

GERBER UNION ELEMENTARY SCHOOL DISTRICT



STUDENT/PARENT HANDBOOK 2018-2019

Gerber School
23014 Chard Avenue
Gerber, CA 96035
Phone 530-385-1041
Website: <http://www.gerberschool.org/>



No Excuses University at Gerber School

We are committed to preparing students for college, careers, and life.

Motto: "WORK HARD, DREAM BIG"



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Inspiring students to work hard and dream big.

Dear Parents:

Welcome to the No Excuses University at Gerber School! This Student/Parent Handbook is designed to provide helpful information about our school and our expectations. The No Excuses University network of schools shares a common vision to prepare students for college and their future. Research suggests that the jobs that will be awaiting your child when they enter the workforce will require skills and degrees from secondary education institutions. We know that if we start getting students to think about and plan for college in the early years, they will be more prepared and likely to attend after high school.

The Gerber staff believes that good citizenship is even more important than academic achievements. Success in life is greatly affected by our ability to conduct ourselves with respect and consideration for others, to exercise good judgment, to be kind and compassionate to others, and to have pride in all we achieve. The mission statement below reflects our commitment to both academic and behavior goals.

THE MISSION OF GERBER ELEMENTARY SCHOOL is to team with families to create a college-oriented culture where students are safe, respected, and empowered to contribute in a global community.

I urge you to be an active participant in your child's educational experience and an active partner at our school. Thank you for supporting your child's education.

Please carefully review the material contained in the Student/Parent Handbook and discuss appropriate sections with your child. We hope that the information provided on the following pages will help you and your child have a positive educational experience. If you have any questions or concerns, please do not hesitate to call the school at 385-1041. We will be happy to assist you in any way possible.

Sincerely,

Jenny Montoya
Superintendent/Principal

SCHOOL CALENDAR & HOURS

School starts at 8:15AM each morning for all students; our extended day Kindergarten ends at 2:00PM. Students

in TK-2 leave school at 2:25PM; 3-5 at 2:30PM and 6-8 at 2:35PM. The Gerber School Office hours are from 7:45AM – 3:30PM. **Students are not allowed at school until supervision begins at 7:30AM.**

There are forty-five (45) minimum days during the school year; they are scheduled on the school calendar. Please review the school calendar to determine which days are minimum days.

VISITING SCHOOL

Parents are encouraged to visit school, but we request that you schedule your visit in advance with your child's teacher. This professional courtesy assures that your visit will not be disruptive or inconvenient.

When you arrive on campus, you **must register in the main office** to sign in and get a visitor sticker. We also request that you sign out in the office when you leave.

Please contact your child's teacher by phone or email if you ever have questions or concerns regarding your child's academic progress or behavior.

The school phone number is **385-1041**; the fax is **385-1451**. Normally there will be someone to answer the phone from **7:45 a.m. to 3:30 p.m.**

CAFETERIA

Gerber School is a Provision 2 school, which means every student receives breakfast and lunch for free. Parents and guardians are **STILL** required to submit the income verification form in order to assure continued program access. Menus are provided each month.

There are four lunch periods. These periods overlap and students must follow cafeteria procedures to make the lunch schedule run smoothly. It is expected that students will line up promptly, remain seated until dismissed, check their areas for trash before leaving, and behave in an orderly manner.

Gerber School makes meals available to all students under the provisions of both federal and state law.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

STUDENT EXPECTATIONS

Gerber School holds high academic and behavioral expectations for every student. We honor students that meet and exceed these expectations with positive reinforcements such as; ‘Rams Rewards for daily/weekly/monthly drawings, Fun Fridays, Student of the Month and Character Counts Assemblies, Honor Roll trips, and classroom incentives.

Our three main rules at Gerber School are to be Safe, Responsible and Respectful. Classroom lesson plans are designed to teach and reinforce these three main rules throughout campus.

Students are expected to be at school on time and ready to learn each day. They are expected to try their best and continue to make growth towards grade level proficiency standards. Frequent assessments will monitor student progress, and parents will be kept informed about their child’s progress with report cards, parent conferences, notes from teachers, and other communications. The Board of Trustees has adopted a basic set of student behavior expectations that fall under our Be Safe, Responsible and Respectful umbrella.

Students are expected to contribute by following the school rules listed below:

SCHOOL EXPECTATIONS

Gerber School has implemented a Positive Behavior Support System (PBIS) that teaches students behavior expectations and uses a positive reward system. Corrective actions such as restorative practices are used to help teach behaviors when an expectation is broken. Please refer to the Parent PBIS Handbook for more information on PBIS.

School Expectations: Be Safe, Be Respectful, Be Responsible, Be Kind

General Rules to follow:

1. Students will treat all students, staff, and visitors kindly and with respect.
2. Students will keep hands, feet and objects to themselves.
3. Students will move from room to room in a quiet orderly manner.
4. Students will use restrooms for their intended purpose.
5. Students will leave items at home that are distracting and/or become disruptive at school i.e.:
 - a. Gum
 - b. Knives and other sharp instruments, guns or other weapons
 - c. Matches, lighters and flammable materials- Fireworks or explosives
 - d. Electronic games, toys, fidget spinners etc.
 - e. Students in kindergarten through fifth grades are prohibited from wearing cologne and or perfume to school (many students have developed allergies).
 - f. Any item with no reasonable use at school as determined by administration
 - g. Cell Phones: All cell phones are to be kept off during the school day.

