

GIBSON ELEMENTARY SCHOOL

A proud member of the Woodland Joint Unified School District

STUDENT-PARENT HANDBOOK for PHASE 1 of Distance Learning - 2020-2021



312 Gibson Road ● Woodland, CA 96695

530-662-3944 (Phone) ● 530-662-0945 (Fax)

www.gibson.wjUSD.org ● www.facebook.com/GibsonSchool

All information in this handbook is subject to change after time of publication. (8/1/2020)

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. 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 environment. We are very thankful for all of our parents' support and high level of involvement in our school life.

School Colors: Navy and White

School Mascot: Alligator

Grade Levels: TK-6

Office Hours: 8am-4pm, Monday-Friday

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

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 relationships 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

Welcome to the 20-21 school year! It is an honor for me to continue to be part of this community and I could not be more excited about continuing my journey in education here in Woodland.

This year will definitely look different from those in the past, but the staff and I are looking forward to meeting the challenges that this pandemic has brought us in order to bring you and your student an outstanding educational experience.

Our success will be dependent on our ability to come together as a community and commit to the success of *every* child, regardless of our learning platform. Our staff will be focused on: **RELATIONSHIPS, COMMUNICATION, and INSTRUCTION with ENGAGEMENT.** With these three areas in the forefront of everything we do, we hope to make every classroom a place where students feel loved, supported, and successful.

Our first two weeks of the school year will be all about getting to know our students, discovering how they learn best, and establishing respect and **RELATIONSHIPS** between teachers and student, and student to student. Part of this includes providing more time live on screen than during Spring in order to build better connections.

We will continue to improve **COMMUNICATION** this year. Parents are a pivotal piece to our success every year, but this year more than ever before. We are striving for fast, frequent, and meaningful messages. We have an active school Facebook group where we can share information with our families and share posts from our valued Gibson PTA. I will continue to deliver a weekly message on Sundays using ParentSquare (new to us this year!), which will be translated into Spanish as well. In order to set virtual learning apart from the distance learning of Spring, we will also strive for timely feedback to parents about student achievement.

Lastly, as a school committed to preparing & empowering students for a future of possibilities, we will focus on **INSTRUCTION.** This means continuing to improve our practices through professional development (books by Marzano, Fischer, Frey and Hattie), engaging all learners in a virtual platform both synchronous (live and at the same time) and asynchronously (not live), and assessing for learning.

This year will definitely come with its challenges, but through our strength, commitment and determination, we will make this a great year for our community!

-Ms. JaimeAnn Hopton

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.

Communication from the school comes in multiple methods, including: phone calls, recorded messages, text messages, emails, email blasts, newsletters, social media posts, surveys, and videos.

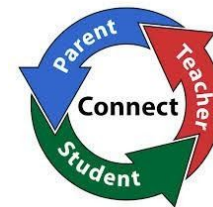
Email addresses and contact information for school personnel can be found on our school website at gibson.wjUSD.org.

Report Cards

Report cards will be issued three times a year - November, March, and June. You can review the content of TK-6 report cards via the [Elementary Education WJUSD webpage](#).

Parent-Teacher Conferences (*subject to change*)

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.



REGISTRATION

Updated contact information and address verification is required each year. Please make sure that you take special care to provide names and telephone numbers of individuals who are authorized to care for your child or make decisions on your student's behalf when you cannot be reached. *All contacts must be over the age of 18.*

TECHNOLOGY

WJUSD provides a Chromebook for every student.

Using a personalized username and password, students access the internet on their district-issued device through a Single Sign On (SSO) portal. This SSO gives them access to core curriculum programs, assessments, the learning management system and more.

In order for a student to gain access to the Internet, he/she must have parental/guardian permission, which is given or revoked by the parent/guardian during the annual registration/emergency card update.

Student use of district computers to access social networking sites is prohibited. To review the Acceptable Use Agreement, visit the Technology Department on the district website at www.wjUSD.org.

All students participate in yearly digital citizenship and safety lessons facilitated by the classroom teacher. Parents may find value in the resources available from commonsense.org.

Families needing assistance with access to an internet connection should contact the WJUSD Technology Department.

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.

PARENT GROUPS & INVOLVEMENT

How can parents get involved?

