

Gladstone Elementary

Student Handbook



Home of the Griffins 2016-2017

Bonita Unified School District
Gladstone Elementary School
1314 W. Gladstone St., San Dimas, CA 91773

Principal: James Ellis
School Secretary: Sandie Gonzalez

Lead Teachers: Carol Phipps & Connie Niacaris
PTA President: Cindy Vasquez

School Office Hours: Monday-Friday 7:30 a.m. - 4:00 p.m.
(Limited office coverage between 11:00 a.m.-1:00 p.m.)

Attendance Hotline: (909) 971-8204, press #1
FAX: (909) 971-8254
Day Care: (909) 971- 8364

Dear Students and Parents,

It is with great pleasure that the Gladstone staff welcomes you to Gladstone Elementary School. You will find that the staff is outstanding and eager to work with you. Children receive an excellent instructional program in a warm, caring environment.

The Gladstone Staff looks forward to parents' active participation in the school and all of the activities. There are many opportunities during the school year for parents to enjoy student programs, become involved in classrooms, and work in partnership with teachers to provide a quality educational program.

Parents are encouraged to become involved in the Parent Teacher Association (PTA) and/or Gladstone School Site Council. Both groups are active in overseeing many additional programs students have the opportunity to experience. Our school newsletters will showcase these events and meetings.

Sincerely,



IMPORTANT NOTE

The entire handbook is available online at the school web site at <http://gl.bonita.k12.ca.us>.
A limited number of books are printed and available in the office for people who request one and do not have access to the Internet.
Check out Gladstone's web site for a lot of useful school information.

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Gladstone Elementary

Mission Statement and Goals

The Gladstone staff is committed to the welfare and fullest possible academic, physical and social development of each student. In concert with parents and the community, we strive to serve the many and varied needs of our students and families. Our mission is to provide a safe learning environment that is rich in love, encouragement and support. Gladstone offers students a standards-based curriculum that holds students to high expectations for their personal and academic growth. Students work to strengthen skills in social, emotional and physical skills striving to instill a lifelong love for learning.

Our goals are to:

- Establish and encourage high expectations for all students.
- Build self-confidence and a feeling of self-worth in all students.
- Strengthen student skills in social, emotional, and physical areas.
- Maintain a school cultural of lifelong learning for students, teachers, staff and parents.



Gladstone Elementary Bell Schedules

Kindergarten

Kindergarten Transition Month (Aug. 22 – Sept. 16)

School Begins	8:00 a.m.
Students are marked tardy	8:05 a.m.
Instruction	8:05 – 10:00 a.m.
Recess	10:00 – 10:15 a.m.
Instruction	10:15 – 11:20 a.m.
Dismissal	11:20 a.m.

Kindergarten Extended Day (Sept. 19 – Mar. 24)

(Monday, Tuesday, Thursday, Friday)

School Begins	8:00 a.m.
Students are marked tardy	8:05 a.m.
Instruction	8:05 – 10:00 a.m.
Recess	10:00 – 10:15 a.m.
Instruction	10:15 – 11:00 a.m.
Lunch	11:00 – 11:45 a.m.
Instruction	11:45 – 1:10 p.m.
Dismissal	1:10 p.m.

(Except Wednesday Compact Days 1:00 dismissal)

Kindergarten Full-Day (Mar. 27 – June 8)

(Monday, Tuesday, Thursday, Friday)

School Begins	8:00 a.m.
Students are marked tardy	8:05 a.m.
Instruction	8:05 – 10:00 a.m.
Recess	10:00 – 10:15 a.m.
Instruction	10:15 – 11:00 a.m.
Lunch	11:00 – 11:45 a.m.
Instruction	11:45 – 2:05 p.m.
Dismissal	2:05 p.m.

(Except Wednesday Compact Days 1:00 dismissal)

Kindergarten Minimum Days (Oct. – Jun.)

Eight Minimum Days for 2014-2015:

October 5, 6; December 23; March 7, 8, 9; May 19; June 8

School Begins	8:00 a.m.
Students are marked tardy	8:05 a.m.
Instruction	8:05 – 10:00 a.m.
Recess	10:00 – 10:15 a.m.
Instruction	10:15 – 10:45 a.m.
Lunch	10:45 – 11:30 a.m.
Instruction	11:30 – 12:25 p.m.
Dismissal	12:25 p.m.