NOTE: Gerber School **is not responsible** for any personal items brought to school. Some items are prohibited because of their nature i.e.: violence related. Other items have the potential of

interfering and disrupting the learning environment and should remain at home.

6. Students will stay in assigned areas.
7. Students will respect all school property and pick up after themselves.
8. Students will follow the directions of all school staff.
9. Students will not encourage another student to take an action which would subject a student to discipline.
10. Students will refrain from name calling, swearing, teasing or negative comments.

Electronics

Electronic games, i-pods, etc. are disruptive to the education program and are not allowed at school (See Ed. Code #51512), unless granted permission by administration. These items will be taken away and can be picked up in the office at the end of the day by the parent. If this becomes a repeated offense, appropriate disciplinary action will be taken.

STUDENT DRESS AND GROOMING

It is the goal of the school to provide a safe, motivating, learning environment where students can feel respected and be successful both academically and socially/emotionally. Dress and grooming guidelines are intended to define what is appropriate student attire and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances, maintain safety, and minimize distractions. They are also intended to help protect the health and welfare of each student.

1. Students are expected to attend school in clean, neat clothing.
2. Footwear must be worn at all times. For safety, sandals without a heel strap, shoes with high heels, etc., cannot be worn for P.E.
3. Commercial lettering or printing on clothing is allowed as long as it is acceptable school attire.
Crude and vulgar printing and pictures depicting drugs, violence, weapons, alcoholic beverages, and items, which are sexually suggestive, are not acceptable.
4. **Gang attire, symbols, or lettering of any kind are not acceptable.**
5. The fullness or length of long pants may not interfere with normal school activities. Pants must be secure at the waist and not expose undergarments.
6. Hats may be worn to and from school and on the playground. Hats, caps and other head coverings shall not be worn indoors or in hallways.
7. All clothing will be within the bounds of decency and good taste as appropriate for school. Garments will be sufficient to conceal undergarments at all times.
 - A. Dress and short lengths shall reach students' fingertips when hands are held by their sides.
 - B. No bare midriffs may be exposed.
 - C. No low cut or revealing tops.
 - D. No off the shoulder blouses or spaghetti straps.
 - E. No garment may be worn that is cut off, ragged, or torn.
 - F. No see-through or fish net type of blouse, shirt, pants or shorts, may be worn without an under garment.
 - G. Students shall wear shirts at all times.
 - H. No headbands, bandanas, etc.
 - I. Spiked jewelry, wallet chains, etc. are not acceptable.

When students choose to wear inappropriate clothing, they will be sent to the office to call their parent/guardian to bring a new set of clothes. They may be given the option to wear school-provided clothing for the day.

Repeated offenders will be sent to administration which may result in a discipline referral or additional calls home.

BEHAVIOR/CITIZENSHIP

Every teacher has a positive classroom management plan that is consistent with the school-wide discipline rules and regulations. Each teacher will submit, to administration, their plan at the beginning of each year. Teachers will follow all steps in their plan prior to sending students to the office for administrative action. If in the event a severe offense occurs, teachers are to notify the office immediately. On occasion, when a teacher has used their existing discipline procedures for school and classroom rules and there has not been a positive change, standard classroom and school rules may not apply. In such cases, the teacher, administration, resource specialists and parents may meet and develop a Behavioral Plan for that student.

During recess, (before school - during lunch) the same procedure is used. If a child is found breaking the rules, he/she is given a warning and may be removed from the play area. If the problem persists, the child may be relocated to a specific area for the entire week or removed from the area of play. If the child continues to misbehave, an office referral may be given for further discipline.

Normally discipline is a progressive matter; however, in cases of severe problems or when there has been an Education Code violation, the offence may result in a recommendation to the governing board for expulsion.

BULLYING POLICY

Gerber Elementary School recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. Bullying of students by other students or staff members will not be tolerated. Instances of bullying will be investigated and students will be disciplined according to Ca. Ed. Code 48900 R (1), (2). This includes cyberbullying. Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Gerber Elementary School reserves the right to collect information from social media and electronic devices to aid in investigations of cyberbullying involving our students.

BEHAVIORAL REFERRALS

What action will be taken with my student if he/she is sent to the office?

Discipline is a progressive matter; however, in cases of severe problems more serious consequences may be needed. More serious behavior will result in a **Behavioral Referral**; examples of such behavior include the following: rough or dangerous play, fighting, extreme defiance or disrespect toward school personnel, disrespect toward another person, inappropriate language, misuse or destruction of property, sexual harassment.

If in the event a severe offense occurs, teachers are to notify the office immediately. On occasion, when a teacher has used their existing discipline procedures for school and classroom rules and there has not been a positive change, standard classroom and school rules may not apply. In such cases, the teacher, administration, resource specialists and parents will meet and develop a Behavioral Plan for that student.

All cases of weapons, drugs, and alcohol will be treated with extreme seriousness, including possible suspension and/or expulsion from school. (Fortunately these incidents are almost non-existent at Gerber School.) Students who accidentally bring a knife to school should immediately bring it to the office upon discovering their mistake. Failure to do so could result in serious consequences.

Consequences for Behavioral Referrals will vary depending on the severity of the incident, past behavioral history of the student, and other special considerations such as Individual Education Plans (IEP) and Behavior Support Plan (BSP) goals.

CLASSROOM BEHAVIORAL PLAN

Each teacher has a positive classroom management plan in place. Classroom and schoolwide expectations are taught and reinforced daily. Positive recognition is used to reinforce expectations and restorative practices are used to teach students' corrective behaviors. Frequent communication between the teacher and parent is highly encouraged. Please contact your child's teacher if you have concerns about your child's behavior.

