

**GERBER UNION ELEMENTARY
SCHOOL DISTRICT**



**STUDENT/PARENT HANDBOOK
2011-2012**

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Dear Students and Parents:

This Student/Parent Handbook is designed to provide helpful information about Gerber School. You will find important information concerning the operation of our school. We feel that when we all know the philosophy and expectations, communication is improved. We can then provide the best possible school environment and educational experience for our students.

Success in life is greatly affected by our ability to conduct ourselves with respect and consideration for others, to exercise good judgment, and to have pride in all we achieve. It is with this thought that we hope you will become an active participant in your child's educational experience and an active partner in our school.

We believe that an excellent learning program requires the commitment of the entire educational community and must have a curriculum which is designed to meet the individual differences of students, challenges them to excel, and to become enthusiastic lifelong learners. The mission statement below reflects our commitment.

THE MISSION OF GERBER ELEMENTARY SCHOOL is to provide a stable place in our community which will foster our children's feelings of self worth and which will allow our students to develop strong educational skills, to acquire a good understanding of the privileges and responsibilities necessary to be a productive citizen, and to learn the information and concepts needed to make wise personal choices.

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,

Rod Stone
Superintendent/Principal

SCHOOL CALENDAR & HOURS

School starts at 8:25AM each morning for students in Kindergarten through 6th and 8:12AM for our 6th, 7th & 8th grades; our extended day Kindergarten ends at 1:45PM. Students in 1st through 5th leave school at 2:20PM and 2:25PM for 6th, 7th & 8th. The Gerber School Office hours are from 7:40AM - 4:10PM. **Students are not allowed at school until supervision begins at 7:45AM.**

There are seventeen 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 visit, **you must register in the office when you arrive on campus.** We also request that you stop by the office when you leave.

All teachers have a preparation period; you may want to schedule visits or telephone calls around that time. In the fall at Back-to-School Night each teacher will describe when he/she is most available for calls and visits.

The school phone number is **385-1041; the fax is 385-1451.** Normally there will be someone to answer the phone from **7:40 a.m. to 4:00 p.m.**

CAFETERIA

Gerber School makes both lunch and breakfast available to all students. Students are issued a meal card which is used to record meals purchased; students are responsible for those cards. Lost or damaged cards will be replaced; the fee for a replacement card is \$1.00. Breakfast costs \$.60, lunch is \$1.35; and milk is \$0.25. Menus are provided each month. **Students may not charge meals.**

There are three 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.

Free and Reduced Lunch Program - Gerber School makes free and reduced price meals available to qualified students under the provisions of both federal and state law. An approved application form is necessary to participate in the program each year. There is a three (3) day grace period at the beginning of the school year when students may charge meals while their parents' applications are being processed. In accordance with Federal law and U.S. Dept. Of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Wash., D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Reduced: lunch .50 & breakfast: .40

STUDENT EXPECTATIONS

Students will be asked to meet high standards; frequent assessment 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; these expectations are framed in a positive way to emphasize the constructive aspect of student discipline.

Each student is expected to strive to take full advantage of educational opportunities and to do his/her best in all areas of school life. Each student has the right to a safe, orderly, and sanitary environment.

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

SCHOOL RULES

1. Students will keep hands, feet and objects to themselves.
2. Students will move from room to room in a quiet orderly manner.
3. Students will use restrooms for their intended purpose.
4. Students will leave any item that interferes with school or is disruptive at home i.e.:
 - a. Gum
 - b. Knives and other sharp instruments, guns or other weapons
 - c. Matches, lighters and flammable materials- Fireworks or explosives
 - d. Radios, headphones, electronic games, pagers, cell phones, tape decks, etc.
 - e. Aerosol cans (hair spray, paint, etc.)
 - f. Students in kindergarten through fifth grades are prohibited from wearing cologne and or perfume to school (many students have developed allergies).
 - g. Any item with no reasonable use at school as determined by the principal
 - h. Cell Phones: All cell phones are to be kept off during the school day. If a student is using a cell phone during the day the school it may result in a discipline referral. ***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.***
5. Students will stay in assigned areas.
6. Students will respect all school property and pick up after themselves.
7. Students will follow the directions of all school staff.
8. Students will treat all students and staff with respect.
9. Students will not encourage another student to take an action which would subject a student to discipline.
10. Students will reframe from name calling, swearing, teasing or negative comments.

STUDENT DRESS AND GROOMING

Dress and grooming guidelines are intended to define what is appropriate student attire and personal grooming.