Grades 1-5 Bell Schedules

Grades 1 - 5 Full Day

(Monday, Tuesday, Thursday, Friday)

School Begins	8:00 a.m.
Students are marked tardy	8:05 a.m.
Instruction	8:05 - 10:00 a.m.
Recess	10:00 - 10:15 a.m.
Instruction (Grade 1)	10:15 - 11:15 a.m.
Instruction (Grades 2 - 3)	10:15 - 11:30 a.m.
Instruction (Grades 4 - 5)	10:15 - 12:00 p.m.
Lunch (Grade 1)	11:15 - 12:00
Lunch (Grades 2 - 3)	11:30 - 12:15 p.m.
Lunch (Grades 4 - 5)	12:00 - 12:45 p.m.
Instruction Grade 1	12:00 - 2:05 p.m.
Instruction (Grades 2 - 3)	12:15 - 2:05 p.m.
Instruction (Grades 4 - 5)	12:45 - 2:50 p.m.

(Except Wednesday Compact Days 1:00 dismissal)

Grades 1 - 5 Minimum Day

Nine Minimum Days for 2014-2015:

August 26 : October 5, 6 : December 23 : March 7,8,9 : May 19 : June 8

School Begins	8:00 a.m.
Students are marked tardy	8:05 a.m.
Classroom Instruction	8:05 - 10:00 a.m.
Recess	10:00 - 10:15 a.m.
Instruction (Grade 1)	10:15 - 11:00 a.m.
Instruction (Grades 2-3)	10:15 - 11:15 a.m.
Instruction (Grades 4-5)	10:15 - 11:30 a.m.
Lunch (Grades 1)	11:00 - 11:45 a.m.
Lunch (Grades 2-3)	11:15 - 12:00 p.m.
Lunch (Grades 4-5)	11:30 - 12:15 p.m.
Instruction (Grade 1)	11:45 - 12:25 p.m.
Instruction (Grades 2-3)	12:00 - 12:25 p.m.
Instruction (Grades 4-5)	12:15 - 12:25 p.m.
Dismissal (Grades 1 - 5)	12:25 p.m.

Gladstone 2016-17 Calendar of Events

(Dates are subject to additions and changes)

Visit the Gladstone Website Online

<http://gl.bonita.k12.ca.us/Calendar/index.html>

GLADSTONE UNIFORM POLICY

DRESS FOR SUCCESS

Over the years, Gladstone parents and staff have agreed that students should always “Dress for Success.” Our school is a place for learning, and a dress code promotes attention to academics. In recent years, Gladstone has expanded its dress code to include denim jeans/skirts and also allowed Gladstone shirts to be allowed any day of the week.

This year, we are relaxing the mandate to dress in uniform. This said, Gladstone Elementary encourages all of our students to continue to Dress for Success in school colors and styles – free from logos and writing. Our recommendations are below. Please note that the Bonita U.S.D. dress code will still be strictly enforced – highlights of which are also listed below.

At Gladstone, we encourage all Griffins to wear school colors:

- Blue (any shade, including denim)
- Yellow/Gold (this includes Khaki)
- White
- Patterns (plaids and stripes) in school colors.

Students are encouraged to wear spirit T-Shirts, school polo shirts, or sweatshirts. Clothing should be free of logos and writing. Skirts and shorts should be of appropriate length.

The following items are prohibited at Gladstone, per Bonita U.S.D. Dress Code.

- Hats (except as required through medical exemption)
- Oversized Jewelry
- Body Tattoos (including temporary tattoos)
- Hair dyed an unnatural color
- Mohawk hairstyles
- Ripped jeans and shirts
- Open-Toes Shoes and Flip-Flops
- Clothing with inappropriate language and/or anti-school statements
- Tank Tops with shoulder straps smaller than 1” (including spaghetti straps)
- The complete District Dress Code is included in the student handbook.

Families will no longer be required to attend Opt-Out meetings for uniforms. However, parents should be advised that students in violation of the district dress code may be required to wear “loaner” clothes during the day, be required to go home and change their attire, and/or may receive disciplinary consequences for repeated violations of district dress code.

All students are expected to follow the district dress code and grooming guidelines.

