

# GIBSON ELEMENTARY SCHOOL

*Preparing and empowering all students for a future of endless possibilities!*

---

## STUDENT-PARENT HANDBOOK 2019-2020



312 Gibson Road ● Woodland, CA 96695  
530-662-3944 (Phone) ● 530-662-0945 (Fax)

[www.gibson.wjusd.org](http://www.gibson.wjusd.org) ● [www.facebook.com/GibsonSchool](https://www.facebook.com/GibsonSchool)

*All information in this handbook is subject to change after time of publication. (8/21/2019)*

## 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 access to high-quality curriculum and instruction in a supportive and effective learning environment in order for all students to meet the California Common Core 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 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 (sleep, nutrition, hygiene, etc.) 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 – Be **Here, Everyday, Ready, and On-Time**
- 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 at 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 screen-time activities
- Show respect and support for my child, all students, and the school staff

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 – Be **Here, Everyday, Ready, and On-Time**
- Always try to do my best in my work and my behavior
- Have a growth mindset
- Come to school each day prepared with appropriate materials and completed assignments
- Communicate struggles/triumphs to both parents and teachers
- Make reading and homework a priority
- Follow the Big Three: Be Safe, Be Respectful, Be Responsible
- Always be kind
- 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
- Have a growth mindset
- Show respect for each child and his/her family
- Come to class prepared to teach
- Provide a safe and caring learning environment where students will develop responsibility for their behavior and learning
- Help each child grow to his/her fullest potential
- Provide appropriate homework experiences Enforce school and classroom rules fairly and consistently
- Encourage students and parents by providing information about student progress
- 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. 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. 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

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

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

### 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 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

As you read through this handbook, information that has changed from previous years or information that may be of particular interest will have a GATOR next to it.





## Gibson Elementary School

312 Gibson Road • Woodland, CA 95695

(530) 662-3944 • [gibson.wjUSD.org](http://gibson.wjUSD.org)

*Preparing and empowering all students for a future of endless possibilities!*

### CONDENSED BELL SCHEDULE 2019-2020

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

#### Monday, Tuesday, Thursday, Friday

Start/End Times	TK/Kindergarten	8:15am-2:00pm
	Grades 1-3	8:15am-2:15pm
	Grades 4-6	8:15am-2:45pm
Recess	TK/K	9:45am-10:00am
	Grades 1-3	10:05am-10:20am
	Grades 4-6	10:30am-10:45am
Lunch	TK/Kindergarten	11:00am-11:45am
	Grades 1-2	11:35am-12:20pm
	Grades 3-4	12:05pm- 12:50pm
	Grades 5-6	12:40pm-1:25pm

