Elementary School Bell Schedule

Kindergarten											
Wednesday (35)			Mon., Tue., Thu., Fri. (131)			Minimum Days (4)			Conference Days (10)		
8:15 AM	10:00 AM	Class (105)	8:15 AM	10:00 AM	Class (105)	8:15 AM	10:00 AM	Class (105)	8:15 AM	10:00 AM	Class (105)
10:00 AM	10:15 AM	Recess (15)	10:00 AM	10:15 AM	Recess (15)	10:00 AM	10:15 AM	Recess (15)	10:00 AM	10:15 AM	Recess (15)
10:15 AM	11:00 AM	Class (45)	10:15 AM	11:00 AM	Class (45)	10:15 AM	12:05 AM	Class (110)	10:15 AM	11:25 AM	Class (70)
11:00 AM	11:45 AM	Lunch (45)	11:00 AM	11:45 PM	Lunch (45)				11:25 AM	11:45 AM	Lunch (20)
11:45 AM	1:30 PM	Class (105)	11:45 AM	2:00 PM	Class (135)				11:45 AM	12:05 PM	Class (20)
Total = 255 minutes			Total = 285 minutes			Total = 215 minutes			Total = 195 minutes		
(35 days x255 min)=8,925			(131 days x 285 min) = 37,335			(4 days x 215 min) = 860			(10 days x 195 min) = 1950		
Grades 1-3											
Wednesday (35)			Mon., Tue., Thu., Fri. (131)			Minimum Days (4)			Conference Days (10)		
8:15 AM	10:05 AM	Class (110)	8:15 AM	10:05 AM	Class (110)	8:15 AM	10:05 AM	Class (110)	8:15 AM	10:05 AM	Class (110)
10:05 AM	10:20 AM	Recess (15)	10:05 AM	10:20 AM	Recess (15)	10:05 AM	10:20 AM	Recess (15)	10:05 AM	10:20 AM	Recess (15)
10:20 AM	11:50 AM	Class (90)	10:20 AM	11:50 AM	Class (90)	10:20 AM	12:10 PM	Class (110)	10:20 AM	11:00 AM	Class (40)
11:50 AM	12:35 PM	Lunch (45)	11:50 AM	12:35 PM	Lunch (45)				11:00 AM	11:20 AM	Lunch (20)
12:35 PM	1:35 PM	Class (60)	12:35 PM	2:15 PM	Class (100)				11:20 AM	12:10 PM	Class (50)
Total = 260 minutes			Total = 300 minutes			Total = 220 minutes			Total = 200 minutes		
(35 days x260 min)=9,100			(131 days x 300 min) = 39,300			(4 days x 220 min) = 880			(10 days x 200 min) = 2000		
Grade 4-6											
Wednesday (35)			Mon., Tue., Thu., Fri. (131)			Minimum Days (4)			Conference Days (10)		
8:15 AM	10:30 AM	Class (135)	8:15 AM	10:30 AM	Class (135)	8:15 AM	10:30 AM	Class (135)	8:15 AM	10:30 AM	Class (135)
10:30 AM	10:45 AM	Recess (15)	10:30 AM	10:45 AM	Recess (15)	10:30 AM	10:45 AM	Recess (15)	10:30 AM	10:45 AM	Recess (15)
10:45 AM	12:40 PM	Class (115)	10:45 AM	12:40 PM	Class (115)	10:45 AM	12:10 PM	Class (85)	10:45 AM	11:50 PM	Class (65)
12:40 PM	1:25 PM	Lunch (45)	12:40 PM	1:25 PM	Lunch (45)				11:50 PM	12:10 PM	Lunch (20)
1:25 PM	1:35 PM	Class (10)	1:25 PM	2:45 PM	Class (80)						
Total = 260 minutes			Total = 330 minutes			Total = 220 minutes			Total = 200 minutes		
(35 days x260 min)=9,100			(131 days x 330 min) = 43,230			(4 days x 220 min) = 880			(10 days x 200 min) = 2000		

Gibson Elementary School

312 Gibson Road
Woodland, CA 95695



GIBSON ELEMENTARY HOME/SCHOOL COMPACT

At Gibson School, we believe that the best way to ensure student success is through building a strong partnership between the home and the school. As a school, we understand that it is our responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards. In addition to our role, we also believe that each member in this partnership has a role to play in the success of each of our students. Please take a moment to review this agreement as a family, sign it, and return it to your child's teacher.

PARENT PLEDGE

I want my child to succeed. Therefore, I shall encourage him/her by doing the following:

- Provide for the basic needs of my child so he/she is equipped and prepared to learn
- Provide a home environment that encourages my child to learn
- Motivate my child to attend school regularly and punctually
- Provide appropriate materials, space, and a specific time for my child to study
- Insist that all homework assignments be completed and review my child's homework regularly
- Communicate regularly with my child's teachers
- Together with the school, provide support in developing positive behaviors in school and at home
- Support the school discipline policy by reviewing the Parent/Student Handbook
- Talk with my child about his/her school activities every day
- Read daily to/with my child and monitor his/her TV viewing
- Show respect and support for my child, the teacher, and the school

Parent/Guardian Signature_____

Date_____

STUDENT PLEDGE

It is important that I work to the best of my ability. Therefore, I shall strive to do the following

- Attend school regularly and punctually
- Always try to do my best in my work and my behavior
- Come to school each day prepared with appropriate materials and completed assignments
- Communicate struggles/triumphs to both parents and teachers
- Observe regular study hours
- Conform to rules of student conduct at school and on the bus
- Respect myself, my school, and my community
- Take pride in my school
- Believe that I can and will learn

Student Signature_____

Date_____

STAFF PLEDGE

It is important that students achieve. Therefore, I shall strive to do the following:

- Believe and ensure that each student can learn
- Show respect for each child and his/her family
- Come to class prepared to teach
- Provide a safe/caring learning environment where students will develop responsibility for their behavior/learning
- Help each child grow to his/her fullest potential
- Provide appropriate homework experiences (30 minutes for grades 1-3 and 60 minutes for grades 4-6).
- Enforce school and classroom rules fairly and consistently
- Encourage students and parents by providing information about student progress
- See ways to communicate with parents and involve them in the school program

Teacher Signature_____

Date_____

ABOUT OUR SCHOOL

Gibson elementary school opened in 1953 and has enjoyed a history of high academic standards, strong parent involvement, and positive student relationships. In addition to a high level of regular classroom instruction, students are given enriching experiences in science and band by highly trained teachers who provide specialized instruction in these areas. We work together thoughtfully to encourage students to think creatively, and work positively in a variety of learning and social situations, which enable them to grow intellectually, socially, and emotionally in a safe learning environment. At Gibson School literacy is the ability to read, write, and use language in all curricular areas. We have an articulated curriculum to ensure progress in literacy for all Gibson Students. Gibson School is proud of its high level of parent participation and welcomes parent involvement at all levels. We are very thankful for all of our parents' support and high level of involvement in our school life.

SARC Report Offers More Detail- A Hard Copy Available Upon Request

Gibson Elementary School Vision and Mission Statements

Vision

Every student at Gibson will achieve their personal best through development of their logical and critical thinking and their creativity.

Mission

Our mission is to create an atmosphere with high academic and social expectations for each student and adult. In order to meet this mission as a school community, we must:

- ❖ Build positive relationship among all school staff and the community at large.
- ❖ Develop respect among our students for self, school, diversity and others.
- ❖ Encourage and celebrate student success.
- ❖ Implement exemplary instructional practices which make effective use of technology.
- ❖ Create positive learning experiences which celebrate student achievement.
- ❖ Establish strong partnerships with families.



PRINCIPAL'S MESSAGE

Parveen K. Saenz – Principal

Dear Gibson Gator Families,

Welcome to the start of a new adventure for the 2016-2017 school year!

Gibson Elementary School is a very special and unique learning community. Our accomplished faculty has a united focus in providing challenging and meaningful standards-based experiences for our students. We view every child as an individual with unique qualities and needs. These individual differences are valued and nurtured through thoughtful and progressive teaching. We look forward to building a strong partnership with you to help us best meet your child's needs.

The Common Core State Standards (CCSS) has a strong emphasis on critical thinking, collaborating, and problem solving. Students are expected to do more than fill-in the correct bubble on an answer sheet. Our students are making great strides towards explaining their thinking and finding different ways to solve problems. We will also continue the great emphasis our new standards place on writing and reading high interest non-fiction across subject areas (yes...even writing and reading in math!).

The success of our schools also depends on positive collaboration between home and school so I invite you to visit your school often, take part in school activities and show an interest in your child's progress. Please don't hesitate to contact your child's teacher or principal if you have any questions or concerns. It is my sincere wish that we all work together in fostering positive learning experiences for students.

I am looking forward to an amazing school year...LET'S CONTINUE TO MAKE LEARNING OUR ADVENTURE!

Sincerely,

Parveen K. Saenz

PARENT GROUPS & INVOLVEMENT

How can parents get involved?

- Communicate regularly with your child's teacher
- Register for School Loop and check your child's grades online regularly
- Check your child's planner/homework folder daily
- Join a parent organization such as PTA or Dad's On Campus
- Attend school events
- Volunteer on campus

PTA

Gibson's Parent Teacher Association (PTA) is a non-profit organization dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement. The overall purpose of PTA is to help all Gibson Gators reach their potential. See the Gibson website for more information about how the PTA supports Gibson!