BONITA UNIFIED SCHOOL DISTRICT Dress and Grooming Guidelines

The Board of Education subscribes to the philosophy that students will be provided with a quality education in a safe, secure environment. The Board believes that school dress also significantly influences behavior. Further, student appearance should be neat, acceptable, and in keeping with the activities at the particular school, while at school, or any school activity.

The basic responsibility for the grooming and dress of the student rests with the parent. The school must assume that parents have furnished guidance to the students in this manner. However, school personnel cannot avoid responsibility for making judgments regarding the appropriateness of dress and grooming in the school setting when health and safety factors are involved.

The principal at each school in the District, or the designated representative, is hereby authorized and directed to send home a student or require parents/guardians to provide a change of clothing for any student who has failed to prepare properly for school as set forth in this policy. Students who persist in violating the following general standards may be suspended in accordance with the law.

Standards for all students include:

- All students are to give proper attention to personal cleanliness, modesty, and safety in dress and grooming.
- Clothing is to be neat, safe, clean, and non-distractive to the learning environment.
- No student is permitted to attend school if their appearance is disruptive to the operation and administration of the educational process.
- Certain types of clothing that have the potential to cause disruption of school activities will be prohibited.
 - A. The Board believes that students should have a meaningful degree of personal freedom and should also accept reasonable limits and regulations consistent with a school's responsibility to provide opportunities for full and beneficial educational programs.
 - B. As an essential element of its function, a school should promote tolerance for a wide range of people and ideas, including, where appropriate, an understanding of the actions and appearance of those students who do not disruptively or inappropriately exercise their right and need to be individuals.
 - C. The District recognizes that student appearance is important to the student, to their institution, and to their community because of its dynamic, communicative nature. Standards should be established which are generally accepted by the larger community as modest, clean, and in vogue. Student safety must always be the foremost concern and the predominant criterion for the acceptability of student dress.
 - D. Clothing or articles of clothing or jewelry which may provoke others to acts of violence or be used as weapons, including but not limited to professional sport's team attire, gloves, any type of headwear, shoestrings, wristbands, belts, belt buckles, chains, and any other gang identified items are prohibited.
 - E. Clothing and jewelry shall be free of writing, pictures, and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate racial, ethnic or religious prejudice, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity.
 - F. Only unaltered school-affiliated headwear or medically/religiously required hats, as approved by the principal are allowed.

- G. Shoes must be worn at all times. Thongs, backless sandals, and gang related boots are prohibited.
- H. Oversized clothing, including oversized white t-shirts or baggy pants is prohibited. Pants/shorts must fit at the waist without requiring alteration. Shorts to the knee or longer worn with white socks or bib overalls (straps buckled at all times) are prohibited.
- I. Gang associated red or blue belts, jackets, bandanas, or dark glasses that are not medically prescribed are prohibited.
- J. Clothing shall be sufficient to conceal undergarments and shoulders at all times. See-through or fishnet fabrics, halter tops, muscle shirts, tank tops, tube tops, spaghetti strapped clothing, off the shoulder or low cut tops and bare midriffs are prohibited.
- K. Other inappropriate clothing or accessories, including body marking or piercing, determined by the school administration to be a deterrent to safety or to detract from the educational process, are prohibited.
- L. All students must conform to the *Dress for Success* policy (Policy 5441) expectations unless given a waiver by the site administrator.
- M. The Board accepts the obligation to enforce reasonable standards based, in part, on the declaration of the California Administrative Code which provides, "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering."

Nothing in this policy is to exclude provisions for reasonable and necessary dress and grooming regulations for special classroom or extra-curricular activities. The principal of each school shall be responsible for the supervision of the enforcement dress and grooming regulations in accordance with adopted standards and within the limitations of the guidelines of district regulations.

Legal reference: 35183 and 49066
 California Administrative Code
 Title 5, Section 302 12

Violations of the dress code will result in the following consequences:

- | | |
|-------------|---|
| 1st Offense | Warning to wear correct attire and change attire if necessary |
| 2nd Offense | Change clothes and parent contact |
| 3rd Offense | Lunch Detention and parent conference |
| 4+ Offenses | May lead to further disciplinary action. |

Gladstone School Policies

General Rules

Gladstone Students will always:

- Treat one another with respect, with kindness, and how you would like to be treated.
- Follow instructions given by Gladstone staff.
- Keep their hands and feet to themselves to ensure safety.