#### Wednesday

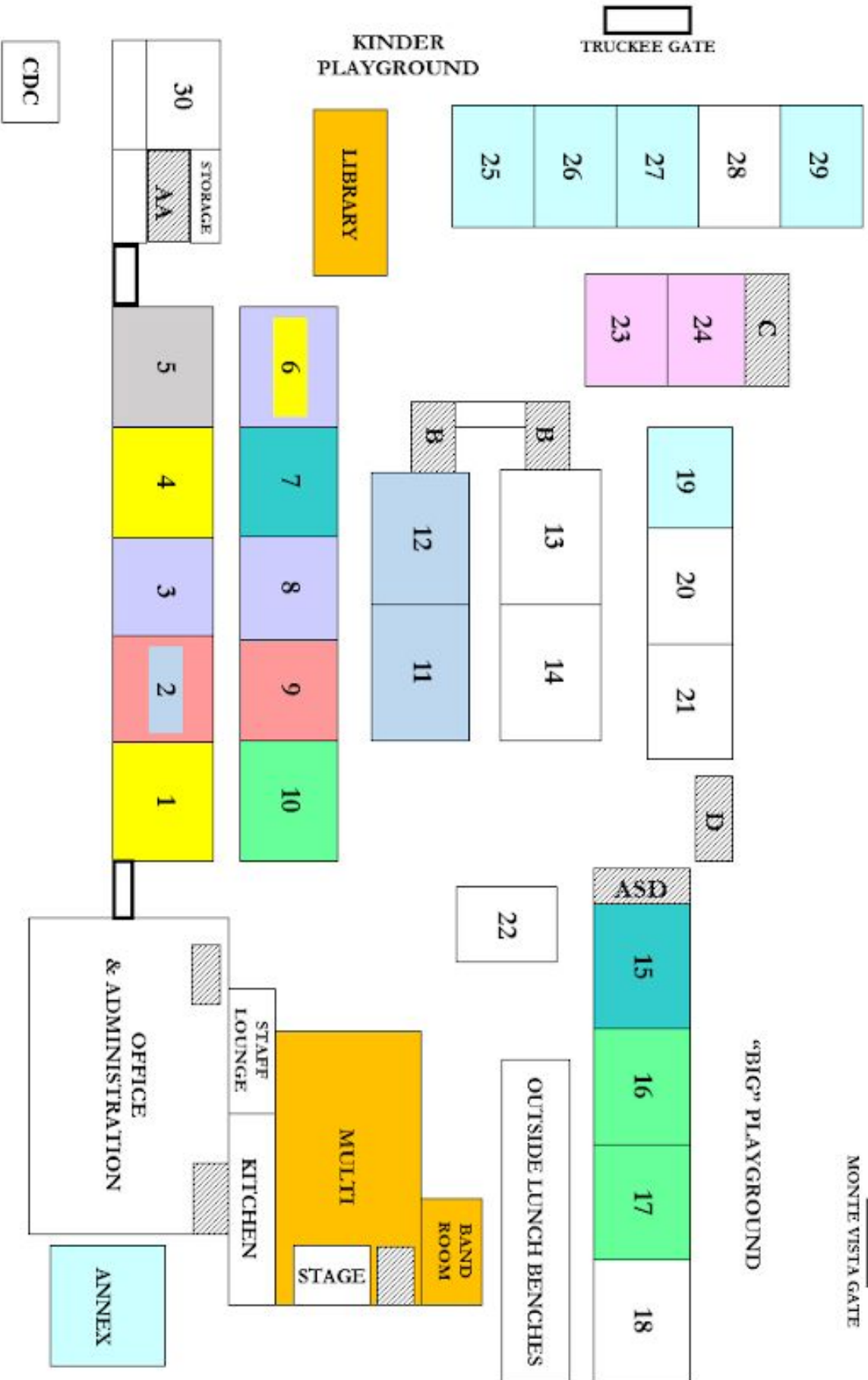
Start/End Times	TK/Kindergarten	8:15am-1:30pm
	Grades 1-6	8:15am-1:35pm
Recess	TK/K	9:45am-10:00am
	Grades 1-3	10:05am-10:20am
	Grades 4-6	10:30am-10:45am
Lunch	TK/Kindergarten	11:00am-11:45am
	Grades 1-2	11:35am-12:20pm
	Grades 3-4	12:05pm- 12:50pm
	Grades 5-6	12:40pm-1:25pm

#### Minimum Days

Start/End Times	TK/Kindergarten	8:15am-12:05pm
	Grades 1-6	8:15am-12:10pm
Recess	TK/K	9:45am-10:00am
	Grades 1-3	10:05am-10:20am
	Grades 4-6	10:30am-10:45am
Lunch	TK/Kindergarten, 1-3	11:00am-11:20am
	Grades 4-6	11:30am-11:50am

MONTE VISTA GATE

TRUCKEE GATE



## PRINCIPAL'S MESSAGE

Welcome to the 2019-2020 school year! It is an honor for me to be part of this community and I could not be more excited about continuing my journey in education here in Woodland.

I'd like to start this year with celebrating the growth our students made last year. Our students in grades 3-6 showed amazing growth in English-Language Arts based on the results of the state test, and many of our multilingual students showed proficiency in English. Contributing to their success was the support of parents like you, helping students to get to school each day on time, and encouraging them to do their personal best. Our staff focused on: collaborating with one another to bring their best instruction to the classroom with every lesson, dedicated and integrated English-Language Development, and Positive Behavioral Interventions and Supports. It worked, so we are back at it this year!

We will improve **COMMUNICATION** this year. We are striving for fast, frequent, and meaningful messages. We've created a school Facebook page where we can share information with our families and share posts from our valued Gibson PTA. Give us a like! I will continue to deliver a weekly message on Sundays via phone and email, which our parent liaison will translate into Spanish as well. We are looking to up our game with flyers and banners, too!