School Site Council/ELAC

The Site Council and English Learner Advisory Council oversee the educational plan for instruction, approving the school plan, funding curricular changes, and giving input on school policy. These groups also give advice on services and educational programs for second language learners.

Campus Volunteers

The District recognizes that volunteers provide a variety of services to our schools. For the safety of your child(ren) NO parent will be allowed to volunteer in the classroom, attend class activities/events, or have any interaction with students, anywhere on campus without their Volunteer Clearance. We encourage parents to become involved with our school in any of the following ways:

- 1) Assisting in the classroom and field trips;
- 2) Sharing your occupation and/or hobbies;
- 3) Becoming involved in the PTA or School Site Council;
- and 4) Attending School Site Council meetings.

For the safety and protection of all students, volunteer and visitors must first check in at the office before entering the classrooms.

STUDENT SERVICES

ARRIVAL AT SCHOOL

Students may arrive to school beginning 7:45 AM. School grounds will not be supervised before this time. School pledge begins promptly at 8:15 AM. Students are expected to be standing in line at that time. Students who arrive after 8:45 AM are required to report to the office before going to class.

RELEASE OF STUDENTS DURING SCHOOL HOURS

1. **Early dismissal is discouraged.** Every effort should be made to make appointments after school in order for students to complete their day. Instructional minutes should **NEVER** be disrupted.
2. All students shall be released from school grounds under the supervision of school personnel through the school office.
3. Students will only be released to the parent(s) or emergency contacts indicated on the student's emergency card.
4. The person checking the student out must sign an office log and be prepared to show proper ID.
5. In emergency situations when a parent needs a child to be released to someone other than the person listed on the emergency card, the parent must do the following:
 - Phone the school office and identify themselves by repeating to the office personnel the information on the emergency card.
 - Give the name and description of the person to pick up the child. The person will be required to show proper identification.
 - Whenever possible, send a written request with the person who is picking up the child, signed by the requesting parent.
 - Instances where these steps are not followed will result in the student being released at the end of the school day per the usual release procedures.
6. Non-custodial parents may NOT pick-up students at school unless the emergency card so stipulates or the custodial parent gives permission per the guidelines. Parent are asked to make every effort not to involve school sites in custodial matters.

Any student release situation that leaves the students' welfare in question shall be handled at the discretion of the site administrator or designee. If such a situation becomes a disruption to the school, WPD will be called and an officer will be requested to intervene.

ATTENDANCE POLICY

California State law requires that students attend school regularly and punctually. If circumstances prevent a child from attending school, their parent/guardian must notify their student's school office by phone as soon as possible. **Our attendance line is (530) 662-3944.** Unfortunately, we are not able to accept emails to excuse a child's absence from school. Absences that are not a result of illness, medical appointments or bereavement effect the education of the student.

1. Students with more than 15 absences for the school year, excused or unexcused, may result in referral to the School Attendance Review Board (SARB), and/or possible retention.
2. Tardiness is prohibited by law in California. Education Code Section 48260 states that any student who is tardy to school in **excess of 30 MINUTES** on each of **MORE THAN 3 DAYS** is **considered a truancy**. In this case, you will receive LETTER 1 informing you of the situation.
3. You will receive LETTER 2 upon the next **UNEXCUSED** absence or tardy over 30 minutes. Once this happens, the attendance clerk will make an appointment for you to meet with administration so that we can change the situation together. If student attendance does not improve after this meeting, we will seek outside resources for support through the Student Attendance Review Board process. This process takes place at the police station and can get the support of the District Attorney, the Department of Social Services, and Child Protective Services.
4. As with absences, excessive tardies may result in a referral to SARB. **EXCUSED tardies** include **ONLY** the following:
 - a. Illness
 - b. Medical Appointment (If possible, please make these outside of school hours)
 - c. Death in immediate family

Family emergencies, lack of transportation or sick siblings are not reasons for us to excuse absences. This policy is in accordance with the California State Education Code. All other reasons for absences are considered unexcused. If a student is absent from school, the parent is required to call the school the same day to explain the reason for the absence.

ATTENDANCE (cont.)...

1. Consistent attendance enables the student to benefit from the teacher's instruction; however, a student may be absent from school for the following reasons:
 - a. Personal Illness
 - b. Doctor/Dentist appointments; or
 - c. Funeral of immediate family member

This policy is in accordance with the California State Education Code. All other reasons for absences are considered **UNEXCUSED**. If a student is absent from school, the parent is required to call the school the same day to explain the reason for the absence.

Excused Absences – Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences. This verification must be presented within three school days of the return date in order to be considered excused:

1. Written note from parent/guardian, parent representative, or student if 18 or older.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.
3. Visit to the student's home, or any other reasonable method that establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physicians verification:
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had **five days of consecutive absences** or **ten days of nonconsecutive absences** in the school year for illness verified by methods above, any further absences for illness must be verified by a physician.

If your child is experiencing an extended or repeated illness, please contact the school administration to let us know how we can support you and your child. We have a caring staff dedicated to supporting parents through difficult situations. We can also help facilitate medical care if needed.

INDEPENDENT STUDY

If you have to take your child out of school for trips or family emergencies of five days or more, you may make arrangements with the Attendance Clerk in the office for an Independent Study Contract. All independent studies must be approved by an administrator. Please understand that an independent study cannot replace classroom instruction, and that your child may miss important concepts taught in the classroom during his/her absence. Independent Study requests must be made two weeks in advance or they may be denied. In addition, they may be denied for students if they are working below grade level or if they have *previously* returned an incomplete Independent Study packet.

The program consists of a contract between the teacher, student, and parent to complete required assignments. **The completed work must be returned to the attendance clerk the day the student is scheduled to return.** If all work is completed as assigned, the absence will be considered excused.

SCHOOL SECURITY

We encourage members of the community, as well as other interested persons to visit our school. Per civil code 3-2.10 however, persons without specific written authority or permission to occupy premises, excluding playground areas, are considered trespassers.

Visitors must stop in the school office prior to proceeding to any area on the school campus to sign in and wear a "Visitor" or "Volunteer" badge.

Gibson Elementary is a closed campus. As such, all gates and classroom doors will be locked at 8:20. In order to protect instructional time, all parents will need to be off-campus five minutes after the dismissal of students. Out of respect for a teacher's time and the instructional minutes of all students, please schedule parent-teacher conferences either before school or after school hours.



PROCEDURES FOR THE OFFICE

1. **Forgot your lunch?** Your child's class will not be disrupted for forgotten items! Please make sure that your child is also clear about these rules. Instruct your child that if he/she has forgotten their lunch, they should check the lunch basket labeled the "Oops I forgot..." box located on the counter in the school office at recess or lunchtime only. For those who have prepaid for cafeteria lunches, simply remind your child that he/she may receive a cafeteria lunch any time they have forgotten to bring a lunch. This is an excellent reason to prepay for cafeteria lunches. *(NOTE: No child will miss eating lunch. If they do not have a lunch, the cafeteria will always provide lunch for them with the understanding that reimbursement will occur the following day.)*
2. **Forgot your homework?** Your child's class will not be disrupted for forgotten items! Please make sure that your child is also clear about these rules. Accordingly, if you choose to bring these items to school, they will be placed in a box labeled "Oops, I forgot..." in the school office. The office will not call the classroom to say that either of these items has been delivered. Recess and lunchtime are the only times your child will be allowed to enter the school office to check for forgotten homework or lunch in this box. As a result, it is important that you instruct them where they should go should these situations occur.
3. **Have an appointment?** Please try to schedule all appointments after school hours. If you are unable to do so, you will be required to come into the school office to sign your child out. At this time, the office staff will locate your child and instruct them to meet you in the office. *(NOTE: Your child will not be sent to the office without you present, so please do not call in ahead of time for us to retrieve your child.)*
4. **Change of plans?** If your dismissal plan changes, calls taken after 2:00 PM for primary grades and 2:30 PM for upper grades cannot be guaranteed to be received in time by the teacher before the student leaves at the end of the day. Please be sure to have all plans arranged with your child before they leave for school in the morning.
5. **Going to be absent?** Call the 24 hour attendance line **(530-662-3944)**. A message will prompt you to leave information so that your child is accounted for. If possible, call before 10:00 a.m. of the day your child is absent. Although you may notify your child's teacher of an impending absence of your child from school (e.g., vacation, medical leave, etc.), you still need to call the attendance line.
6. **Having a problem at school?** Talk to your child's teacher first by either e-mailing him/her, leaving a voice-mail message or by personal note turned in by your child. If necessary, set up an appointment to meet with your child's teacher to resolve the problem.
 - If the problem is not resolved in a satisfactory manner, contact the School Office Coordinator in office **(530-662-5522)** to discuss the situation.
 - If the problem is still not resolved, the Office Coordinator will set up an appointment for you to meet with the site administrator.

EMERGENCY CARDS

New emergency cards are required each year.