Additionally, teachers have developed their own classroom rules based on these overall school rules.

Arrival and Dismissal

Kindergarten parents park north of the kindergarten playground on Gladstone St. or in the Shellman parking lot and walk their students to their child's classroom.

All other students, Grades 1-5, enter on Shellman. Parents use the drop off/drive thru on Shellman in the morning beginning at 7:45 a.m. Parents may park on Shellman to pick up their students. **No pick up or drop off is allowed in front of the school.** Students will only be allowed to cross any streets/driveways with an adult. Please follow all driving conditions, signage, and laws of the road to *ensure the safety of all.*

Back Parking Lot

- Anyone can park in the back parking lot.
- Those parked in the back lot may not exit the lot between 7:50-8:05 am.
- Please do not enter or exit the lot during dismissal times 2:05-2:15 pm; 2:50-3:00 pm.

Front Parking Lot

- Please be respectful and only use spaces with markings that apply to you (staff, visitors, handicapped etc.).
- Two spaces are now marked for 10 minute parking for those needing to make a quick stop.
- Drop off in the front is for buses only.

Arriving at school

- Day care is open to day care students at 6:30 a.m.
- Cafeteria is open to students having breakfast from 7:30 a.m. to 7:50 a.m.
 - ❖ Students must buy breakfast and stay in the cafeteria until campus opens at 7:50 a.m.
- School campus is open to all students at 7:50 a.m.
 - ❖ There is no supervision before this time.
 - ❖ Students are to remain away from all parking lots and driveway areas.
- Students in grades K-3 place their backpacks outside their classroom and then immediately go to the playground for supervision. Students in grades 4-5 will place their bags on the recess line-up marker and then proceed to the playground. (There is no supervision in the hallways by classrooms)

Dismissal from school

- Students are dismissed by their classroom teacher; they are to go directly to the bus stop, Day Care, or home.
 - ❖ Kindergarten will be dismissed to their parent/guardian in the kindergarten playground.
 - ❖ Grades 1-3 will be walked out by their teacher.
 - ❖ Grades 4-5 will be dismissed from their classroom.
 - ❖ There is no campus supervision after 3:00 p.m.
- Students are not to cross any parking lots or driveway areas without an adult.
- Family members, guardians, or other individuals must be on the emergency card for students to be picked up through the office.
- Bike riders need to walk their bikes on the sidewalk.

Class Time

- Students are expected to treat others respectfully and as they wish to be treated.
- All students must work in a manner that does not disturb other students or classrooms around them.
- Classroom supplies are an essential part of the school program and are to be used correctly.
- When books and supplies are taken home, they need to be returned in the same condition. Students will be asked to pay for lost/damaged books and supplies.
- Students are asked to assist the custodial team by taking care of our school and keeping floors, desks, tables, and all walls clean. This applies both inside and outside

Outside of Class

- When traveling as a class, lines are quiet, straight, and to the right of the hallway.
- Students must walk in the hallways.
- During recess students stay on the playground. Students may go no further than the softball diamonds on the fields.
- Students play in the areas away from drinking fountains and restrooms.
- Students treat one another with respect at all times.
- Playground games will be played according to PE rules.
- Students take turns and use equipment properly, or they may not be allowed to use it.
- All student-owned equipment (games, toys, balls, gloves etc.) must remain at home. This includes Day Care hours unless they have written permission by the principal.
- Rocks are to remain on the ground or placed in the trash.
- The recess "freeze bell" means freeze where students are playing.
 - ❖ Students must leave the sandbox area then freeze.
 - ❖ Students stay in place until the whistle is blown. All students need to freeze when the bell rings, whether it is their bell or not.
 - ❖ When the whistle blows to line up, students will not play with playground equipment and will walk quickly to get in their classroom lines.

Breakfast and Lunch

- Purchasing Breakfasts and Lunches in the school office:
 - ❖ Breakfast prices: \$2.00 Full Pay \$.30 Part Pay
 - ❖ Lunch prices: \$2.75 Full Pay \$.40 Part Pay
- The cost is only deducted on the days your child chooses to buy; it does not have to be 10 consecutive days. This reduces the loss of money by children.
- Checks should be made payable to Bonita Unified School District and turned into the school office. Meals are purchased in any dollar amount.
- Pupils bringing their lunches may purchase milk for \$.50 on a daily basis.
- The lunch attendant gives students a receipt showing a low balance indicating it is time to renew the breakfast/lunch card.