Another area of focus for Gibson will be our **COMMUNITY**. This includes serving you with good customer service, and providing opportunities for our families to be a part of the school through volunteering and visiting campus for a variety of school events.

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, building a master schedule that honors time for ELD, minimizing disruptions and maximizing instruction time, and building strong teacher-student relationships.

It's going to be the best year ever! Later, Gators!  
-Ms. JaimeAnn Hopton

## PARENT GROUPS & INVOLVEMENT

### How can parents get involved?

- Communicate regularly with your child's teacher
- Check your child's planner/homework folder daily
- Join a parent organization such as PTA, ELAC, or School Site Council.
- 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; and
- 3) Becoming involved in the PTA or School Site Council.



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

## ARRIVAL AT SCHOOL

Students may arrive to school beginning **7:45 am** and head to the cafeteria. School grounds will not be supervised before this 8am. **School pledge begins promptly at 8:15 am.** Students are expected to be standing in line at that time. Students who arrive after 8:15 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. Parents 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, Woodland Police Department 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 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.)...

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 am. 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.

**VISITORS**

**WELCOME!  
PLEASE SIGN IN  
AT OFFICE**



## 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 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 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.
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 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.

## 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 and email addresses 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\*

\*Please call for clarification

## CLASS PARTIES & BIRTHDAY TREATS



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. Please note: Red punch (Hawaiian Punch, etc.) and soda are **not allowed** for class parties. If you are interested in celebrating a birthday, consider non-edible items like pencils, erasers, markers, art supplies or a book to the classroom or the library in your student’s name.

## 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

Classes go on classroom instruction-related field trips (*State Capitol, Gibson House Museum, etc.*). 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 minimize disruptions and maximize educational opportunities.



## 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](http://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

Students in Kinder, 1st, and 2nd have access to iPads. Our students in grades 3-6 have access to Chrombookes. Grades 4-6 participate in a 1:1 program using school owned Chrome-books. Technology is used extensively for remediation and enrichment. Sixth graders have the opportunity to take the devices home in the evening. Differentiated support comes from programs such as iReady, Accelerated Reader and IXL. Additional iPads and Chrome-books are used for research, writing and test-taking.

## LIBRARY

Gibson has an extensive collection of books in both fiction and non-fiction. Volunteers are always welcome. For more information, please contact our Library Clerk 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 may be assigned campus clean-up duty.

### **ELECTRONIC DEVICE POLICY**

Students are not permitted to use cell phones, personal smart devices such as watches, 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**

Students are expected to engage in productive daily homework. Assigned homework will be tasks that are an extension of the day's curriculum. Materials assigned as homework is work that the student can completely independently without major errors, discomfort, or confusion.

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.

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. 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.

### **Release Procedures for end-of-day release at the front**

## SCHOOL TRAFFIC AND PARKING



In collaboration with our transportation department focusing on continuous efforts to ensure student safety, we have been reviewing our school arrival and dismissal procedures.

After 7:45 am, **our internal school driveway is reserved for buses and licensed day care providers only.** We need your support in using the loading and unloading zones in front of the school during arrival and dismissal. Vehicles may NOT be PARKED in the loading and unloading zone AND please do NOT BLOCK the school driveway.

There is a 30-minute parking zone marked in green in the front of the school past the loading/unloading zone which can be used throughout the day. Parking inside the school is reserved for employees along with two handicap parking spots. Once those 2 handicap parking spots are full, we won't be allowing any other vehicles into the lot. Licensed Daycare Providers will need to come into the office to provide a copy of their official business license.

Students may be dropped off at Gibson at 7:45 am, however, supervision is not available on campus until 8am. 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.

**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.

**Fire lanes** –Red zones are NO PARKING ZONES. Your car can be ticketed/towed if parked 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.

### **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 <sup>st</sup> -6 <sup>th</sup>	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. TK students are released from their classroom directly.

### **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.

Please do your part to keep our campus safe!

## **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 for pick-up/ drop-off:**

- 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 am, 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 530-662-3944. 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 be 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. 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.



Visitors and volunteers are important to us. This is why it is so important that visitors and volunteers sign in at the office and sign out when they leave. During emergencies, Gibson staff needs to know where our visitors and volunteers are so that we can direct emergency services to their location.