These cards go home on the first day of school and are due the **next** school day. Please make sure that you take special care to provide names and telephone numbers of individuals who are authorized to care for your child when you cannot be reached. **All contacts must be over the age of 18.** Please call the school if you have changes in the information listed on the card. In an emergency, every minute counts. Please provide current phone numbers. Cell phone numbers are also encouraged. We use the home number as the number we call for all automated messages, including attendance messages and weekly updates. Please let us know if you would like these calls to go to another number. **Children cannot be released to anyone whose name is not on the child's emergency card.**



PUPIL MEDICATION

Medication can be given at school **ONLY** when the following requirements are met:

1. The parent and physician must complete and sign the “Authorization for Medication Administration” form available in the school office. This is true for “over-the-counter” and prescription medications.
2. Prescription and “over-the-counter” medication must be in the **original** container with the label intact and legible. The pharmacy label with prescribing information must be on prescription medications.
3. An adult must bring the medication to the office.
4. Medication must be kept in the office in a locked cabinet.
5. **No medication is to be carried by the student or kept in the classroom.**

PLEASE DO NOT SEND CHILDREN TO SCHOOL WITH A CONTAGIOUS DISEASE, FEVER, NAUSEA, OR HEAD LICE.

CLASS PARTIES & BIRTHDAY TREATS

Please note: Red Punch (Hawaiian Punch, etc.) and Soda is **not allowed** for class parties. Academic time is priceless! If a treat is brought, it must be prearranged in advance with the teacher. Please arrange a specific time with the teacher for when you will be dropping off the treats at the office. The teacher will then send the student to pick them up. Flowers and balloon bouquets **will not be delivered** to the classroom.

LOST & FOUND

Clothing found on the playground will be placed in a barrel in the cafeteria. Unclaimed items are donated to a community organization. Students should report lost items to the office and ask a noon duty supervisor, the principal, or custodian for permission to search through the lost and found. Be sure to label your child’s coats and jackets. The school is not responsible and will not cover replacement or repair costs for personal articles.

VOLUNTEER SERVICES

Pursuant to Board Policy 1901, revised September 22, 1998, **all volunteers providing services to children must have a negative Tuberculosis clearance on file with the school office prior to performing any volunteer services.** Volunteers that are not in the presence of certificated staff shall be required to undergo a fingerprint record check through the Department of Justice and be cleared by the District prior to engaging in unsupervised volunteer activities, according to Education Code 44820.1, or such volunteers will be paired at all times with a second volunteer while performing volunteer duties.

Examples;

- Driving students on a field trip.
- Taking a small group on a tour during a field trip without teacher supervision.

FIELD TRIPS

Each year many classes go on classroom instruction-related field trips (State Capitol, Gibson House Museum, for example). An Educational Field Trip Authorization Form will be sent home to be signed, and returned by parents prior to each trip. Children are expected to adhere to safety rules and have appropriate behavior on any field trip. Any parent providing transportation must sign a Volunteer Form, have the required negative TB clearance and fingerprint record check on file in the school office. In addition, proof of insurance and a clear DMV driving record must be provided before being approved to transport students

CLASSROOM VISITATIONS

We encourage parent visits to the classroom to encourage the connection between home and school. Guidelines for visits are:

- Visits should be scheduled in advance with the classroom teacher for up to **20 minutes**.
- **WHEN ARRIVING FOR A VISIT, BE SURE TO REGISTER IN THE OFFICE AND PICK-UP A “VISITOR” BADGE.** Please do not knock upon a classroom door without having checked in and received your badge, in order to insure instructional continuity and limit classroom disruptions.



CAFETERIA

Students are expected to sit at appropriate tables. We also expect them to use proper table manners and talk in soft voices.

Hot Lunches \$2.50
Reduced Hot Lunch \$.40
Milk \$.50
Breakfast \$1.50
Reduced Breakfast \$.30



Breakfast/Lunch Procedures

Breakfast begins at 7:45AM and parents are asked to sit at the parent and family table in the mornings rather than with their son or daughter. The lunch program at Gibson Elementary is a federally funded program. Federal regulations require that students receive specific items as part of the lunch program. **Food cannot be shared and must be eaten in the lunch area.**

Paying for lunch

Meals may be purchased on a daily, weekly or monthly basis. Parents can add money to their children's accounts or check their balances from 7:50 AM until 1:45 PM in the cafeteria. Please see that your child has lunch money before leaving home each day (or you may pay for lunches in advance by sending in a check). You may also go to www.wjUSD.org and click on the link to EZ school pay to pay your child's lunch online with a credit card. You must register first.

To qualify for reduced breakfast or reduced lunch you must complete an application and be approved. Student status as "full-price", "reduced lunch" or "free lunch" carries over from the previous school year for 30 days or until a family submits an application, whichever comes first. School lunches must be paid in advance. Students who have used up the money in their cafeteria account may receive a courtesy lunch (vegetable and milk only).

All cafeteria obligations must be cleared so sixth graders can participate in promotion.

TECHNOLOGY

Our computer lab is located in the multi-purpose room. During school hours, the lab is open to teachers and their classes. Currently, Gibson has 2 roving carts of iPads. Our students in grades 4-6 participate in a 1:1 program using school owned Chrome-books and laptops. The Chrome-books and laptops are used extensively for remediation and enrichment. Differentiated support comes from programs such as iReady, Accelerated Reader, IXL and Spelling City. Additionally, iPads and Chrome-books are used for research, writing and test-taking.

All district and school rules are enforced in the lab and in the classroom.



LIBRARY

Gibson has an extensive collection of Accelerated Reader books in both fiction and non-fiction. Students are allowed to check out two books at a time, and can read up to ten books a week! Students receive their reading levels through a standardized computer test that they take at least three times during the year. For more information, please contact our Library Clerk, Mrs. AnnAdele Lawler at x2732.

OTHER POLICIES & PROCEDURES

BICYCLES, SKATEBOARDS & SCOOTERS

Bicycle riders must, by law, wear helmets, and need to follow all traffic rules, riding bicycles on the right side of the road only when coming to school. Bicycles are not to be ridden on campus, unless students are using the bikeway on the West side of the campus. Students may walk their bikes on campus using the entrance by the kindergarten classrooms, or the entrance by Truckee Place. Students are not to ride or bring skateboards, roller blades, or scooters to school unless they have a way to lock them to the bike racks. Students must lock their bikes securely and have them registered with the Woodland Police Department. **All students must wear a helmet when riding their bikes.** The school is not responsible for lost, damaged or stolen bikes.

CAMPUS BEAUTIFICATION

Students are responsible for helping to maintain the cleanliness of the campus. Students are expected to properly dispose of all trash in the trash cans provided on campus. Throwing food or any object is never acceptable and is dangerous. Students who violate the campus cleanliness policy can be assigned trash duty during lunch. Groups of students who litter an area as a group may be asked to leave an area for a specified amount of time and will be assigned campus clean-up duty.

ELECTRONIC DEVICE POLICY

Students are not permitted to use cell phones or video games during instructional hours. Cameras, calculators, iPods, or MP3 players should only be used with the teacher's permission. "Use" is defined as having the device on, out in class, having the device go off in class including vibrating, use of text messaging, retrieval of a message, checking or entering phone numbers, and reaching for the device in a backpack or purse. All devices must be turned off and out of sight during class time. **"If we see it or hear it, we take it."** Use of an electronic device during instructional time is treated as a classroom disturbance. If a student fails to hand over the device to the teacher, he/she will be considered in defiance of authority. Loss of the privilege of possession of these devices may occur should staff determine that the device has been used for an illegal purpose or it caused a disruption. The School District is not responsible for lost, damaged, or stolen property.

HOMEWORK POLICY

In an effort to raise instructional standards and to improve curriculum, the State Department of Education has identified **HOMEWORK** as an area that is to be strongly emphasized. There is a strong connection between reading to or with elementary children every day in English, or in one's first language, and student achievement. Assigned reading should be suited to the child's reading level. Children may always choose to read longer if they are so inclined. At Gibson Elementary, our aim is to provide the highest quality education possible for each child; therefore, homework is a vital part of the student's learning program. We believe that appropriate productive homework serves to support quality education. Homework is a task for developing students' organization, time management, independent study skills and responsibility. Homework will generally be assigned for the following reasons:

1. For independent practice of things learned in class.
2. In preparation for the next day's lesson.
3. As an extension of learned skills.
4. For the development of creative skills
5. As a long-term project, such as a written report or a science project.

Student Responsibility: Students will know what is required to complete their homework in a timely manner and they will be responsible for getting it to and from school.

Parents' Responsibility: Parents should make inquiries of the student (and the teacher if there are questions) regarding homework assignments. Parents are encouraged to convey a strong message to the student that homework is to be completed in a timely manner. It is helpful to the student if parents assist by providing a quiet place to study.

Teachers' Responsibility: Teachers will develop homework assignments which parallel the curriculum and are designed to assist students in achieving standards, goals and objectives of their class/grade level. Teachers will make sure that assignments are fully explained and understood by the students. Teachers are encouraged to coordinate projects and assignments within grade level teams and subject areas.