Breakfast Expectations

- All students need to eat breakfast at home or at school.
- Once students sit down, they are to remain polite, stay seated for 15 minutes to eat lunch, and raise their hand to be excused.
- Students stay in the cafeteria until 7:45 a.m.
- Campus duty personnel are to be treated with respect by all students.

Lunch Hour Expectations

- All students are expected to eat lunch.
- Teachers walk their classes to the cafeteria.
- Students stand politely in line awaiting their lunch/milk.
- Disruptive students or those who give "cuts" are sent to the end of the line.
- Once students sit down, they are to remain polite, stay seated for 15 minutes to eat lunch, clean up their area, and raise their hand to be excused.
- Campus duty personnel are to be treated with respect by all students.

In support of healthy food choices on campus, and in consideration of students on campus who may have allergies or other dietary restrictions, the following foods are not acceptable snacks on campus: soda, candy, gum, fried chips, nuts, products containing nuts, and home prepared items.

Parents should always communicate with teachers if they wish to bring an item in for a special occasion. No foods can be distributed to students without prior consent from the classroom teacher and/or the school principal. Birthday celebrations for your child are discouraged as they detract from the school environment. There are no deliveries of balloons, flowers, cupcakes, etc. Recognition of a birthday is better done by having your child pass out a decorative pencil or eraser, sticker, or small novelty item.

Please consult with your teacher if you need further guidance.

Homework

- Assigned homework is related to ongoing class studies and provides needed practice, remediation, or enrichment.
- Homework is a factor in grading. The frequency and length of assignments outside of class may vary according to individual student needs and grade level.
- The total amount of homework assigned by a student's teacher(s) is to conform to the district regulations below;
 - ❖ Kindergarten should be assigned homework no more than four times per week, requiring an average time of ten (10) minutes each night to complete.
 - ❖ 1st grade students should be assigned homework no more than four times per week, requiring an average time of ten (10) to fifteen (15) minutes each night to complete.
 - ❖ 2nd grade students should be assigned homework no more than four times per week, requiring an average time of twenty (20) minutes each night to complete.
 - ❖ 3rd grade students should be assigned homework no more than four times per week, requiring an average time of thirty (30) minutes each night to complete.
 - ❖ 4th grade students should be assigned homework no more than four times per week, requiring an average time of forty (40) minutes each night to complete.
 - ❖ 5th grade students should be assigned homework no more than four times per week, requiring an average time of fifty (50) minutes each night to complete.
- In addition to regular homework, students are expected to read outside of school daily.
 - ❖ Kindergarten: 15 minutes per night
 - ❖ First, Second, and Third Grades: 20 minutes per night
 - ❖ Fourth & Fifth Grades: 30 minutes per night
- Homework is not optional, if a pattern occurs where a student is frequently not turning in homework, then consequences will include:
 - ❖ Homework club
 - ❖ Loss of recess
 - ❖ Phone calls home
 - ❖ Noontime detention
 - ❖ Loss of activities and privileges
 - ❖ Homework deficiency notices
 - ❖ Parent conferences
 - ❖ Lower grades

Items to Leave at Home

- Students may not use electronic communication devices including, but not limited to
 - ❖ Cell phones
 - ❖ Games and equipment
 - ❖ Toys
- At the discretion of the teacher, an e-reader or personal tablet may be used in class for school related work only. See section on use and permissions.
- Games, toys, valuables, sports equipment, live animals, large amounts of money and other personal items not related to school curriculum are not permitted at school.
- Students may only bring these types of items to school or school-sponsored activities with prior written permission from the teacher/principal.

E-Readers and Personal Tablet Devices

E-Readers are defined as devices for the purpose of reading e-books (ex: Kindle or Nook). A Personal Tablet Device is an electronic device, such as a iPad, iTouch, or Samsung Galaxy, that may also be used for the purpose of reading, instructional practice and/or taking Renaissance Place quizzes.