SCHOOL TRANSPORTATION PROGRAM

Gerber School provides bus transportation for students, yet it is optional. **Riding the bus is a privilege**, not a right, and all students are expected to contribute to a safe and orderly ride. State law states that the students are under the direct authority of the school bus driver while they are on the bus. The law also makes it clear that persistent and disorderly conduct or refusal to submit to the authority of the bus driver, is reason enough to deny a pupil bus privileges. Administration has the right to deny bus transportation to any student that refuses to follow bus safety rules.

School policy is for the bus driver to issue a Behavioral Referral when a student misbehaves on the bus or at a bus stop. Depending on the severity of the incident: **the first notice is a warning in most cases; the second notice is a suspension of bus riding privileges for one(1) school day; the third notice is a suspension of bus privileges for three (3) school days; the fourth notice is a suspension of bus privileges for five (5) school days; the sixth notice is a suspension of bus privileges for ten (10) school days; the seventh notice is a suspension of bus privileges for twenty (20) school days ; any additional Behavioral Referrals may result in the loss of all riding privileges for the remainder of the school year.**

NOTE: If your child has lost his/her bus privileges, he/she will not be allowed to ride the bus for any field trips, athletic events or other school activities during that time period.

NOTE: YOUR CHILD IS REQUIRED TO ATTEND SCHOOL DURING THE TIME OF THE BUS RIDING SUSPENSION. LOSS OF BUS PRIVILEGES DOES NOT EXCUSE A PARENT FROM COMPLYING WITH THE MANDATORY STATE ATTENDANCE LAWS.

Extreme cases of bus misbehavior will be handled on an individual basis and may result in immediate loss of bus riding privileges.

General bus rules include:

1. Be at the **assigned** stop in the morning at least five minutes before pick up time and wait in an orderly manner.
2. Go straight home upon exiting the bus.
3. Remain seated and facing the front of the bus until the bus comes to a complete stop.
4. Remain in your assigned seat and do not play, throw objects, eat or drink on the bus.

5. Bring a note from home when your parents want you to change bus stops or buses.
6. Be orderly and respectful while riding.
7. Follow the directions of the driver.
8. Live animals and glass containers are **not allowed**.

Parents are responsible for seeing that their children are at their assigned stop and ready for boarding the bus at the scheduled time. Buses will follow a schedule with specific stops. However, weather conditions, pupil loads, etc. will vary a little from day to day, and parents should allow for these variations.

Bus stops are established by the district superintendent. New bus stops are only added when there are sufficient children to produce at least two students per bus mile to extend an existing route. Additional bus stops along an existing route will be established only for safety reasons and after a review by school authorities.

Bike Riding: If a student chooses to ride a bicycle to and from school, it is understood that State Law and GUESD Board Policy (BP) 5142.3 require all students to wear a properly fitted bicycle helmet, and observe all safety laws and rules, and display courtesy towards other riders and pedestrians.

TRANSPORTATION RULES:

Unauthorized Entry: No person shall enter a school bus without prior authorization from the driver or other school official.

Driver's Responsibility for Student Safety

The driver's supervision starts approximately at the point where the driver can recognize the pupil as the bus approaches or leaves a bus stop. While at the bus stop, if a driver observes pupil misbehavior (e.g., destroying property, playing in the roadway, running across the roadway to the bus) the driver (for safety of the pupil and the public) must report the problem to their supervisor. While the bus is stopped to load or unload, the pupils are the direct responsibility of the driver.

Adverse Driving Conditions:

The Superintendent or designee may consult with the California Highway Patrol, County Office of Education or appropriate weather service when determining the degree to which he/she will limit home-to-school transportation service when atmospheric conditions reduce visibility on the roadway to 200 feet or less.

As a concerned parent, we encourage you to discuss the rules and regulation listed below with your children.

1. General rules of conduct at school bus stops.
 - a. Be at the bus stop, not across the street or down the street, 5 minutes before the posted arrival time of the bus.
 - b. Wait on the curb and walkway - NOT in the street.
 - c. Wait until the bus arrives, stops, and opens the door before approaching to get on the bus.
 - d. Keep your hands, feet, body to yourself and DON'T push anyone, especially as the bus pulls up.
 - e. DO NOT trespass on to private property (for example, entering or playing in a neighbor's yard.).
 - f. DO NOT play around the tires of the bus or underneath the bus.
 - g. Students will not be allowed to get off the bus at any stop other than their regular stop without the written permission of their parent/guardian.

2. Guidelines for Walking to and from the bus stop.

- a. Watch for cars when crossing the street.
- b. DON'T play games on the way - particularly those that involve balls.
- c. Walk on the walkways and not in the street or on anyone else's property.
- d. Have respect for your neighborhood and do not disturb anyone's property such as: sprinklers, mailboxes, plants, or automobiles.

3. Danger zones around the school bus.

- a. School buses are large vehicles and can sometimes have danger zones. Listed below are examples of danger zones.
 1. Directly behind the bus.
 2. Directly in front of the bus.
 3. Underneath the bus.
 4. Close by the side of the bus at the entrance door.
- b. Drivers depend on their mirrors to monitor the outside of their buses.
- c. When you step off the bus, walk at least six feet out from the door, and then walk down the side of the bus.
- d. Drivers are directed not to move the bus until students are at least 6 feet from the bus.
- e. When the bus is moving students are not permitted to approach the bus.