SCHOOL TRAFFIC AND PARKING

One of the ongoing concerns we have had here at Gibson is the parking lot. Unfortunately, we are limited in places that we can park. Students may be dropped off at Gibson at 7:45 AM. Students are not to arrive at school before this time as supervision is not provided. All students need to be picked up in a timely fashion following dismissal. Parents are encouraged to find alternate locations to pick-up and drop-off students at Gibson Elementary School.

Driveway in front of school - The driveway in front of the school will be closed from 8:00 AM – 2:50 PM. ONLY school buses and licensed day care (sign posted in your windshield) will have the use of the driveway during these hours. The passageway must remain clear at all times.

The Loading Zone – This is the area in front of the school designated by white diagonal lines. Like at the airport, it is important that this is for the immediate loading and unloading of students. NO PARKING! Parents or guardians must stay with their cars at all times in this area so they can be moved quickly in an emergency. The red zones in front of the school are monitored by law enforcement, and tickets are expensive.

10 Minute Parking – For those times you need to come into the office to pick up your child from the nurse's office or for an appointment, we have designated three 10 Minute Parking Spots. These are not spots for classroom volunteers or teachers. Instead they are for the parents who need to be on and off campus quickly! Think of restaurants with those "Pick-Up Order" parking spots!

Handicap Parking Spots – Please be considerate that we have several students on campus who need these spots. Cars that do not have placards will be ticketed and/or towed.

Fire lanes – These red zones are NO PARKING ZONES. Your car can be ticketed or towed should it be in one of these areas!

So what do I do if the loading zone is full?

Please do not create parking spots where they do not exist. Please park your car on the street and walk onto campus. Please do your part to keep our campus safe!

Release Procedures for end-of-day release at the front of school:

RELEASE TIMES	
MONDAY, TUESDAY, THURSDAY, FRIDAY	
TK and Kinder	2:00 PM
Grades 1-3	2:15 PM
Grades 4-6	2:45 PM
WEDNESDAY	
TK and Kinder	1:30 PM
Grades 1 st -6 th	1:35 PM

Prior to Release Times

Parents of students at all grade levels are requested to wait on one of the sidewalks that runs the same direction as Gibson Road. Parents may wait on either side of the driveway that runs in front of the school, but please allow school staff to cross your children safely across the crosswalk rather than encouraging them to cross at other points on the driveway.

Kinder Release Time

Teachers will walk their own class out front and stand at a designated location so parents or child care providers can pick up children. Teachers will release students to people whose names appear on the emergency card. At 2:10 PM, teachers will walk their students to the multipurpose room. Kindergarten students will wait in the multipurpose room to be picked up by parents or child care providers.

Primary Release Time (Grades 1-3)

Teachers will release students from their classroom at 2:15 pm. Students who have siblings or take the bus will wait in the multi-purpose room where tables are assigned to their grade levels. Students who are leaving directly will come out the entrance gate(s) and can leave once they see their parents or child care providers. Those who do not can sit on the benches until 2:20. At 2:20, all primary students who cannot see their parent or child care provider will be taken to the multipurpose room. Students who go to the YMCA or CDC after-school child care will need to collaborate with them to find a designated meeting spot.

SCHOOL TRAFFIC AND PARKING (cont.)...

Intermediate Release Time (Grades 4-6)

Teachers will release students from their classroom at 2:45 pm. Students who have siblings or take the bus will wait in the multi-purpose room where tables are assigned to their grade levels. Students who are leaving directly will come out the entrance gate(s) and can leave once they see their parents or child care providers. Those who do not can sit on the benches until 2:50 pm. At 2:50, all students in grades 4-6 who cannot see their parent or child care provider will be taken to the multipurpose room. Students who go to the YMCA or CDC after-school child care will need to collaborate with them to find a designated meeting spot.

Alternate locations to pick-up and drop-off students are:

- Students walk west on Gibson Road approximately ½ block to Spruce Street and meet their ride.
- Students walk east approximately ½ block to College Street and meet their ride.
- Students walk south on the walkway parallel to the field and exit the Monte Vista gate and meet their ride. (Supervision is provided for 5 minutes following each dismissal time.)
- Students walk east near the primary playground and exit the Truckee gate, then walk to College Street to meet their ride. (Supervision is provided for 5 minutes following each dismissal time.)
- The south side of Gibson Road in front of the school is available for pick-up and drop-off. (The area is congested immediately following the dismissal of students)
- Parent's park nearby and walk to campus to meet their child.

Truckee and Monte Vista Gates

If you choose to use Truckee Court or Monte Vista Street to drop off and pick up your child(ren), please use these areas with care. It is very important to be considerate of the residents of these areas and ensure that student behavior is respectful of their residential area. The gates at Truckee and Monte Vista will be open before school starting at 7:00, but only briefly after each dismissal time. Students are expected to walk to the multi-purpose room area to wait for the cafeteria to open. The gates will be locked during the school day. Please do not drop off your children before this time as they will not be supervised.

Student Safety When Walking To and From School

Students are not to cross Gibson Road except at approved intersections with stoplights. Students should walk in pairs/groups and not linger while en route. **DO NOT STOP TO PLAY!!** Go directly to school or home. Please remember that schools are responsible for student behavior while coming to and going home from school.

Bus Safety

All bus riders are expected to exhibit good conduct and courtesy on the bus and at the bus stop. A citation means that the child has not been responsible with his or her behavior on the bus. A citation should result in a correction of the problem. Repeated citations could result in the loss of riding privileges on the bus. In these cases the parent is responsible for ensuring that the child is at school, and on time.

- If your child does not arrive to the pick-up/drop off location on the bus please call transportation immediately. Also, please call the school at 530-662-3944.
- The telephone number for the WJUSD Office of Transportation is 530-662-8874.



EMERGENCY PROCEDURES

Earthquake

All persons on campus should “drop, cover, and hold” seeking shelter under their desks and covering their head. Students out of the classroom should report to their teacher as soon as it is safe to be marked present. Announcements will be made if an evacuation is required. Students should not use cell phones to contact emergency authorities or families during an emergency unless directed by staff. During an emergency, students will not be released to parents without the expressed consent of the school’s administration.

Emergency at home requiring student contact

Parents or family members that need to reach their student as a result of an emergency at home must call the school at (949) 515-6940. Students may only be released to authorized adults listed on their Emergency Information card kept in the Attendance Office. It is vital that this card be updated at any time information on the card has changed or needs to be amended.

Fire or other evacuation

All persons on campus must evacuate the buildings and proceed to the evacuation area on the blacktop near the baseball and softball fields. Students will evacuate by using the closest exit according to the posted evacuation routes. Each teacher has a designated location for his/her class. Students are to be seated on the blacktop with their class and teachers will take attendance. Students should not use cell phones to contact emergency authorities or families during an emergency unless directed by staff. During an emergency, students will not be released to parents without the expressed consent of the school’s administration.

Lockdown

All persons on campus should seek shelter in the closest classroom as quickly as possible. Students should comply with the staff’s directions immediately and not question the reason for the lockdown. All doors and classroom gates will locked. All persons should be as far away from door, windows, and gates as possible. Students should not use cell phones to contact emergency authorities or families during an emergency unless directed by staff. During an emergency, students will not be released to parents without the expressed consent of the school’s administration.

Medical Emergency on Campus

The front office should be the first call for a medical emergency at (949) 515-6940. The office will contact emergency services (911) for you. If a student calls 911 directly, emergency services will call the school to determine the location of the emergency. The front office will be able to direct them to the correct location. The front office will also dispatch the school nurse to the scene.



STUDENT RECOGNITION

Gator Greens

Sometimes, we want to recognize students for doing something a little extra special, a little extra respectful, and little extra worthy of praise. Throughout the year, all staff members will be encouraged to recognize students who distinguish themselves in a special way and exemplify any of Gibson's "Big Three." Students may save their Gator Greens to purchase items at our Gator Store.

1 Million Word Club

Studies have shown that students who read more do better in school. They are better spellers, better readers, better writers, and better thinkers. We challenge every student to embrace our Accelerated Reader program. Students who read and take the Accelerated Reader test for books they read can win special recognition at the end of the year with the 1 Million Word Club. This special recognition goes only to students who read at least one million words in a school year.



Contests – Writing, Art

Throughout the year, budding writers and artists will have opportunities to submit their work for awards and recognition throughout the school year. Be on the lookout for opportunities from the Young American Poetry Digest and many others.



Attendance Incentives

Again, recent research has shown that students who have good attendance are more likely to be successful in school and less likely to have truancy/tardy issues in high school and in their careers.

- Each week, the classrooms with perfect attendance submit their tickets to the Attendance Clerk. During our monthly Gator Awards, there is a raffle for TK-3 and Grades 4-6 for a special treat for the entire class.



- Each month, students who are on time and have no unexcused absences are recognized by our Student Council members with a "Perfect Attendance" pencil or a brag tag.



- Each month, the classroom with the highest attendance percentage rate in each grade level will walk away with the Attendance Trophy!



- At the end of the school year, students with perfect attendance are recognized.



GIBSON'S ACADEMIC & ENRICHMENT PROGRAMS

Gibson School offers a wide range of opportunities for our students' academic growth. Each and every student will have the chance to work toward his/her own potential in English Language Arts, Mathematics, English Language Development/Academic Language Development, Social Studies, Science, and Physical Education.