Gladstone Elementary recognizes that e-readers and tablets are growing in popularity and are increasingly being used to support literacy instruction and provide motivation to many students to read. An exception to the "No Electronic Devices" policy will be made for E-Readers and tablets for the purpose of reading and instructional activities. These devices should not have cellphone capability for the purpose of sending text messages or phone calls.

If a parent allows a student to bring an e-reader or tablet, the following regulations apply:

- The student will comply with the BUSD Acceptable Use Policy and will not use the e-reader for any purpose other than for reading age-appropriate content already downloaded on the device.
- The student will assume responsibility for the e-reader or tablet while on school property and will not loan the e-reader to another student in the school or during school bus travel whether to/from school or on field trips, or leave the e-reader unsupervised (on desk, in hall, on school bus, etc.) at any time. The school is not financially responsible for the loss or damage to the e-reader while on school property or at a school related event.
- The student will not access any wireless network for use with the e-reader. Books must be downloaded onto the e-reader away from the school campus. Students may access the network - with teacher supervision - to complete Renaissance Place AR and STAR Reading Quizzes.
- The student will provide the e-reader to school personnel upon request at any time.

If a parent allows a student to bring an e-reader to Gladstone Elementary, they will sign an E-Reader Use Agreement that acknowledges the conditions listed above. The e-reader cannot be brought to campus without a signed form. If a student is found in violation of the above rules, the privilege of bringing an e-reader to campus may be revoked by the teacher or principal.

Gladstone School Behavior Plan

At Gladstone School, discipline problems are few. We are a team working together to make the rules consistent, well known, and understood by everyone. All students know the rules and they are enforced in a kind and fair manner by Gladstone personnel.

Behavior Expectations

The Gladstone Staff collectively developed a positive discipline plan. The expectations are as follows:

- Gladstone Students will always:
 - ❖ Treat one another with respect and kindness.
 - ❖ Follow instructions given by Gladstone staff.
 - ❖ Keep their hands and feet to themselves to ensure safety.

Teachers, in turn, have developed their own classroom rules based on these overall school expectations.

Discipline Plan Agreement

As part of the registration packet, every student and parent is required to sign the Gladstone Discipline Agreement. This ensures that everyone is aware of the behavioral expectations and consequences. Make sure to read this document carefully with your child.

Good Griffins—Griffin Treasure Chest

- ❖ Students are encouraged to be “caught being good above and beyond” at school.
- ❖ This Good Griffin ticket may be used for special prizes & privileges from the Treasure Chest that will be open at recess twice per month on Wednesdays - beginning on Wednesday, September 17th. It is located next to the student store. Prizes and privileges cost different numbers of Good Griffin slips.

How do you get Good Griffins? All staff members may award students in grades 1-5 Good Griffins for making good choices at school, going above and beyond what is expected and standing out by doing kind things for others.

NOTE: Teachers that have their own reward program in class (society money, raffle tickets, marbles, color cards, etc.) will establish the “cost” of a Good Griffin and students can cash in their classroom reward item to purchase Good Griffins in their classroom from their teacher. For example, a 4th grade teacher could charge \$200 in society money for a Good Griffin, another teacher may charge \$500 in society money for a Good Griffin. Teachers that use raffle tickets may choose to trade three raffle tickets for a Good Griffin. It is up to the teachers to assign a “price” for the Good Griffin.

Items that will be available at the Griffin Treasure Chest may include:

Number of Good Griffins	Item	Frequency of Award
20	Raffle for a Yearbook	Once a Trimester
15	Double Recess on Spirit Day	Monthly
15	Homework Pass	When Earned
15	Sit with your teacher and eat lunch at school	When Earned
5	Raffle for Lunch with your Teacher	Once a Trimester
5	Raffle for Lunch with the Principal	Once a Trimester
1	Otter Pop, Other Treasure Chest Items	When earned
2	Higher Value Treasure Chest Items	When Earned
3	Highest Value Treasure Chest Items	When Earned
Other items and values to be added		

Behavioral Consequences

- Students exhibiting inappropriate behavior are counseled by the teacher. If counseling is ineffective, parents will be notified. Continued poor choices from a student will result in a student being seen by the principal.
- If behavior is deemed severe by school staff, a principal visit may be warranted on a first offense.
- A discipline record is kept in the principal's office that includes all students sent in for disciplinary action/counsel.
- Possible consequences for students may include:
 - ❖ Counseling
 - ❖ Detention
 - ❖ Loss of recess
 - ❖ Work detail
 - ❖ Loss of privileges
 - ❖ Parent Conference
 - ❖ Loss of activities
 - ❖ Suspension