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. **Skirt and dress length** shall be no shorter than mid thigh.
- B. **No bare midriffs**, low cut tops, spaghetti straps or off the shoulder blouses.
- C. **No see-through type of blouse** or shirt may be worn without an undershirt.
- D. Students **shall wear shirts at all times**.
- E. The **fullness or length of long pants** may not interfere with normal school activities or pose a trip hazard. Pants must be secure at the waist and not expose undergarments.
- F. **Footwear must be worn at all times**. For safety, sandals should be held in place by a heel strap.
- G. **Hats** are not allowed indoors.
- H. Students in kindergarten through fifth grades are prohibited from wearing **cologne** and or **perfume** to school (many students have developed allergies).

NOTE: Crude and vulgar printing, gang signs or symbols, and pictures depicting drugs, alcoholic beverages, and items which are sexually suggestive, are not acceptable. When students choose to wear inappropriate clothing, they will be issued a warning and asked to change the clothing. If no change of clothing is available, the students will call home for clothing or be issued temporary clothing by the school. A second incident within a trimester will result in disciplinary action.

DISCIPLINE/CITIZENSHIP

Normally discipline is a progressive matter; however, in cases of severe problems (i.e. fighting, possession or use of drugs, sexual harassment, or the direct threat to harm a student or staff member) may result in a recommendation to the governing board for expulsion.

Every teacher has a classroom discipline 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, “normal” classroom and school rules may not apply. In such cases, the teacher, administration and parents will 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.

DISCIPLINE REFERRALS

**What action will be taken with my K-5 grade student if he/she is sent to the office?
(The 6th,7th-8th grade Student Handbook describes the steps for those grade levels.)**

The student will see the Assistant Principal or Principal, who may require the following:

(Discipline Referral) First Offense

- A. Parent notification (Let parent know why student is in the office)
- B. Student may be referred for appropriate counseling if available.
- C. Student will return signed referral to the office upon returning to school.
- D. After School or Lunch Detention depending upon grade level.

(Discipline Referral) Second Offense

- A. Phone call home/parent notification.
- B. Student may be referred for appropriate counseling if available.
- C. Student will return signed referral to the office upon returning to school.
- D. 2 Days Detention

(Discipline Referral) Third Offense

- A. Phone call home/parent notification.
- B. Student may be referred for appropriate counseling if available.
- C. Student will return signed referral to the office upon returning to school.
- D. 1/2 Day In-School suspension

(Discipline Referral) Fourth Offense

- A. Phone call home/parent notification.
- B. Conference with Parent/Teacher/Administrator
- C. Student will return signed referral to office upon returning to school.
- D. Full- Day In-School Suspension

(Discipline Referral) Fifth Offense

- A. Phone call home/parent notification.
- B. Off campus suspension (possible referral to DART)

What will happen to my child if he/she commits a major offense such as fighting with the intent to harm, possessing or using drugs or alcohol, or weapons, or threats to students or staff? **These offenses are major and will be treated as so. The following consequences may occur:**

- A. Phone call home
- B. Parent/Teacher/Administrator Conference
- C. Student may be suspended from school for up to five days
- D. Sheriffs department may be contacted and student cited.
- E. Recommendation to the Gerber School Board for expulsion and/or placement into Community Day School.

GERBER COMMUNITY DAY SCHOOL - The Gerber Community Day School is a special school designed for students who need personalized instruction and who are currently not successful in the regular education setting.. The school is located on the south side of the Gerber School campus. Students enrolled in 4th through 8th grade will be attending. Students who attend the school are placed on a different schedule from the other students. The school is staffed with a credentialed teacher and instructional aide.

SCHOOL TRANSPORTATION PROGRAM

Gerber School provides bus transportation for students. **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.

School policy is for the bus driver to issue a Notice of Unsatisfactory Bus Conduct when a student misbehaves on the bus or at a bus stop. **The first notice is a warning in most cases. The second notice is a suspension of bus riding privileges for three school days. The third notice requires a suspension of bus privileges for ten (10) school days and a conference between the parents, students, and the principal. Additional bus conduct notices may result in the loss of all riding privileges.**

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 a 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.

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 which 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 Aparent,@ Apupil 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

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 Ahighly qualified@ for four consecutive weeks.

PARENT RIGHTS AND ACCESS TO TRANSFER OF PUPIL RECORDS (cont.)

TRANSFER OF RECORDS

AWhenever 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: AAny 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 everyday and absent only for excused reasons. *The only legally excused absences are those for illness, injury, medical appointments, and bereavement within the immediate family.*

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 should notify school personnel in advance, in writing, their authorization for that person to pick the child up.

STUDENT ATTENDANCE (cont.)

RELEASE OF STUDENTS

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 AF@ 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.

SPORTS

Gerber School offers the following team sports, volleyball, basketball, soccer, and softball. These are available to sixth, seventh and eighth grade students. Coaches will select members of the teams based on: (1) academic eligibility; (2) attitude and (3) ability and skill level. The number of students on a team and individual playing time is strictly a coaching decision. Athletes will receive a participation and uniform contract.