The Core Academic Program

The State of California mandates that all students receive a certain number of minutes of instruction in the areas of English Language Arts, Math, Science, Social Studies, and Physical Education. Gibson meets these requirements and uses the state-adopted core programs to provide instruction.

Special Academic Programs

Early intervention through the use of student study teams and diagnostic placement of students enables us to serve students with learning needs through highly trained staff and research-based curriculum. We work for inclusion of all special needs students to the highest extent possible. Classroom teachers stress cooperative instructional strategies and adapt whole group techniques to provide for maximum participation and learning of all students.

Gifted and Talented Students (GATE) receive differentiated instruction during the regular school day and have the benefit of some after school enrichment classes. These enrichment classes are organized at the District level and may or may not take place at Gibson.

Each day, Gibson provides a block of time for leveled, targeted instruction. Children with a primary language other than English receive English Language Development daily to assist them in reaching their highest potential academically. Children who speak English as their first language will receive Academic Language Development, which focuses on skill development and increasing academic vocabulary.

Music Program

Gibson School has a beginning and advanced band for 5th and 6th grade students. Students may join if the classroom teacher grants permission. Students have a responsibility to catch up on instruction missed during band time, and must keep up homework and attendance to continue participating in band. Students must also pass a music placement test administered by the band instructor and will either rent or buy their own musical instruments.

Science

Grades 4-6 receive 125 minutes weekly of dedicated science instruction. Gibson employs a highly trained science teacher who offers creative and engaging science classes throughout the week. Students are offered an opportunity to participate in the Green Team's recycling activities as well during the school year.

Technology and Internet Access

Gibson Elementary School is increasing opportunities for each and every student to learn through technology. Our goal in providing these services to teachers, staff and students is to promote educational excellence by increasing the resources available to students. All students will be able to access and use the Internet to increase their learning experiences.

In order for a student to gain access to the Internet, he/she must have parental/guardian permission. This permission will be assumed to be given unless parent/guardian return the form which allows parent/guardian the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. Student use of district computers to access social networking sites is prohibited.

Physical Education

While every student at Gibson Elementary has two recesses a day to play and exercise, it is important that students receive instruction in exercise, coordination, teamwork, and healthy living. In addition, our fifth grade students are prepared to take the Presidential Physical Fitness Test through the U.S. Department of Education.



Student Council

Student Council is a student leadership organization comprised of students from 6th grade elected by their peers. Election of officers is held in the spring for the following year. Students in 6th grade can hone their leadership skills in student council while planning school dress-up days, leading morning pledge, community service with support of the *Make a Wish Foundation*, *Red Ribbon Week*, and *community canned food drives*. Student council also sponsors a monthly student store, pumpkin sales, staff appreciation and special holiday activities. The student Council meets monthly with its advisors to organize the events.

Yolo Arts – Ceramics

For over 8 years Yolo Arts and Gibson Elementary have worked together so that the visual arts remain a part of the school's curriculum. This program has consistently served over 700 students every year. We have several murals around our campus that demonstrate student knowledge of American history, ancient civilizations, and environmental science all of which were created by our students under the direction of the teaching artist. The public art is a source of pride and generates enthusiasm for the arts among our students. Gibson Elementary is committed to continuing our partnership with Yolo Arts in providing our students with standards based arts education. Our school community of students, teachers and parents look forward to this quality arts program as we recognize the importance of arts instruction in learning, problem solving and creativity development.

Douglass Middle School Mentoring

In collaboration with our local middle school and their Leadership students, we are able to provide our students in grades 4-6 a mentorship program. Although mentors can fill any number of different roles, all mentors have the same goal in common: to help young people achieve their potential and discover their strengths. A mentor's main purpose is to help a young person define individual goals and find ways to achieve them. Since the expectations of each child will vary, the mentor's job is to encourage the development of a flexible relationship that responds to both the mentor's and the young person's needs.

Alliance Redwoods

This project is designed to provide Gibson sixth grade students with firsthand experiences in redwood forests after building their background knowledge through classroom activities. Students will then take the combination of in-class instruction and firsthand experience to build learning experiences for their Kindergarten "buddies" and engage in advocacy with other members of the school community. Gibson Elementary School is lucky in that we have a memorial redwood grove on campus which can be used by our older students to teach our younger students about the treasures of the redwoods. Key components of the project include classroom instruction using Save The Redwoods educational materials, a week-long trip to Alliance Redwoods (an outdoor school in Occidental, CA), cross-age tutoring activities including both student-created and Save the Redwoods materials.

Musical Theatre

Funded by our generous donations of time and money from our PTA, all K-6 students can participate in instruction provided by the Woodland Opera House. Every student who wants to participate can. This is a wonderful opportunity to instill confidence and long-lasting friendships. Our students get an opportunity to perform at the Woodland Opera House during the Fall and Spring!

Garden Club

Our students can participate in a variety of gardening activities such as composting, pest containment, weeding, planting, garden art, nutrition and maintenance. The Garden club encourages the next generation of veggie eaters and growers to be healthy.



Communication

Success in the classroom for your child will in part depend on communication with your child's teacher. Our staff members are available to talk with you and address any questions or concerns that you may have. Please address any issues as early as possible and allow us to work through those issues with you. Don't be afraid to ask questions! We are here for you.

Email/School Loop

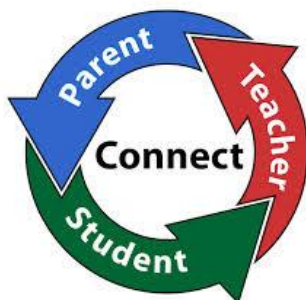
Teachers can be reached through email, and teacher/staff email addresses use the following convention: firstname.lastname@wjusd.org. In addition, the school has a web page at <http://www.gibson.wjusd.org/>. Teachers have links to their own classroom pages off the front page of the school website. If you register for School Loop, you will receive regular emails with updates on our calendar, activities, and messages. Registration is free and easy.

Report Cards

Report cards will be issued three times a year, during November parent conferences, March parent conference, and sent home with students on the last day of school. Additional conferences may be arranged by calling the school at 666-3944 and leaving a message for the teacher.

Parent Teacher Conferences

Parent conferences are held one week in the fall and spring to review the child's progress. Parent conferences go beyond simple reports of grades and give parents time to review and share student progress in each skill area. When notice is received, please notify the teacher immediately if scheduled time is inconvenient, so that a suitable time can be scheduled for the conference. We do make every effort to schedule siblings on the same day for conferences to minimize the impact of conferences on families.



BE SAFE
BE RESPECTFUL
BE RESPONSIBLE

Lyrics to the Gibson Gator Song

Gators, you Gibson Gators. You're the tops. You're my kind of place. Oh Gators, you Gibson Gators. We love you so. We set the pace. The kids are always winning. Teachers are the best. Our spirit is the greatest. We're the Gators of the west. Oh Gators, you Gibson Gators. You're the tops. You're my kind of place.

SCHOOL-WIDE DISCIPLINE PLAN

SCHOOL DISCIPLINE POLICY

Modeling appropriate behavior is the responsibility of every adult and child in our Gibson Elementary community, including students, principal, teachers, classified support staff, and parents. Our success depends on the commitment and respect shared by all. By working cooperatively, we establish an atmosphere that maximizes student learning.

Gibson's "Big Three" were created to promote the well-being and safety for our school community. Positive attitudes toward school and self and long-term changes in behavior are educational goals for each student at Gibson. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. Awards, special events, and other opportunities for student recognition for positive achievement help to build school spirit and pride. This year, Gibson Elementary will continue using the B.E.S.T. (Building Effective Schools Together) model. We have chosen Gibson's "Big Three" rules and they are:

- 1) Be safe**
- 2) Be Respectful**
- 3) Be Responsible**

Each of these rules has specific behaviors we ask of students. You can find behaviors for different areas of school on the following pages. Each staff member establishes classroom rules and consequences that follow Gibson's Big Three. Parents are asked to read and discuss classroom and school rules with their child(ren). We hope to work together for the betterment of your child and our school. Gibson playground rules of conduct follow, as well as an example of how students can be coached to work through problems. We ask that you use this information at home as well to support a consistent behavioral approach. We are also including the Sequential Discipline Standard for WJUSD to ensure that you understand our approach to violations of the Student Conduct policies of Gibson.

GIBSON'S DISCIPLINARY GOALS

1. Students will know and understand all the school and classroom rules and expectations at Gibson Elementary School.
2. Our "Big Three" will provide consistency, a sense of fairness and order for all of our students.
3. We will assist students in learning self-control, problem solving and choosing responsible behaviors.

SCHOOL VALUES

All students, parents and staff of our school will be expected to adhere to the following basic values:

1. Learning takes precedence over any other activity at school.
2. Don't interfere with anyone's education, including your own.
3. Respect property; yours, the school's and other people's.
4. Treat yourself and everyone else with respect, courtesy, and kindness.