- Communicate regularly with your child's teacher
- Check your child's calendar, classwork and homework
- Join a parent organization such as PTA, ELAC, or School Site Council.

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 and how you can become a member.

School Site Council (SSC)

The School Site Council oversees the educational plan for instruction, approves the school plan, funds curricular changes, and gives input on school policy. Any parent can join our SSC meetings, but only members have voting rights.

English Learner Advisory Council (ELAC)

The English Learner Advisory Council gives advice on services and educational programs for second language learners. ELAC also approves the school plan, funds curricular changes, and gives input on school policy. Any parent can join our ELAC meetings, but only parents of English Learners can be voting members.

SCHOOL SECURITY

Gibson Elementary is a closed campus. As such, all gates and classroom doors will be locked during Distance Learning and Facilities Closures. Out of respect for a teacher's time and the instructional minutes of all students, please schedule all virtual or phone parent-teacher conferences either before school or after school hours.

Student and staff safety is our top priority.

DRESS AND GROOMING POLICY

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, including in a virtual environment. We use the District's policy on Dress and Grooming as our guide.

ATTENDANCE POLICY *(Subject to change due to COVID-19 and state/local guidelines)*

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 affect 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.)...

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.

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 9a.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.*

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.

NUTRITION



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

Paying for Food

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 through the [myschoolbucks.com](https://www.myschoolbucks.com) website. A courtesy lunch will be provided if a student’s account is delinquent. Bills will be mailed home, addressed to the parent/guardian when payment is required.

Visit <https://www.myschoolapps.com/Home/PickDistrict> to fill out an application. Our district’s zip code is 95695.

EXPECTATIONS FOR BEHAVIOR

The general rules for all conduct anywhere on campus at Gibson are “The Big 3”:

- **Be Safe**
- **Be Respectful**
- **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 page. 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.

Please visit our GATOR Virtual Learning Matrix on our website.

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.

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.

RECOGNITION, REWARDS, & AWARDS

Students who follow school rules & demonstrate good citizenship/work habits are recognized in many ways! Some of our most common ways are listed below, but this is not an exhaustive list.

- **Positive Communication** - Staff will communicate with parents regarding compliments on a child’s performance. This may be in the form of a phone call, email, or positive postcard mailed home!
- **PBIS Rewards** - We are going digital! Gator Greens from 2019-20 will be honored. Using an app, staff members will be able to award points to students for exhibiting appropriate and above & beyond behavior. Students may redeem points for privileges and tangible rewards.
- **Social Media Shout Out** (with parent permission for use of first name + last initial and photo!)
- **Academic and Citizenship Award** - Students may be recognized for positive academic & behavior performance.
- **Positive Praise**
- **Privileges**

DISCIPLINE PROCEDURES

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

- **Time Out** - Time out of class/removal from activity. The student on Time Out may not disrupt the environment to which he/she is assigned. Disruption will result in further consequences.
- **Loss of Privileges**
- **Restorative Justice**
- **Restorative Circle including Apology**
- **Contracts** - From time to time, contracts are established to focus on behavioral changes which will support the student in reaching his/her educational goals. Contracts may be written for an individual student or a group of children and may include such modifications and forms of redirection.
- **Suspension and/or Expulsion**

LET US HELP

Having a problem at school? Talk to your child's teacher first by either emailing him/her or leaving a voice-mail message. 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 office coordinator **(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. The site administrator may determine it is best for the staff member to join the conversation as well.

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 3 following categories will be dealt with seriously & 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.

CYBERBULLYING

If a student experiences bullying in a virtual environment, please follow these steps:

- **Don't respond to and don't forward** cyberbullying messages.
- **Keep evidence of cyberbullying.** Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this to report cyberbullying to web and cell phone service providers.
- **Block the person** who is cyberbullying.
- Cyberbullying can create a disruptive environment at school and is often related to in-person bullying. Our school can use the information to help inform prevention and response strategies. **Please report all cyberbullying that involves school devices and/or WJUSD students to the teacher, counselor and/or administrator.**

When cyberbullying involves these activities it is considered a crime and should be reported to the school and law enforcement:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy
- Stalking and hate crimes

Visit www.stopbullying.gov for additional resources.