Our School Bus Drivers follow State rules regarding loading and unloading of school buses. Drivers will stop only at school bus stops that have been approved by the District Superintendent. Drivers will operate the school bus amber/red warning lights and stop-arm as required by State law at each bus stop. Students who **must cross the roadway** when the bus is stopped will be escorted across the road by the school bus driver. Students being escorted across the street will stand on the side of the roadway near the school bus front door and wait for the school bus driver to verbally tell them when it is safe to cross the roadway. Students will cross the roadway between the school bus driver and the front of the school bus. Students will not return to the school bus or re-cross the roadway after being escorted across the roadway by the school bus driver at any time.

4. Red light crossing procedures:

- a. The school bus driver shall escort all transported students who must cross a highway or street on which the bus is stopped, where traffic is not controlled by a traffic officer or official traffic signal.
- b. The school bus driver shall ask at each school bus stop if anyone must cross the street on which the school bus is stopped in order to reach their destination.
- c. This procedure includes the use of red cross-over lamps and a hand held stop sign.
- d. The red cross-over lamps are used as a signal to inform other motorists that they must stop for the bus.
- e. The school bus driver shall review student rosters/addresses to determine if students need to be escorted across the street. Drivers will indicate on their route sheet, all students that require escorting.

5. Seat Belts

In accordance with California Code of Regulations (TitleV, Section 14105); "All passengers in a school bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the California Vehicle Code shall use the passenger restraint system."

6. Boarding Procedures - At the school bus stop:

The school bus driver will monitor pupils as they exit and board at each school bus stop and trip destination to

ensure the pupil is boarding the appropriate school bus and exiting at the appropriate bus stop. Assigned school site staff will monitor school loading zones and assist students in boarding the appropriate school bus. The school buses are numbered to ensure the students board the proper school bus.

- a. All school bus stops designed by Gerber Union School will be on the right hand side of the roadway.
- b. Students will arrive at the school bus stop in a timely fashion but not more than five minutes before the scheduled time of the school bus.
- c. Students will form an orderly line at least 6 feet from the traffic lane and facing toward the street.
- d. When the school bus arrives, the students will not approach the school bus until the school bus makes a complete stop; the driver effectively sets its parking brake and opens the passenger entry door.
- e. Students will enter the school bus in an orderly manner take the first available seat or any seat assigned to them by the school bus driver.
- f. If student is late to school bus stop, the student will not approach or run after the bus after the door has been closed. The students are directed to return home.
- g. The safety handrail shall be used while walking up the bus steps.
- h. Riders shall remain seated at all times while the bus is in motion.

7. Boarding Procedures - At the school or field trip destination loading zone:

- a. At school, the students will wait for the school bus in an orderly line at the pre-identified pick up point standing behind the yellow line.
- b. The students will not approach the school bus until the school bus makes a complete stop; the driver effectively sets its parking brake, and opens the passenger entry door.
- c. Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver, Principal, or teacher.
- d. On a field trip, the students will approach the school bus from the right side of the vehicle in a single line formation.
- e. Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver.
- f. If student is late to school bus stop, the student will not approach or run after the bus after the door has been closed. The students are directed to go to the main office of the school and ask for assistance.
- g. The safety handrail shall be used while walking up the bus steps.
- h. Riders shall remain seated at all times while the bus is in motion.

8. Exiting Procedures - Anytime the student exits the school bus the following procedure will be used:

1. The school bus driver along with assigned school site staff will monitor pupils exiting the school bus before school and will monitor pupils boarding the school bus after school to ensure orderly and safe exiting and boarding procedures. The school bus driver will have this same responsibility on activity trips.
2. If a student drops papers or other objects while exiting or boarding the bus, he/she should get the attention of the bus driver. Never go under or near the school bus to retrieve objects since the bus driver may not see you.
3. No pushing shoving or horseplay is allowed when exiting and boarding a school bus.
4. Students shall remain seated until the bus comes to a complete stop, the driver opens the door and the driver signals to the riders that it is safe to stand and exit the bus.
 - a. The safety handrail will be used while walking down the steps of the bus.

9. Riding another bus/obtaining a bus pass:

Bus notes (requests to ride a bus other than your regular bus or to exit at a bus stop other than your regular stop) will be processed in the main office of the school you attend.

When district transportation is provided students may ride a bus other than their regular bus or exit at a bus stop other than their regular stop only with the advance written permission of their parent/guardian which includes the address or bus stop number they wish to exit, and approval of the district.

Guide to Student's Responsibilities while Riding School Buses

The following lists of student actions constitute violations of the established rules and regulations:

- Putting any part of body out of the bus window
- Any movement out of seats while bus is in motion
- Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows
- Any type of damage or defacing of bus
- Bringing combustibles or aerosols onto the bus
- Throwing any objects in, out of, or at the bus
- Transporting live animals, including reptiles or insects, on the school bus (Science specimens are to be encased in safe containers of plastic or cardboard - glass containers will not be allowed on the bus.)
- Eating, drinking, or chewing gum on the bus
- Using other than the student's regularly designated bus stop
- Tampering with radio or bus controls
- Abusive body contact in or when loading or unloading bus
- Using profane language or obscene gestures
- Creating excessive noise that distracts bus driver
- Failure to obey driver, or disrespect to the bus driver
- Any improper bus stop procedures (e.g., not lining up, rock throwing, playing in streets, damaging property at bus stop)
- Giving improper identification when requested by driver
- Improper behavior
- Riding the bus after receiving a "No Ride" penalty
- Other

Transportation to and from school is a privilege and not required by law. Consequences will be assigned when students violate the established rules and regulations that are listed in this handbook. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation.