Suspension and Expulsion

We also understand that by law, Ed. Code 48900, the following offenses will result in suspension from school:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage or intoxicant of any kind.
- d. Offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind, sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed, or attempted to commit robbery or extortion.
- f. Caused, or attempted to cause damage to school property or private property.
- g. Stole, attempted to steal, or knowingly received stolen school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Posses, offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.

- m. Possession of an imitation firearm.
- n. Attempted/committed a sexual assault or battery as defined by Penal Code.
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against the pupil for being a witness.

Grades 4 - 12 only:

Committed sexual harassment (4 - 12)

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.

Made terrorist threats against school officials or school property.

The principal must recommend a pupil's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous objects of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

Gladstone General School Information

Please let us know when you or your child has a problem regarding school. (When problems occur, it is often due to a lack of communication.) At Gladstone we are here to assist you. Please do not hesitate to call us at (909) 971-8204.

Attendance

Tardies, Absences, and Illness:

- School begins at 8:00 a.m. every morning for all students K-5.
- Call to report any absence immediately. The hotline is (909) 971-8204, press 1. This number is only for absences and you may leave a message 24 hours a day.
 - ❖ When calling please give: date of absence, child's first and last name, teacher's name, grade, and reason for the absence.
- Frequent tardies or absences will result in attendance letters, calls, and referrals to School Attendance Review Board.
- If you know an absence will occur in advance, please call.
- If you are unable to call, please have your child return with a note signed by a parent/guardian.

When your child needs to be home:

- Children should not be sent to school when they are not feeling well with a fever, or when they have a contagious illness. Students should be fever free for 24 hours before returning to school.
- If a pupil becomes ill or injured at school, you will be called to pick him/her up.

Perfect Attendance Guidelines:

To receive an award at each Trimester or for the whole year for perfect attendance, students must have:

- No Absences
- No Tardies; No Early Dismissals/Pick-ups
- Verified Medical Absences or Verified Bereavement may excuse an early dismissal or tardy.

Extended Day Care

- The Day Care phone number is (909) 971-8254.
- The Day Care Program Center is located in Room 23.
- The center is open daily from 6:30 a.m. to 6:00 p.m. except when all students are in class.
- The center is open for all minimum and pupil free days, as well as, a portion of our winter and spring breaks. The center closes for Federal Holidays (ex: Memorial Day).
- A summer program is also available at selected sites.

Transportation

Parents need to make transportation arrangements to have their child(ren) at school by 8:00 a.m. each day of school. The Shellman Avenue Gate is a designated drop off zone in the morning. Students can be dropped off beginning at 7:45am. At 7:50, students will be allowed on campus.

Traffic is heavy in the morning. Parents are encouraged to carpool with neighbors. Traffic is lighter at 7:50 and heavier as 8:00 approaches - arrive at 7:50 to beat the rush!

Bicycles and other:

- Bicycle helmets are mandatory for upper grade students (Grades 3-5) when riding their bikes to and from school.
- Students are to park their bike in a rack between Room 1 & 6.
- This is an unsupervised area and the school does not assume responsibility for bicycles on the school premises.
- All bikes must be locked while at school and need to be properly licensed.
- All bikes must be walked when on any section of the school grounds.
- Skateboards, roller blades, scooters, and skate shoes are not allowed to be used on school property at any time.

Pick Up Zones for students after school.

Please remember, the parking lot directly in front of Gladstone is reserved for staff only. After school, the parking lot is restricted to School Busses and Day Care Vans. At the 2:05 and 2:50 dismissals, parents are welcome to park in the Shellman Ave parking lot or on Gladstone Street in front of the Kindergarten playground. Please remember that the Shellman parking lot is closed to incoming and oncoming traffic between 1:50 and 2:10pm. This allows us to have maximum safety for students riding the bus and students with special needs. If you ever have a question regarding where to park, feel free to email or call the school so we can help you choose an appropriate location.