School Responsibilities

It is the responsibility of Gibson Elementary to:

- Provide a safe, orderly and healthy environment which is conducive to learning and positive self-esteem
- Establish clear, fair behavior expectations which will be consistently enforced
- Communicate to parents regarding student behavior and academic progress
- Inform students and parents of student and parent rights and responsibilities, rules and consequences
- Contribute to the atmosphere of respect and pride for self, school and community

Parent Responsibilities

It is the responsibility of the parents to:

- Instill in your child a desire to learn and strive for high academic achievement
- Become acquainted with your child's school, its staff, curriculum, and activities
- Insure regular and punctual school attendance and to provide timely verification of absences
- Support your child's success by understanding the academic expectations for his/her grade level, assuring homework is complete and by maintaining communication with his/her teacher
- Guide your child to develop responsibility for his/her actions, to exercise self-control, and to develop socially acceptable standards of behavior
- Teach your child, by word and example, respect one-self, for law, for the authority of the school, and for the rights and property of others
- Know and understand the rules your child is expected to observe at school, be aware of the consequences of the violation of the rules, and support the school in the application of its policies
- Attend parent-teacher conferences and support school functions
- Encourage your child to develop positive school spirit and to participate in school activities, sports and clubs.

Student Responsibilities

Your parents, community, and the school district have worked hard together to provide you with staff, buildings, and equipment to help prepare you for a successful future. We are committed to providing you with the best possible education. In turn you need to take pride in your school and at all times do your "**Personal Best.**"

Throughout the school year you will be expected to assume the responsibilities listed below:

- Attend class regularly. This means come to school every day.
- Be in your assigned seat with all necessary materials at the start of the school day.
- Be on time to school. After 8:15 a.m. you are considered late.
- Complete all assignments and homework by giving it your "Personal Best" effort.
- Treat every student and staff with respect.
- Follow specific rules in and out of your class.
- Help maintain the school building, all school equipment and materials.



GENERAL PLAYGROUND RULES

- All breakfast and lunch food must be eaten where the food is served. Designated snack area is by room 15. No food may be taken out to the blacktop area or back to class.
- **NO GUM** is allowed at school.
- Balls are not to be thrown against buildings.
- On blacktop, no balls are to be kicked.
- No toys, cell phones, games or personal items from home. Gibson is not responsible for lost items.
- Chasing games on the grass only.
- No kicking or sitting on basketballs or red balls.
- Students may not decline other students from playing in games or restrict other from areas on the playground.
- Students may run on the blacktop **except after the freeze whistle.**

PLAY STRUCTURE RULES

- Always use the play structure in a safe manner!
- Walk in and around the play structure. Do not play tag or chase.
- One person at a time should cross the equipment in one direction.
- Do not sit or walk on top of the bars.
- Please don't hang from your knees or jump off the structure.
- **Keep the bark on the ground, and not in your hands.**

CLASS MEETINGS

Our school believes that it is very important to teach students problem solving and decision making skills. Students learn to constructively solve playground and classroom problems using an agenda to bring the problem to the group for help. Students & teachers positively reinforce each other through compliments. Children learn the social skills necessary to get along with others and solve problems in a positive manner.



GAMES NOT ALLOWED AT RECESS

- Tackle Football
- Baseball
- Dodge-ball
- Tag (on the black top)
- No tennis balls or racquetballs
- No Footballs

Always follow the rules of the game when playing. If you have a disagreement, ask a teacher for help in solving the problem. Never lock another student out of a game.

Students who do not follow the rules:

- 1st verbal warning
- 2nd five minute time-out
- 3rd loss of game privileges for the rest of the day

HOW TO LINE UP

At Gibson we freeze when the bell rings.

- **STOP**
- **LOOK** for the playground supervisor
- **LISTEN** for the whistle

WALK to your line-up station quietly. Hold all equipment.

HOW TO SOLVE A PROBLEM YOURSELF

What Can I Do???

- Tell the other person calmly to stop what they are doing because it bothers you
- Talk it over
- Ask a question (Did you do that on purpose?)
- Walk away
- Ignore it
- Go to another game
- Apologize, say sorry
- Wait and cool off (Try again later)
- Make a deal (You get it now, and I get it later.)
- Compromise (Take turns)
- Share

**If you still can't solve it, ask for help.
Asking for help is not the same as telling on someone!**

BULLYING

Bullying, of any kind will not be tolerated at Gibson Elementary School and may warrant an immediate referral to the Principal. Behavior that falls under the three following categories will be dealt with seriously and will have immediate consequences.

1. **Verbal Bullying** – Name-calling, negative comments, intimidation, harassing phone calls, and/or sending negative notes.
2. **Physical Bullying** – Intentional and/or repeated pushing, scratching, tripping, harming with any object, damage to personal possessions, and/or gestures that carry specific derogatory meaning.
3. **Social Bullying** – Verbal and written gossip, making personal information public, setting someone up and exclusion.

Have You Filled a Bucket Today?



LUNCH RULES & PROCEDURES

Students who choose not to follow the rules may be denied cafeteria privileges, may be moved to the end of the line, isolated from the rest of the students or given another consequence.

Students WILL:

- After you sit down, raise your hand if you need anything
- Listen to and follow the direction of the lunch monitor and adult staff.
- Indoor voices in the lunch area.
- Put empty trays at the designated place.
- Dump any liquids into the white buckets. Milk that has not been opened goes into the milk containers.
- Walk when entering and leaving the lunch area.
- **Clean the table and floor of trash. Put trash in the garbage cans.**
- To be excused for recess, students raise their hands and wait for an adult supervisor to come, check the area, and then dismiss them. **No one else** may dismiss them.
- Lunch boxes are placed in lunch buckets, not carried to the playground.
- Act respectfully and responsibly.

Students will NOT:

- Take or give cuts
- Use loud voices
- Run in the cafeteria
- Change seats
- Throw food or any other objects (Immediate referral to Principal)
- Take another student's food (no sharing school lunch or home lunch).
- Leave food on the table
- Take food out of the cafeteria to eat on the playground
- Run to the playground from the cafeteria



DRESS CODE

We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. We use the District's policy on Dress and Grooming as our guide.

WJUSD DRESS AND GROOMING POLICY

In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review district regulations and may establish additional school rules governing dress and grooming which are in compliance with district regulations and the following guidelines. Such proposed school rules must be reviewed and approved by the Superintendent. To accomplish consistency of this message, this item will be shared at least annually with the school site staff, both certificated and classified, as it is the entire school's responsibility to enforce these standards.

The following guidelines shall apply to all regular school activities:

1. All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed.
2. Shoes must be worn at all times. At all elementary schools, for safety reasons, flip-flops or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps.
2. Clothes shall be sufficient to conceal undergarments at all times. See through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, torn off sleeves, or bare midriffs are prohibited. Skirts, shorts, and tops must conceal all body parts, especially when the student is sitting down or bending over.
4. For outdoor activities: Sun-protective clothing, not limited to hats (Ed. Code 35183.5), shall be allowed. Hats, caps and other head coverings shall not be worn indoors. Bandanas, scarves, hairnets, hair rags, etc. will not be allowed. Students may wear head coverings in observance of their religion.
5. 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 or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Jewelry, accessories, or ornaments that may be considered dangerous objects are prohibited.
6. Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denoting membership in a gang is prohibited. Tattoos or piercings/body adornments that obviously are gang-related, i.e. name of a gang, gang language, or reference to a gang are forbidden.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet and/or is so extreme as to disrupt the educational process.

Consequences:

- Students may be asked to modify clothing or a change of clothes will be issued to student
- Parent contacted to bring a change of clothing

Gibson Gators Assembly



I am Safe.
I am Safe.

- Go to your assigned area.
- Sit and stay in your spot.
- Keep hands and feet in personal space.

I am Respectful.
I am Respectful.

- Put your eyes on the speaker.
- Be an active listener (eyes and ears).
- Applaud or cheer at appropriate times.

I am Responsible.
I am Responsible.

- Wait quietly during seating and dismissal.
- Face forward.
- Be a good example.

Gibson Gators Bathrooms



I am Safe.
I am Safe.

- Keep your feet on the floor and do not climb on fixtures or walls.
- Wash your hands after you use the rest room.
- Leave the light switch alone.

I am Respectful.
I am Respectful.

- Keep the restroom clean by using the toilets appropriately.
- Throw away any garbage you create in the bathroom.
- Use an indoor voice

I am Responsible.
I am Responsible.

- Keep the walls and floors free of graffiti.
- Use the restroom quickly during recess or lunch.
- Use the toilet paper and towels the way they should be used.

Gibson Gators Classroom



I am Safe.
I am Safe.

- Keep body and objects to self.
- Use supplies appropriately.
- Walk in the classroom.

I am Respectful.
I am Respectful.

- Raise quiet hand to share or ask question.
- Listen quietly when others are talking.
- Put your eyes on the speaker.

I am Responsible.
I am Responsible.

- Follow directions the first time they are given.
- Accept consequence without arguing or complaining.
- Do your work quietly.

Gibson Gators Dismissal



I am Safe.
I am Safe.

- Wait for an adult before leaving for your gate.
- Walk in a straight line down the hallway.
- Keep hands, feet, and objects to yourself as you walk to your gate.

I am Respectful.
I am Respectful.

- Keep your voice off while you walk past other classrooms if they are learning.
- Follow directions given to you by an adult.
- Wait to go into the multipurpose room in a quiet line.

I am Responsible.
I am Responsible.