## STUDENT RECOGNITION

### Gator Greens

We want to recognize and praise students for doing something a little extra special, a little extra respectful, and a little extra worthy of praise. 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 redeem their Gator Greens for rewards and special privileges throughout the year.

### 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.

Weekly, monthly, and annual incentives will be used to motivate and celebrate students and classes with positive attendance!

### Assemblies

Gibson celebrates students in dozens of different ways. We may use our monthly assemblies to celebrate students’ citizenship and creativity, academics and attendance. Our goal is to celebrate students, recognize them for their successes, and to build school culture and spirit.



# 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.

## 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.

Strings is also available to all of our 4th grade students during the school day. Students will have the opportunity to learn to play the violin.

## 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.

## Student Council/Leadership Club

Student Council is a student leadership organization comprised of students from 6<sup>th</sup> grade elected by their peers. Election of officers is held in the spring for the following year. Students in 6<sup>th</sup> 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.

## 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.

## **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 peer 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.

## **Communication**

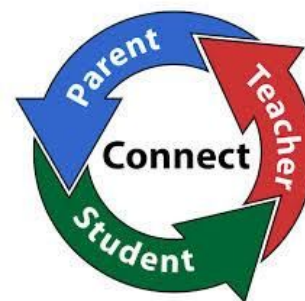
Success in the classroom for your child will in part depend on communication with your child's teacher. Our staff members are available to talk with you and address any questions or concerns that you may have. Please address any issues as early as possible and allow us to work through those issues with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

### **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 662-3944 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.



## BEHAVIOR EXPECTATIONS

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.

### Rewards For Positive Behaviors

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

- **Positive Communication:** Staff will communicate with parents regarding compliments on a child’s performance.
- **Gator Greens:** Gator Greens are given to students displaying positive, helpful, & courteous behaviors/work habits.
- **Academic and Citizenship awards:** Students may be recognized at assemblies for positive academic & behavior performance.
- **Attendance awards:** Recognition is given to those who are at school on time every day.

### Discipline Procedures

Every student shares the responsibility for maintaining a safe and productive environment at school. Students are expected to inform 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 spent in a teacher’s buddy class or the office. The student goes directly to the designated location. The student on Time Out may not disrupt the environment to which he/she is assigned. Disruption will result in further consequences.
- **Detention:** Loss of free-time privileges. The student eats and spends his/her free time under adult supervision in a designated location. The child will be given time for a break.
- **Contracts:** From time to time, contracts are established to train behavior and focus on behavioral changes 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 as loss of recess or some other form of redirection.