STUDENT COUNCIL

The Student Council is directed by representatives elected from grades 4-8. Officers are as follows: President, Vice-President, Secretary, Treasurer, Commissioner of Activities, Yearbook Editor, Snack Bar Commissioner and classroom representatives. The group meets regularly and carries on business and plans their activities. Some examples of their activities include, play days, dances, and leadership workshops. In addition, Student Council members become involved in projects or work which will benefit the school, community and total student body. A school staff member serves as the supervisor for this student activity

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.

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 are included on the dance permission slips and should be read by both parents and students prior to each dance. Students 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 school** 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.

STUDENT HEALTH SERVICES (cont.)

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. There are provisions in the law for parents to waive these requirements for medical reasons or based upon personal beliefs. The office has a form for these cases. A requirement passed in 1999-2000 states that students must have received three immunizations against Hepatitis B 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 teacher, office personnel or nurse. 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 campus, field trips, or other school sponsored events. It is strongly recommended that parents consider purchasing the insurance offered through the school. The school also does not cover students involved in the sixth through eighth grade sports program for athletic injuries incurred during practices and games.

THE CURRICULUM

Gerber School provides a standards based curriculum which is modeled on the State School Board=s guidelines and a common course of study adopted throughout Tehama County Department of Education. The emphasis has been on reading/language arts and mathematics. New elements will be added over the next few years. The intent is to have every student master the content and performance standards for his/her grade level, and achieve a Proficiency ranking on the CST.

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 STAR test for grades second through eighth, which is administered by the state as another component of assessment. In addition, various other tests and tasks are used to determine student proficiency.

PROMOTION AND RETENTION

Research has shown that retention generally is not a successful alternative. There are exceptions, of course, and the school will work with parents to plan for retention when it appears to be the proper choice for a student. The parents, the school counselor, the student's teacher, and others need to meet before a retention decision is made. Hopefully whenever retention looks like an option, these individuals will begin to meet so that decisions can be the result of careful thinking and collaboration. A district promotion/retention policy is available in the school office.

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 in classrooms and in the library.** 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.

PERFORMING ARTS PROGRAM

Music is offered to all students in kindergarten through eighth grade. Fourth through eighth grade students may be eligible to participate in choir sixth through eighth for band. Instruction is provided by a credentialed teacher. A limited number of musical instruments are available for students. Students may also rent or purchase instruments from music stores in town. Other art experiences are also presented within the classroom and are frequently related to curriculum areas.

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.

PROGRESS/EXPECTATIONS/GRADUATION EXERCISES AND ACTIVITIES

Graduation exercises and activities are extracurricular events and students must qualify to participate in them. These activities include rehearsals, the eighth grade trip, and graduation exercises. Promotion to or placement in the ninth grade or retention in the eighth grade will be based upon the criteria of BP 5123; participation in graduation ceremonies and events will be based upon meeting all of the following criteria:

1. Students minimum cumulative grade point average of 1.75 (on a 4.0 scale) in all report card subjects in the seventh and eighth grade.
2. A score of 70% or higher on the United States Constitution Test.
3. The student shall not have violated a behavior contract due to citizenship problems.

NOTE: Teachers and administrators will work with students and parents/guardians to assure there is understanding regarding this policy. Parents/guardians will be kept informed when a student is in danger of not participating in graduation exercises/events.

STUDENT/PARENT SERVICES

THE DART TEAM

DART stands for Disciplined Attendance Review Team. The DART team is a committee of school staff and parents which reviews student cases and develops plans of assistance for students who have recurring, serious violations of school rules or who have excessive absences. Students who have 15 absences in the seventh or eighth grade will meet with the team. **NOTE: DART**

may recommend to the Superintendent that a student be considered for expulsion in extreme cases. The team can also make recommendations for students to be placed in the Gerber Community Day School.

SCHOOL ATTENDANCE AND REVIEW BOARD

The School Attendance and Review Board, called SARB, is 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 STUDY TEAM

The Student Study Team is a committee of school staff and support personnel which reviews the cases of students who are having problems learning. The SST may recommend learning strategies, 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. The committee helps to develop a master plan for English Learner education and school needs.

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 two major problems. Backpacks take up a lot of room on the bus and in the classroom. We just request that overly large backpacks be left home.

LOCKERS

Lockers are made available to seventh and eighth grade students for storing school materials and clothing. These lockers are small and will not hold much more than school books and a binder.

The school assumes no liability for materials stored in the lockers and retains the right to search lockers when there is reasonable suspicion unauthorized items are inside.

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.

TELEPHONES

There are no pay phones at Gerber School. 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. If a student is using a cell phone during the school day, it may result in a discipline referral. *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 main hallway. Any items not claimed at the end of each quarter will be given to a local charity.

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.