QUESTIONS regarding Pupil Transportation should be forwarded to:

Jesse Johnson – jjohnson@gerberschool.org

PARENT RIGHTS AND ACCESS TO TRANSFER OF PUPIL RECORDS

ACCESS TO STUDENT RECORDS

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children who are maintained by school districts or private schools. The editing or withholding of

any such records, except as (specifically) provided for (by law). is prohibited. (Section 49069).

The school district must notify parents annually of their rights of access and of related information described and required in Section 49063. The school may, but need not, allow access to persons for whom the pupil's parent has given written permission to release the records (Section 49075). A pupil who is 16 years of age or older or has completed the 10th grade also has a right of access to those records which are relevant to his or her legitimate educational interests (Section 49076 (a) (6)). Some closely related Education Code and regulatory requirements are as follows:

Section	Subject
49061	Definition of parent, pupil record, etc.
49065	Reasonable charge for transcript of the record.
49070/71	Challenging contents of records.
49072	Right to include a response in the record.
49073	Release of directory information.
35301	Information of personal nature disclosed by a pupil during counseling.

Sections 431,435 and 436,

Title 5, California Administrative Code. Procedure for Access to Records, and Challenges

Parents, with the legal right, who request copies of student records or desire current print-outs from the student information system must give the office adequate notice in writing. Requests will be filled within 10 days if the information is available.

Notification of Classroom Teacher Qualifications

Parents have the right to request information regarding the professional qualifications of their child's teacher, including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by a paraprofessional, and, if so, their qualifications
- Parents must also be notified if their child is taught by a teacher who is not highly qualified for four consecutive weeks.

TRANSFER OF RECORDS

Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof, shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy. . . . (Section 49068)

Section 48904(b) allows a school to withhold certain pupils' records upon the following condition: Any school district or private school whose real or personal property has willfully cut, defaced, or otherwise injured,

or whose property is lent to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma and transcripts of the pupil responsible for the damages .

Under this section, the grades, diploma, and transcripts are withheld from the pupil--not from a requesting school district or private school. In view of the mandate in section 49068 to transfer records upon request, a school district or private school cannot refuse to transfer the requested records because the pupil has caused damage to the school or owes the school money for materials or fines for unreturned books, etc. (64 opinions, California Attorney General 867; regulation Section 438, Title 5, California Administrative Code).

COMPLAINTS CONCERNING THE SCHOOL

The Governing Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures are readily accessible to the public in the District Office.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

SEXUAL HARASSMENT

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules and providing staff in-service or student instruction counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is guilty of sexual harassment shall be subject to disciplinary action.

The Board encourages students or staff to immediately report incidences of sexual harassment to the

superintendent or designee. The superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

STUDENT ATTENDANCE

Students are required by law to be punctual and regular in their attendance. Research shows that regular attendance makes a difference in school achievement; late students miss out on instruction, disrupt the class, and require teachers to do extra work. Furthermore, the school receives state funds only for actual students in attendance. For these reasons, Gerber School works hard to make sure that students are here every day and absent only for excused reasons. ***The only legally excused absences are those for illness, injury, medical appointments, and bereavement within the immediate family.*** It is the parent's responsibility to contact the school and report that their student is absent. Parents have three days to report an absence or it will be permanently marked unexcused.

When parents make a written request in advance a student may be excused from school for the following reasons: court appearance; observation of a holiday or ceremony of his/her religion; attendance at a religious retreat for no more than four hours per semester; and other reasons requested in writing which are considered legitimate by the principal.

When a student has been absent for unexcused reasons for three times, or has been tardy for unexcused reasons three times, or a combination of both, that student will be declared a truant. Additional unexcused absences or tardies will result in a referral to the District Attorney's Welfare and Attendance investigator. Absences are reported to the Welfare Department when appropriate. **Excessive absences and tardies can affect family aid.**

CHECK IN/CHECK OUT OF STUDENTS

If it is necessary to bring a student to school late or check him/her out early, parents are required to sign the student in or out. When parents send someone else to sign out their child, they must notify school personnel in advance, in writing, their authorization for that person to pick the child up.

RELEASE OF A STUDENT

The school is authorized to release students to their custodial parents and/or guardians. Other adults who ask to have children released to them must have the written permission of the parent/guardian. In cases of emergency, telephone permission may be given.

It is important that school officials be notified if there is a custody issue regarding students. Copies of restraining orders, custody rulings, etc. should be provided to the school so that the school can act responsibly. Information will be kept confidential.

AFTER SCHOOL EXTRACURRICULAR ACTIVITIES

ELIGIBILITY

State law and school policy require that a student in sixth, seventh or eighth grade have at least a 2.0 grade point average with no F's on their report card in order to participate in extracurricular activities such as government and athletics. If a student has an average less than 2.0 or an F at the end of the trimester, he or she is ineligible for the following trimester. Because students who participate in these activities represent the school, it is expected that they will maintain high standards of citizenship as well as adequate grades. Details of these policies are given

to students each year.