## 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.

## GIBSON GATOR'S POSITIVE BEHAVIOR MATRIX

Expectations	Arrival	Dismissal	Hallway	Bathroom	Assembly	Classroom
SAFE	<ul style="list-style-type: none"><li>Walk in the hallway.</li><li>Keep hands, feet, and objects to yourself as you walk to the cafeteria or blocktop.</li></ul>	<ul style="list-style-type: none"><li>Wait to <del>be escorted</del> before leaving for your gate.</li><li>Walk in the hallway.</li><li>Keep hands, feet, and objects to yourself as you walk to your gate.</li></ul>	<ul style="list-style-type: none"><li>Walk when moving from place to place on your own.</li><li>Keep your hands, feet, and objects to yourself.</li><li>Stay on sidewalks and paths.</li></ul>	<ul style="list-style-type: none"><li>Keep your feet on the floor.</li><li>Wash your hands after you use the bathroom.</li><li>Leave the light switch alone.</li></ul>	<ul style="list-style-type: none"><li>Go to your assigned area.</li><li>Sit and stay in your spot.</li><li>Keep hands and feet in personal space.</li></ul>	<ul style="list-style-type: none"><li>Keep body and objects to self.</li><li>Use supplies appropriately.</li><li>Walk in the classroom.</li></ul>
RESPONSIBLE	<ul style="list-style-type: none"><li>Wait in multipurpose room until dismissal.</li><li>Walk to the blocktop.</li><li>Be in line on the blocktop for the start of the school day.</li></ul>	<ul style="list-style-type: none"><li>Know the pickup arrangements you make with your family or babysitter.</li><li>Remember to take your backpack, homework, planner and other materials before you leave class.</li><li>Take out homework, reading, or another quiet activity if you are waiting for a bus or an older sibling in the multipurpose room after school.</li></ul>	<ul style="list-style-type: none"><li>Move quickly from place to place.</li><li>Pick up garbage on the ground and throw it away if you see it.</li></ul>	<ul style="list-style-type: none"><li>Keep the bathroom clean.</li><li>Flush toilet.</li><li>Use the restroom quickly.</li><li>Use the toilet paper and towels properly.</li></ul>	<ul style="list-style-type: none"><li>Wait quietly during seating and dismissal.</li><li>Face forward.</li><li>Be a good example.</li></ul>	<ul style="list-style-type: none"><li>Follow directions the first time they are given.</li><li>Do your best.</li><li>Accept consequences without arguing or complaining.</li><li>Be ready to learn.</li><li>Do your work quietly.</li></ul>
RESPECTFUL	<ul style="list-style-type: none"><li>Use a quiet voice in the hallway.</li><li>Follow adult directions.</li><li>Stay on sidewalks and be respectful of others' property.</li></ul>	<ul style="list-style-type: none"><li>Use a quiet voice in the hallway.</li><li>Follow directions given to you by an adult.</li><li>Wait to go into the multipurpose room in a quiet line.</li><li>Stay on sidewalks and be respectful of others' property.</li></ul>	<ul style="list-style-type: none"><li>Use a quiet voice in the hallway.</li><li>Say, "Good Morning" or "Good Afternoon" to people you pass.</li><li>Follow adult directions.</li></ul>	<ul style="list-style-type: none"><li>Keep the restroom clean.</li><li>Throw trash in the garbage can.</li><li>Use a quiet voice.</li></ul>	<ul style="list-style-type: none"><li>Keep your eyes on the speaker.</li><li>Be an active listener (eyes and ears).</li><li>Applaud or cheer at appropriate times.</li></ul>	<ul style="list-style-type: none"><li>Raise quiet hand to share or ask questions.</li><li>Listen quietly when others are talking.</li><li>Use kind words.</li><li>Keep your eyes on the speaker.</li></ul>
Expectations	Cafeteria	Office /Nurse	Playground	Library	Pledge	
SAFE	<ul style="list-style-type: none"><li>Keep hands and feet to self in line and at the table.</li><li>Eat your own food.</li><li>Walk in the cafeteria.</li></ul>	<ul style="list-style-type: none"><li>Keep hands, body, and objects to self.</li><li>Walk in the office.</li></ul>	<ul style="list-style-type: none"><li>Play in designated areas.</li><li>Use the equipment the way it is supposed to be used.</li><li>Line up with your class when the bell rings.</li><li>Eat your own snack.</li></ul>	<ul style="list-style-type: none"><li>Keep hands, body, and objects to self.</li><li>Walk in the library.</li></ul>	<ul style="list-style-type: none"><li>Stand in your class line.</li><li>Keep hands, body, and objects to self.</li></ul>	
RESPONSIBLE	<ul style="list-style-type: none"><li>Follow directions.</li><li>Clean up eating area.</li><li>Stay seated at your table.</li></ul>	<ul style="list-style-type: none"><li>Follow directions the first time they are given.</li><li>Wait quietly for help.</li></ul>	<ul style="list-style-type: none"><li>Follow directions the first time.</li><li>Listen quietly when others are speaking.</li><li>Eat snack in the snack area and throw away trash.</li></ul>	<ul style="list-style-type: none"><li>Return your book on time.</li><li>Take good care of your book while you have it checked out.</li></ul>	<ul style="list-style-type: none"><li>Wait quietly.</li><li>Be a positive audience member</li></ul>	
RESPECTFUL	<ul style="list-style-type: none"><li>Use kind words with others.</li><li>Raise hand to leave seat or for help.</li><li>Use a quiet voice.</li><li>Listen respectfully at all times.</li></ul>	<ul style="list-style-type: none"><li>Use a quiet voice in the office.</li><li>Follow directions given to you by an adult.</li></ul>	<ul style="list-style-type: none"><li>Share equipment.</li><li>Take turns with others.</li><li>Include others.</li><li>Use a quiet voice by classrooms.</li></ul>	<ul style="list-style-type: none"><li>Use a quiet voice.</li><li>Wait in line quietly to check out your book.</li><li>Put your eyes on the speaker.</li></ul>	<ul style="list-style-type: none"><li>Wait quietly during announcements and pledge.</li><li>Be a good example.</li></ul>	

## GENERAL PLAYGROUND RULES

- All breakfast and lunch food must be eaten where the food is served. Designated snack area is on the benches near the play structure. No food may be taken out to the blacktop area or back to class.
- Gum is not 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.