- Know the pickup arrangements you make with your family or babysitter.
- Remember to grab your backpack, homework, planner and other materials before you leave class.
- Take out homework, reading, or another quiet activity if you are waiting for a bus or an older brother or sister in the multipurpose room after school.

Gibson Gators Hallways



I am Safe.
I am Safe.

- Walk when moving from place to place on your own.
- Keep your hands, feet, and objects to yourself.
- Stay on sidewalks and paths.

I am Respectful.
I am Respectful.

- Keep your voice off when walking past other classrooms when they are learning.
- Say “Good Morning” or “Good Afternoon” to people you pass.
- Follow adult directions.

I am Responsible.
I am Responsible.

- Move quickly from place to place.
- Pick up garbage on the ground and throw it away if you see it.

Gibson Gators Cafeteria



I am Safe.
I am Safe.

- Keep hands and feet to self in line and at the table.
- Eat your own food.
- Walk in the cafeteria.

I am Respectful.
I am Respectful.

- Use kind words with others.
- Raise hand to leave seat or for help.
- Use indoor voice.

I am Responsible.
I am Responsible.

- Follow directions.
- Accept consequences without arguing or complaining.
- Clean up eating area.

Gibson Gators Morning Pledge



I am Safe.
I am Safe.

- Walk to your line after the whistle.
- Keep your hands, feet, and objects to yourself in line.

I am Respectful.
I am Respectful.

- Turn off your voice when someone starts speaking at the microphone.
- Take off hats and hoods when it's time to do the Pledge.
- Look at the flag during the Pledge.

I am Responsible.
I am Responsible.

- Hold school materials and recess equipment quietly while in line.
- Arrive on time to your line.
- Watch for your line to begin moving. Don't get left behind!

Gibson Gators Playground



I am Safe.
I am Safe.

- Play in designated areas only
- Use the equipment the way it is supposed to be used.
- Line up with your class when the whistle blows.

I am Respectful.
I am Respectful.

- Share equipment.
- Take turns with others.
- Include others.
- Stay away from classrooms during recess so you don't disturb learning.

I am Responsible.
I am Responsible.

- Follow directions the first time you are asked.
- Accept consequences without arguing or complaining.
- Eat snack in the map area.



Woodland Joint Unified School District

Progressive Discipline Plan

Grades K-6

The Woodland Joint Unified School District recognizes that to maximize the learning potential of each student the school environment must be safe, secure and peaceful. The following guidelines, in accordance with Education Code and Board Policy, are enforced district wide in a fair and consistent manner.

The Progressive Discipline Plan was developed for all schools within the Woodland Joint Unified School District and outlines the Alternative Means of Correction that school sites may use, as well as consequences that may be issued for inappropriate student behaviors. Each administrator must consider the age, intent, and prior offenses of the student in determining the appropriate consequences. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District Policy and the California Education Code. If action warrants, students may be given consequences of second and third offense on the first offense.

Alternative Means of Correction (AMC) may include, but are not limited to (no particular order):

- | | | |
|--|--|----------------------------------|
| • Parent/Teacher Conference | • Exclusion from School Activities | • Class Meeting |
| • Parent Contact | • Behavior Contract | • Student Success Team (SST) |
| • Warning | • Conflict Managers | • School Attendance Review Board |
| • Referral to Student Services Office for Intervention | • Community Referral/Services | • Cross Age Mentoring |
| • Time Out in Buddy Class | • Parent Supervise Child in Class | • Projects on Campus |
| • Loss of Recess | • Parent Escort Student to/from School | • Community Service |
| • Citation may be Issued by School Staff | • Friday/Saturday School | • Counseling |
| • Detention | | • Restitution |

Home/School communication is critical to our student's success. Therefore, ALL interventions, including most AMC, shall include a parent contact and/or conference. We want our families to be partners in education at all times.

In accordance with Education Code 48911, all home suspensions shall be preceded by an informal conference conducted by the principal or the principal's designee, the pupil, and whenever practicable, the teacher or supervisor or school employee who referred the pupil to the principal. At this conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. At the time of the suspension, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone, and the parent or guardian shall be notified in writing of the suspension within 24 hours. If the parent/guardian can not be reached, the student's emergency contact number will be called. If the student is released to someone other than the parent/guardian, the school will make arrangements to meet to discuss the situation with the parent/guardian.

All unauthorized items brought to school and confiscated by staff may be returned to the student at the end of the school day on the first offense. Upon the second offense, parents may recover confiscated items, not held in evidence, upon administrative approval. Items not recovered by the end of the school year may be discarded. The Woodland Joint Unified School District, or any individual, is not liable for damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss or damage of private property.

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For 48915 (c) violations, the behavior must have occurred at school or at a school activity off school grounds. For all other offenses, the school has jurisdiction for behaviors occurring: while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during or while going to or coming from, a school sponsored activity.

Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48915(c)(1) Possession, selling, or otherwise furnishing a firearm.	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(2) Brandishing a knife.	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(3) Selling a controlled substance.	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(4) Committing or attempting to commit sexual assault or battery	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(5) Possession of an explosive <i>See Definition</i>	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(a)(1) Causing serious physical injury to another person except in self defense.	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana.	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(4) Robbery or Extortion	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(5) Assault or battery upon a school employee	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(c)(1) Possession, selling, or otherwise furnishing a firearm	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A

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Education Code 48900(a)-48900.7 offenses are outlined below. Interventions are offered and consequences are given when a student commits one of these violations.

Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; Threats	<ul style="list-style-type: none"> • AMC • Suspension (1-2) 	<ul style="list-style-type: none"> • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (2-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion
Fighting (may include pushing, shoving, or punching)	<ul style="list-style-type: none"> • AMC • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling • Notify police 	<ul style="list-style-type: none"> • Suspension (2-5) • Counseling • Notify police 	<ul style="list-style-type: none"> • Suspension (3-5) • Recommendation for expulsion
48900(a)(2) Willfully used force or violence upon another person, battery Police notification if serious bodily injury occurs (see definition)	<ul style="list-style-type: none"> • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (2-5) 	<ul style="list-style-type: none"> • Suspension (3-5) • Expulsion recommendation 	<ul style="list-style-type: none"> • Suspension (5) • Expulsion recommendation
48900(b) Possession, sale, or furnishing any knives, firearms, or other dangerous objects	<ul style="list-style-type: none"> • Suspension (1-5) • Recommendation for Expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstances • Notify police in case of possession of firearm or knife 	<ul style="list-style-type: none"> • Suspension (2-5) • Recommendation for Expulsion • Notify police in case of possession of firearm or a knife 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for Expulsion • Notify police in case of possession of firearm or knife 	<ul style="list-style-type: none"> • Prior action in effect
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance or an intoxicant of any kind Under the influence	<ul style="list-style-type: none"> • AMC or • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling and/or community service 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
Possession	<ul style="list-style-type: none"> • AMC or • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling and/or community service 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
Furnishing	<ul style="list-style-type: none"> • Suspension (1-5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) and • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect

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Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
Sale Police notification for all substance violations	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion - <i>mandatory</i> 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(d) Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant Police Notification	<ul style="list-style-type: none"> Suspension (1-5) Counseling Recommendation for expulsion 	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(e) Committed or attempted to commit robbery or extortion. Police Notification	<ul style="list-style-type: none"> Suspension (3-5) Recommendation for expulsion - unless the principal finds that the expulsion is inappropriate, due to the particular circumstances. 	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(f)* Caused or attempted to cause damage to school or private property (including graffiti)	<ul style="list-style-type: none"> AMC Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Restitution 	<ul style="list-style-type: none"> Prior action in effect
48900(g)* Stealing, or attempting to steal school or private property	<ul style="list-style-type: none"> AMC Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution 	<ul style="list-style-type: none"> Suspension (3-5) Restitution 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Restitution
48900(h)* Possessed or used tobacco or nicotine products	<ul style="list-style-type: none"> AMC Counseling 	<ul style="list-style-type: none"> AMC Suspension (1-3) Counseling 	<ul style="list-style-type: none"> Suspension (1-5) Counseling 	<ul style="list-style-type: none"> Suspension (1-5) Counseling
48900(i)* Committed an obscene act or engaged in habitual profanity or vulgarity <ul style="list-style-type: none"> Obscene act/ gesture Profanity 	<ul style="list-style-type: none"> AMC Suspension (1-3) AMC 	<ul style="list-style-type: none"> Suspension (1-3) AMC Suspension (1) 	<ul style="list-style-type: none"> Suspension (3-5) Suspension (2-3) 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Suspension (3-5)
48900(j)* Possessed, offered, arranged, or negotiated to sell any drug paraphernalia	<ul style="list-style-type: none"> AMC Suspension (1-3) Counseling 	<ul style="list-style-type: none"> Suspension (1-5) Counseling 	<ul style="list-style-type: none"> Suspension (5) Counseling 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion

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Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48900(k)* Willful defiance and/or disruption of school activities and/or the learning environment <ul style="list-style-type: none"> Cheating/Plagiarism Forgery Dress code violation Gambling Electronic device violation Pulling fire alarm Bystander in a fight 	<ul style="list-style-type: none"> AMC 	<ul style="list-style-type: none"> AMC Suspension (1-3) 	<ul style="list-style-type: none"> Suspension (1-5) 	<ul style="list-style-type: none"> Suspension (1-5)
48900(l)* Knowingly received stolen school or private property	<ul style="list-style-type: none"> AMC Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution
48900(m)* Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	<ul style="list-style-type: none"> AMC Suspension (1-5) Confiscate object 	<ul style="list-style-type: none"> Suspension (3-5) Confiscate object 	<ul style="list-style-type: none"> Suspension (5) Confiscate object 	<ul style="list-style-type: none"> Suspension (5) Confiscate object Recommendation for expulsion
48900(n) Committed sexual assault or battery <i>See Definition</i> Police Notification	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion - <i>mandatory</i> 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(o)* Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation	<ul style="list-style-type: none"> AMC Suspension (1-3) 	<ul style="list-style-type: none"> Suspension (1-5) 	<ul style="list-style-type: none"> Suspension (5) Notify Police 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Notify Police
48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma Police Notification	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(q)* Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization <i>See Definition</i>	<ul style="list-style-type: none"> AMC Suspension (1-3) 	<ul style="list-style-type: none"> Suspension (1-5) 	<ul style="list-style-type: none"> Suspension (3-5) Notify Police 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion

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Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48900(r)* Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel	<ul style="list-style-type: none"> • AMC • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
48900(t)* Aiding or abetting infliction or attempted infliction of physical injury to another person	<ul style="list-style-type: none"> • AMC • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
48900.2 Committed sexual harassment (grades 4 -12) <i>See Definition</i>	<ul style="list-style-type: none"> • AMC • Suspension (1) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion
48900.3 Caused, attempted to cause, threatened to cause, or participated in any act of, hate violence (grades 4-12) <i>See Definition</i>	<ul style="list-style-type: none"> • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
48900.4 Engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (grades 4-12) <i>See Definition</i>	<ul style="list-style-type: none"> • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (3-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion
48900.7 Making terroristic threats against students, school officials and/or property Police Notification	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (5) and • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect

* E.C. 48900.5 states that suspension may occur on the first offense only if "the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process."

DEFINITIONS:

Assault: An unlawful attempt, coupled with present ability, to commit a violent injury to someone.

Behavior Contract: This is a contract written by the classroom teacher for the purpose of assisting the student with a specific behavior.

Bystander: This is a student who verbally encourages negative behavior to continue. These behaviors may include, but are not limited to: remaining at a fight even when directed to leave, saying things to encourage the fight to continue.

Battery: A willful and unlawful use of force or violence upon another and where there is a clear victim and clear abuser.

Dangerous Object: Any object used in a dangerous way or an object that might cause harm to the student or others. Examples include, but are not limited to: safety pins, laser pointers, paper clips that are opened.

Detention: A student is assigned to a supervised area for a specified period of time before or after school, or at lunch. Students may not be detained for more than one hour after the close of the maximum school day, unless otherwise arranged with the parent/guardian. If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. The student shall not be detained unless the principal or

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designee notifies the parent/guardian. If, after talking with the parent, the student is unable to remain after school on that day, another day will be arranged (including Saturday, where applicable).

Expulsion: Expulsion means the removal of the student from their school for a specified amount of time. When a school site recommends expulsion, the site will forward the request to the Director of Student Services. The Student Services Department will notify the family to arrange for a meeting to discuss the recommendation.

Explosive: Defined as “a destructive device” which includes, but is not limited to: bomb, grenade, rocket with propellant charge of greater than 4 ounces, missile with a charge of greater than ¼ ounce, mine, similar devices, a weapon that can expel a projectile by explosive or propellant action, and parts which can be assembled into a destructive device.

DEFINITIONS:

Extortion: Using threats to obtain money or property from others.

Fight: Mutual combat. A physical confrontation between two or more students.

Hate Violence: Willful interference with or threatening another person's personal or property rights due to his/her race, ethnicity, national origin, religion, disability or sexual orientation.

Harassment, Threats & Intimidation: Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Obscene Act/Gesture: Any act or gesture that is considered offensive to others. Examples include, but are not limited to: using inappropriate hand gestures, rotating ones hips in a suggestive manner, or other similar behaviors.

Knife: As used in this section, ‘knife’ means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding blade that locks into place, or a razor with an unguarded blade (EC 48915(g)).

Robbery: Taking property by the use of violence (PC 211).

Serious Bodily Injury: A serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (PC 243)

Sexual Battery: As described in Penal Code section 243.4(d)(1): “Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse.” Intimate part means the “sexual organ, anus, groin, or buttocks of any person, and the breast of a female.”

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, if this behavior is sufficiently severe or pervasive to have a negative impact on the individual's academic performance, or creates an intimidating, hostile or offensive educational environment.

Student Success Team (SST): School-based teams who explore, in a structured procedure, alternatives for students experiencing attendance, academic, and/or behavioral problems.

School Attendance Review Board (SARB): Multi-disciplinary team at the District level. SARB committee is made up of school employees and community agencies who meet to discuss issues involving severe attendance and/or behavior issues. Referrals can be made to law enforcement and/or the District Attorneys Office for failure to follow the SARB directives.

Truancy: It is the expectation of this district that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities. Students may be asked to serve detention before or after school or during lunch time. Students may also be asked to attend Friday and/or Saturday School to make up for lost instructional time.

GIBSON ELEMENTARY SCHOOL

Parent Involvement Policy

GENERAL EXPECTATIONS

Gibson Elementary School agrees to implement the following statutory requirements:

- Gibson Elementary School will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- Gibson Elementary School will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Gibson Elementary School will make the Parental Involvement Policy available to the local community.
- Gibson Elementary School will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- Gibson Elementary School will adopt the school-parent compact as a component of its Parental Involvement Policy.
- Gibson Elementary will coordinate and integrate parental involvement with other programs and conduct activities that support and encourage parents in more fully participating in the education of their children.
- Gibson Elementary will provide such other reasonable support for parental involvement activities under this section as parents may request.
- Gibson Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- A. Parents play an integral role in assisting their child's learning;
- B. Parents are encouraged to be actively involved in their child's education at school;
- C. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- D. The carrying out of other activities, such as those described in section 1118 of the ESEA.

Gibson Elementary School will implement required school parental involvement policy components as follows:

1. Gibson Elementary School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
Gather and disseminate to parents for review the following materials: District wide Parental Involvement Policy and the School's Parental Involvement Policy. These materials will be disseminated to parents at regular Title I parent meetings, School Site Council meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, School Site Council meetings, parent/teacher conferences, school newsletters, school web site, and other regular written communications with parents.
2. Gibson Elementary School will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:
 - The School Parental Involvement Policy will be distributed to parents at Title I parent meetings.
 - The policy will be posted on the school web site.
 - Parents of new participating students will receive the policy upon registration if eligible for Title I.

3. Gibson Elementary School will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:
 - monthly School Site Council meetings
 - regular Title I meetings
 - PTA meetings
 - General School meetings
 - Monthly ELAC meetings
4. Gibson Elementary School will convene an annual meeting to inform parents of the following:
 - That Gibson Elementary School participates in Title I,
 - The requirements of Title I
 - Of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parental involvement policy, and the school's parental involvement policy and
 - Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page, and the automated phone system.
5. Gibson Elementary School will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
To encourage parents to attend these meetings, the school will offer training to parents in English and/or Spanish to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.

Gibson Elementary School will provide information about Title I programs to parents of participating children in a timely manner through the automated phone system, memos, newsletters, and the web page.

1. Gibson Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:
 - the annual Title I parent meeting
 - regular parent/teacher conferences
 - Title I meetings and Family Nights throughout the year
 - a) If requested by parents, Gibson Elementary School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
 - through prearranged meetings with the English Language Coordinator
 - through meetings with the student's teacher which may include the Title I Coordinator, the principal, and other staff as appropriate
 - b) Gibson Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
 - Parents may submit comments in writing regarding the school wide plan to their child's teacher, the principal, or the appropriate department within Woodland Joint Unified School District.

RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Gibson Elementary School will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:
 - Parent Training and Information Nights
 - Family Curriculum Nights
 - Parental access to the Teacher/Parent Resource library and other resources such as web sites, parent organizations, etc.
2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
 - The school-parent compact will be a part of the School Parental Involvement Policy on the school's web page.
 - During regular parent/teacher/student conferences, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.
 - As needed, the school-parent compact will be included in school newsletters along with the School Parental Involvement Policy.

3. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
 - the State’s academic content standards,
 - the State’s student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I,
 - how to monitor their child’s progress, and
 - how to work with educators:

Parents will receive training and necessary information on the topics above through:

PTA meetings, Project Inspire, School Site Council, English Language Advisory Committee Workshops and trainings, School-Parent Intervention Compact, highlights of the standards, list of web sites, and other school sponsored trainings and workshops.

4. As appropriate, the school will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children’s academic achievement and to foster parental involvement, by:
holding regular Title I meetings, Family Math Nights, and encouraging parental participation in Project Inspire, Parent Education Meetings, Adult ESL Classes, the Parent Institute Training and other training opportunities.
5. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
encouraging staff to attend parental involvement workshops and conferences, web-based learning, and site staff development.
6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
The school will provide all information in English and Spanish languages or in another format.