STUDENT COUNCIL AND ELIGIBILITY REQUIREMENTS

Representatives elected from grades 4-8 direct the Student Council. Officers are as follows: President, Vice-President, Secretary, Treasurer, Sergeant of Arms and classroom representatives. The group meets regularly and carries on business and plans student body activities. Their activities may include play days, dances, providing concessions at sporting events, and the Annual Easter Egg Hunt. In addition, student council members become involved in projects which will benefit the school, community, and total student body. A school staff member serves as the supervisor for this student council. The office of President is limited to 8th grade students who have a G.P.A. of 2.5 or better. The offices of Vice President, Secretary, Treasurer, Yearbook (2 positions) are for students in grades 7 or 8, with a G.P.A. of 2.3 or better. The student must maintain good citizenship and grades for the entire school year or the student council member could be removed from office. Each grading period grades will be checked. If an officer's GPA falls below a 2.3 or 2.5, the student will lose their position for a period of 10 school days. They may then be reinstated if their GPA has increased above the minimum standard.

SPORTS AND ELIGIBILITY REQUIREMENTS

Gerber School offers the following team sports: volleyball, basketball, soccer, and softball. These are available to sixth, seventh and eighth grade students. If coaches are not able to fill teams, they have an option to include fifth grade students. Coaches will select members of the teams based on academic eligibility, attitude, ability, and skill level. The number of students on a team and individual playing time is strictly a coaching decision. A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. Athletes will receive a participation and uniform contracts. To be eligible to participate in athletics at Gerber School, students must maintain a 2.0 Grade Point Average, with no Fs.

While on an athletic team, if a student has below a 2.0 GPA or an F on a progress report, he/she will be ineligible for a two-week period. (This means no practices or games.) Following a grade check two weeks later, the student will then be reinstated or removed from the team permanently depending on the outcome of the grade check. Students below a 2.0 at the end of the third trimester are not eligible for fall sports.

In addition, the following rules will apply when an athlete receives a discipline referral at school or on the bus:

1st Referral- Miss next athletic contest

2nd Referral- Miss next 2 athletic contests

3rd Referral or suspension (in school or out of school)- Removal from team for 10 days. After the 10 day period, a meeting will be held between parents, the coach, and administration to decide whether the athlete will return to the team.

Students who quit a sport without a valid reason are ineligible for the next sport.

Any questions regarding athletics can be forwarded to:

Assistant Principal/Athletic Director/Title IX Coordinator
23014 Chard Ave
Gerber, Ca. 96025
385-1041

YEARBOOK

The Gerber School Yearbook is a yearly history of our school. It is developed and assembled by the 6-8th grade students. Yearbooks are sold in the early spring. **Yearbooks do not arrive until the last week of school.**

SCHOOL DANCES

School dances are for the enjoyment of our 6th, 7th and 8th grade students. Dance rules have been developed to ensure a fun and safe experience for all students. A copy of these rules will be sent home at the beginning of each year. (DELETE following sentence please Dance permission slips will be distributed before each dance and need to be returned prior to entering the dance.) Not following the rules at a dance will be sent home and excluded from the next dance. Parents must pick their children up promptly at the cafeteria doors at the conclusion of the dance.

STUDENT HEALTH SERVICES

STUDENT MEDICATIONS

California Education Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. No medication (including over-the-counter medication) will be given without a current doctor's prescription.

PARENTS RESPONSIBILITIES FOR THE ADMINISTRATION OF MEDICATION DURING THE SCHOOL HOURS INCLUDE THE FOLLOWING:

1. Provide a written statement from the doctor stating the student should take the medication during the school day. Medication forms are available in the school office and must be completed and signed by the physician. Parent must also sign this form. Medication forms shall be updated annually and whenever there is a change in dosage, medication, or time.
2. To assure that school administration is aware if your child has any health conditions. (i.e. seizures, ADD, allergies to bee stings, food, asthma, diabetes, etc.)
3. To ensure that the pharmacist labels two containers, one for home use and one for school use, if the child receives the medication at both sites.
4. To provide the school with the prescribed medication in an appropriate container that has been labeled by a pharmacist. **Medication must be delivered to the school by the parent; do not send medication to school with your child.**
5. To provide new containers with appropriate labeling when medication changes are made.
6. To remove medications from school premises within one week of the date they are discontinued by the doctor or on the student's final day of school, whichever comes first. Any medication not removed by the parent within the specified time period will be promptly disposed of. Medication will not be sent home with the student.

NOTE: The school does not dispense non-prescription medication without a doctor's statement. There is a form for these purposes in the office.

HEAD LICE

Periodically, head lice can become a problem in most schools. At Gerber School, we exclude students who have

head lice or nits. Parents are expected to treat their children promptly to kill the bugs and remove the nits before returning to school. Prior to accepting the student back at school, the **parent must bring the child to the office** and school personnel will examine the student to determine if he/she is Nit free. When there is one case in a classroom, the entire class will be checked for head lice, as will the siblings of those infected. A copy of the Tehama County Head Lice Policy is available in the school office.

IMMUNIZATIONS

State law requires that public schools deny admission to students who have not received required immunizations. Proof of immunizations must be presented upon enrollment. The state law has required immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella. Students in kindergarten must, be immunized against hepatitis B. A child who has begun, but not finished, a sequence of vaccine doses shall be admitted on the condition that the child receives the remaining doses according to schedule. A requirement passed in 1999-2000 states that students must have received three immunizations against Hepatitis B and a Tdap before entering seventh grade.

HEALTH EXAMINATIONS

State law requires students to have a health examination six months prior to entry to school or within 90 days of the start of the first grade, whichever is later. Parents can sign a waiver on religious grounds to be excluded from this requirement. However, if parents do not sign a waiver or do not comply with the law, their students will be excluded from school for five days. Notice will be given if that action is pending.