Lost and Found/Personal Belongings

- Please identify with permanent ink all articles of clothing, lunch boxes, and sacks your child will be wearing/bringing to school.
- Should you notice anything missing, please stop by the office and check out the Lost and Found cart.
- At the end of each month, all items left over are donated to the Salvation Army/Good Will.

Health and Medication

- No medication of any kind may be carried by a student at any time. This includes cough drops, aspirin, medicated lip balm, etc.
- If your child has special health concerns, please inform the classroom teacher, health clerk/nurse, and school secretary so we can be of assistance.
- When a student is taking prescribed medication during school hours, the medication must be checked into the health office and dispensed by office personnel.
- A parent's release form and physician's statement must be signed and on file for any medications. (Download the form on the school web site)
- Whenever a student has a contagious disease or has a broken/sprained limb requiring a sling or cast, the school nurse **MUST** be contacted before the student may return to class. A doctor's note is required for a student to return to school activities.

Administration of Prescribed Medication for Students

Education Code Sections 49423 and 49423.5 state that, "Any pupil who is required to take medication during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from a physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

- Authorization forms are available at all school offices or on the school web site.
- Both the medical form and medication are to be taken to the school office by the parent/guardian, not by the child. Students are not permitted to carry medication to or from school.
- Please ask your pharmacist to put the prescription in two separate containers if the medication is to be used both at school and at home.

We suggest that you give the "Authorization for Medication of Child by School Personnel" form to your physician so he/she will have it in your child's medical file when needed. We are sincerely interested in helping you and your child. If the need arises that your child requires medication during the school day or you have further questions, please phone the school office at **(909) 971-8204**. Download the Authorization for Medication of Child by School Personnel form from the school website at www.bonita.k12.ca.us/gladstone.

Parent Involvement Opportunities

Parent Teacher Association (PTA)

- Your help is needed in classrooms and during school events! Call the school secretary at (909) 971-8204 to contact the PTA President.
- Join PTA for only \$6 a year.
- PTA is responsible for activities, fund raising and student programs that support our school and curriculum.
- Monthly meetings are held the first Tuesday of each month at 6:30 p.m. in the cafeteria.

School Site Council

- This committee is made up of certificated and classified staff, as well as parents/community members.
- You can learn more about site/district budgeting processes, district categorical programs and make decisions that impact the school.
- Each member is voted onto the Council by their peers every two years and is an advisor to the site plan.
- Anyone interested in attending these meetings may do so on the first Tuesday of each month at 5:15 p.m. in the staff lounge.

Classroom Volunteers

- Teachers appreciate and need parent help.
- There are different ways to help in and out of the classroom—Big and small!
- If you are interested in volunteering in a classroom, speak with your child's teacher.
- Volunteers must have a current TB Test on file at the district office. Please contact the school office for the volunteer form.

School Volunteers

- If you have some time to help, we can use your help in a variety of different ways.
- Contact the office to see how we can help each other. (909) 971-8204.

Campus Aides

- Each year we look for reliable, caring people to work as campus aides during the breakfast and lunch hours. Duties include the supervision and safety of students in the cafeteria, and on the playground areas.
- This is a paid position and the duty is generally from 7:30-8:00 a.m. and/or 11:00-1:00 p.m.
- If you are interested, please leave your name and phone number with the school secretary by calling (909) 971-8204.
- If you would be interested in serving as a substitute campus aide, we would also appreciate hearing from you.
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Emergency Procedures

Emergency Information

- It is extremely important that the information you provide is accurate and up-to-date.
- If any information changes (phone numbers, addresses, names, etc.) you must notify the office.
- This information is confidential and necessary so that we can contact you in the event of an emergency.
- Anyone picking up a student from the school must be on that student's emergency information contact list. No exceptions. I.D. may also be requested.

Emergency Pick Up

In the event of an emergency, when you must pick up your child, it is essential that you follow these steps:

- Parents report to the ASRD gated playground in back of school (or the kindergarten gated playground) located at the front east side of the campus.
- Parents will be directed to their student.
- Students will be wearing an identification badge around their neck.
- There will be a two-step checkout:
 1. Parent will sign the badge and check out with a staff member and the staff member will keep the bottom half of the badge.
 2. The parent and child will show the remaining part of the badge to leave the gated area.

These critical steps ensure the safety and accountability of each of our students.