## 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:

- o 1<sup>st</sup> verbal warning
- o 2<sup>nd</sup> five minute time-out
- o 3<sup>rd</sup> loss of game privileges

## 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 tattling on someone!**

## **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.
- 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.
- Lunch boxes are placed in lunch buckets, not carried to the playground.

### **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

## **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.

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.

**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



### **Title I, Part A School-Level Parent and Family Engagement Policy**

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

- **Parents notified via school website and digital parent handbook**
- **Parents will have access to both English and Spanish versions**
- **Local community is made aware via school website**
- **Parents/community updated at regular Title I parent meetings**
- **Policy to be updated annually through the approval of School Site Council**

To involve parents in the Title I, Part A programs, the following practices have been established:

- **Annual Title I meeting**
- **Monthly School Site Council meetings**
- **ELAC meetings**
- **PTA meetings**
- **General school meetings**
- **Parent/Teacher conferences**

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]). Add details about the annual meetings in the box below:

- **This meeting occurs on Back to School Night**
- **Families are to be notified through automated calls, flyers, and school website**
- **Interpreters will be available during the meeting and any documents handed out will be in both English and Spanish**

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]). Add details about the meetings in the box below:

- **Families are to be notified through automated calls, flyers, and school website**
- **Interpreters will be available during the meeting and any documents handed out will be in both English and Spanish**
- **Meetings are offered at a variety of times in order to meet the needs of parents.**

- **ELAC meetings are held in the morning.**
- **School Site Council meetings are held in the evening.**
- **PTA meetings are held in the evening.**
- **Coffee with the Principal meetings are held in the morning.**

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]). How does the school involve parents?

- **Annual Title I meeting**

- **Monthly School Site Council meetings**
- **ELAC meetings**
- **PTA meetings**
- **General school meetings**
- **Parent/Teacher conferences**

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c](4)[A]). How does the school provide the information?

- **Families are to be notified through automated calls, flyers, and school website**
- **Families are also given information via the following meetings:**

1. **Annual Title I meeting**
2. **Monthly School Site Council meetings**
3. **ELAC meetings**
4. **PTA meetings**
5. **General school meetings**
6. **Parent/Teacher conferences**

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c](4)[B]). How does the school provide the information?

- **Annual Title I parent meeting**
- **Regular Parent/Teacher conferences**
- **General School meetings throughout the year**

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c](4)[C]). How does the school provide the opportunities?

- **School Site Council Meetings**
- **ELAC meetings**
- **PTA meetings**
- **Parent/Teacher conferences**
- **Pre-arranged meetings with administration**

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e](1)).

- **Parent Training and Information Nights**
- **Family Curriculum Nights**
- **Parental access to the school website, Aeries parent portal, parent organizations, etc.**

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e](2)).

- **School Site Council meetings**
- **ELAC meetings**
- **PTA meetings**

- **Back to School Night**
- **Workshops/trainings**
- **Home/School Compact**
- **Highlights of the CA Common Core State Standards**

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

- **We encourage staff to attend parent involvement workshops and conferences.**
- **There is on-site staff development around this topic.**
- **The district provides additional training opportunities.**

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children (ESSA Section 1116[e][4]).

- **PTA meetings**
- **ELAC/DELAC meetings**
- **District Advisory meetings**

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

- **The school will provide all information in English and Spanish.**

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

- **Parents may submit requests for parent involvement activities:**
  - o **To the principal directly**
  - o **Through the School Site Council**
  - o **Through the ELAC**
  - o **Through the PTA**

The school provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]).

This policy was adopted by the (Gibson Elementary School Site Council) on (May 6, 2019) and will be in effect for the period of the 2019-2020 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: August 30, 2019