TREATMENT OF INJURIES

Injuries incurred while a student is in school are given first aid treatment by a staff member. Any injury incurred when a student is not in school should be cared for at home or by your family doctor. Internal medications such as aspirin are not available for students.

PHYSICAL EDUCATION EXEMPTIONS

A parental note is sufficient to excuse a student from physical education for up to three (3) days; however, exemptions beyond three days require a doctor's note. Students excused from physical education are not allowed to participate in athletics. If a student is excused from physical education it is expected his/her recess activities will be limited.

STUDENT ACCIDENT/HEALTH INSURANCE

The school does **NOT** provide insurance for your child for accidents on that occur on campus, field trips, or other school sponsored events. The school also does not cover students involved in the sixth through eighth grade sports program for athletic injuries incurred during practices and games. It is strongly recommended that parents consider purchasing the insurance if you have no insurance. The school office has flyers from outside companies that sell insurance. You may also find information about obtaining health insurance at www.coveredca.com.

TOBACCO CESSATION

Gerber School is committed to supporting our staff and students in living a healthy, tobacco free lifestyle. Tobacco use is prohibited in any campus building, on our playgrounds/fields and in district vehicles.

Tobacco Cessation services are available to all Gerber School staff and students. For more information on receiving these services, please call the Smoker's Helpline at 1-800-NO BUTTS.

THE CURRICULUM

Gerber School provides a standard based curriculum that centers around the Common Core Standards and which is modeled on the State School Board's guidelines and a common course of study adopted throughout Tehama County Department of Education.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Gerber School uses a Multi-Tiered System of Supports that includes Response to Intervention (RTI) for both academics and behaviors to help differentiate instruction to all students. This approach uses ongoing assessments to identify students' strengths and weaknesses and teachers make educational decisions based on a students' level and growth pattern.

STUDENT ASSESSMENT

Student progress is measured in a variety of ways. The report card is helpful in determining student progress, and it is based on classroom performance. Gerber School also uses the CAASPP test for third through eighth grades, which is administered by the state as another component of assessment. In addition, various other local assessments and tasks are used to determine student growth and proficiency levels.

TECHNOLOGY

Gerber Union Elementary School District (the 'District') recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

9. All parents and students will be required to sign and comply with the Gerber School *Technology Acceptable Use Policy* prior to having access to Gerber School technology resources

PROMOTION AND RETENTION

At Gerber School we do not promote retention. We do however understand there may be rare occasions where students may benefit from retention. These cases are considered on a case by case basis. The school will work with parents to plan for retention when it appears to be the proper choice for a student. The classroom teacher will meet with parents and collaborate with administration and other support staff when retention is being considered for any student.

GRADING PERIODS/HONOR ROLL

All students are graded on the trimester system. Students receive progress reports approximately every six weeks. The year is divided into three twelve week blocks called trimesters. The grades at the end of each of these trimesters count toward honor roll (4th-8th) and graduation requirements (for 8th grade). Honor roll for students is determined by students receiving a 3.0 grade point average and no "D"s or "F"s on their report card. Students will be rewarded for honor roll at the conclusion of each trimester.

GRADUATION REQUIREMENTS

Students must have at least a 1.75 GPA in their 8th grade year to participate in graduation. Students in eighth grade will also have to pass a United States Constitution test. They are given three opportunities to pass this test. A minimum score of 70 is required to participate in graduation activities. In addition to academic grades and the Constitution test, students must meet citizenship and attendance requirements in order to be eligible to participate in graduation activities with the class. Students who have ongoing citizenship or attendance problems (15 days) will be placed on a contract. If they do not meet the terms and conditions of that contract, they will not be eligible for participation in graduation activities. In addition, students who are suspended from school on the day of graduation may not participate in the exercises.

Students are encouraged to try out to give speeches at graduation.

Gerber School provides graduation gowns which students must wear when they participate in graduation. A fee to cover some graduation activities may be requested. No student will be excluded from a school-sponsored activity because they are not able to pay this fee.

LIBRARY AND COMPUTER LAB

Our computer Lab is located just a few doors down from the library. We are reaching our long term goal to develop a multimedia resource center for students that will enable them to become knowledgeable about a variety of information resources. A permission slip must be signed by a parent before students are allowed to use the Internet on campus. When students are found using the computer or internet inappropriately, their behavior may result in a Behavioral Referral and they could potentially lose their right to use a computer on campus.

The Gerber School Library offers a wide variety of reading materials for all grade levels. Some of our library's special features include the following: large reference section; many new books including the newest recommended literature materials; computerized card catalogue; current periodicals; CD ROM multimedia encyclopedias.

Parents are welcome to use our library. You may wish to select materials for your child to read or you may wish to select material to read to your child. Research indicates that both are good practices. Our expectation is that everyone who chooses to use our library will observe our library rules and respect our library materials. This includes full responsibility for the repair and/or replacement of damaged or lost materials. Each class in school is usually scheduled for at least one library period per week to make individual book selections.

Classroom Movies: Teachers are allowed to show movies in their classrooms as per the following guidelines: G & PG movies– teacher discretion no parent note, PG 13 movies – parent note required, R movies – will not be shown at school.

STUDENT/PARENT SERVICES

SCHOOL ATTENDANCE AND REVIEW BOARD

The School Attendance and Review Board, called SARB, are composed of representatives of various community agencies, including law enforcement. Students who have persistent behavior problems and parents who are not able to assure their students will attend school regularly appear before this county committee which acts as an agent for the court. SARB also coordinates attendance problems with the Welfare Department so it can adjust family aid when appropriate.

STUDENT SUCCESS TEAM

The Student Success Team (SST) is a committee of school staff and support personnel which reviews the cases of students who are having problems either academically or behaviorally. The SST may recommend learning strategies, a Behavior Plan, suggest parental activities, or refer the student for assessment for special services.

THE SCHOOL SITE COUNCIL

The School Site Council is a committee of parents and school staff which oversees a wide range of programs, monitors school progress, and makes recommendations to the School Board. The SSC meets monthly during the school year. Copies of its agendas and minutes are available and posted.

THE SCHOOL BOARD

The School Board is the governing body of the school district; it is composed of five members elected from the community who serve four year terms. The Board sets school policy. It meets monthly; agendas and minutes of its meetings are posted in the hallway of the school. Meetings are public, and all are invited to attend.

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

The DELAC is a committee of parents and school staff that meets in an advisory role to represent all English Learners.

MISCELLANEOUS

BACKPACKS

Most students bring backpacks to school. Although backpacks are allowed, and are an easy way to carry books and supplies, they can cause major problems. Backpacks take up a lot of room on the bus and in the classroom. We request that overly large backpacks be left home.

LOST BOOKS, VANDALISM

Students are responsible for school books issued to them. If they lose those books or damage them, they and their parents are responsible for reimbursing the school for replacement costs. Students who owe money for lost books will not receive report cards, diplomas, or transcripts until their obligation is met.

Parents are responsible under state law for up to \$7,500 for vandalism committed by their children. When vandalism occurs, students and their parents are expected to meet their obligation to cover the cost of repair or replacement.

TEACHER REQUESTS

Teacher request must be submitted to the Superintendent/Principal no later than May 17, 2019. Teacher requests will be taken into consideration but not guaranteed. Additionally, input will be taken from the class teacher and MTSS Team where academics, ELD, Special Ed, social-emotional, behavioral needs among other dynamics will be considered when developed the class lists for the following year.

TELEPHONES

The telephone in the office is available to students during their recess and lunch periods for emergency calls. Students and parents are expected to make all arrangements for visiting friends and rides to friends' homes before the students come to school.

Cell Phones: All cell phones are to be kept off during the school day. ***First cell phone offense will result in phone being taken away and a parent must come to school and retrieve. Second offense will result in phone being returned to student/parent on last day of school.***

LOST AND FOUND

All articles of clothing found in the building, on the playground or on the bus will be placed in the large box in the multipurpose room. Any items not claimed at the end of each quarter will be given to a local charity.

ROYAL KING PHYSICAL FITNESS REQUIREMENTS

Royal King is part of the regular PE program and PE grade will be affected if students do not participate.

STUDENT BILLS

Students will be billed for one or more of the following items: Lost or damaged library books or textbooks, outstanding cafeteria charges, materials for special projects and willful destruction of school property, or damage to others property. **Students with outstanding bills will not receive report cards, diplomas, or transcripts until their obligation is met.**

RETURNED CHECKS

Returned checks are subject to a maximum of \$25.00 Returned Check Fee that will be the responsibility of the party issuing the check.

DRONES or UNMANNED AERIAL DEVICES

Drones or unmanned aerial devices are not allowed.

The Teacher Pledge

I am committed to providing a world-class education to every student I teach. I believe that every child can achieve academic excellence. The following represent my personal commitments to the academic success of every student at Gerber School:

- I will accept no limits on the learning potential of any child
- I will do my best to meet the individual learning needs of each child
- I will encourage preparation for college
- I will create an engaging learning environment in my classroom
- I will treat students, parents and colleagues with courtesy and respect
- I will hold myself, students, and parents, responsible for the highest standards of performance
- I will collaborate regularly with colleagues to seek and implement more effective strategies for helping each child to achieve his or her academic potential
- I will do whatever it takes – go the extra mile – to motivate every student to reach or exceed grade level expectations

Each of these responsibilities is a symbol of my commitment to each child I teach.

Teacher
Signature: _____
Date: _____

The Student Pledge

I realize that my education is the key to my future. It will help me develop the knowledge and skills I need to become a successful and productive person. I know that my education now will prepare me for college in the future. The following represent my personal commitments to my academic success at Gerber Elementary School:

- I will be responsible, respectful, and safe
- I will work hard each day to do my personal best in school
- I will arrive at school every day on time unless I am ill
- I will follow my classroom and school rules
- I will complete and turn in class work and homework on time every day
- I will return school correspondences to my parents and school staff
- I will let my teacher know if I need help
- I will show my Gerber Pride by wearing red on Fridays, dressing up on spirit days, and keeping our school clean and presentable

Each of these responsibilities is a symbol of my commitment to learn and become the best student I can.

Student
Signature: _____
Date: _____

The Parent Pledge

I understand that my child's education is essential for success later in life. It will also prepare them for college if they so choose to attend. My goal for my child is that they become a productive person in society. The following represent my personal commitment to the academic success of my child at Gerber Elementary School:

- I will ensure my child attends school on time every day unless they are ill
- I will attend a Parent Forum, Parent-Teacher Conferences, Back to School Night and other school activities
- I will stay informed about my child's progress by reading, and when appropriate responding to, school correspondences
- I will let the teacher know if my child has any problems with learning or is having trouble in school
- I will encourage my child in their quest for college
- I will make my child's education and learning a top priority

I commit to the above statements and give support to Gerber School to help ensure my child is prepared for their future.

Parent
Signature: _____
Date: _____