

2025- 2026

Gladstone Elementary School



Family Handbook

**NOTE:** This handbook is intended for use during normal school conditions. Several policies can be impacted by regulations from the California and Los Angeles County Departments of Public Health, which would supersede this document.



**Bonita Unified School District**

115 Allen Avenue  
San Dimas, California 91773  
(909) 971-8200

***Board of Education:***

Derek Bahmanou  
Glenn Creimen  
Jim Elliot  
Chris Ann Horsley  
Greg Palatto

Matt Wien  
*Superintendent*

**Gladstone Elementary School**

1314 Gladstone Street  
San Dimas, California 91773  
(909) 971-8204

Phil Heng  
*Principal*

Tish Rambaud

*Secretary*

Theresa Cooper

*Health Clerk*

Maren Wiggenhorn

*Attendance Clerk*

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## GLADSTONE ELEMENTARY

1314 Gladstone Street San Dimas, California 91773, (909) 971-8204



August 2025

Dear Students and Parents,

It is with great pleasure that our staff welcomes you to Gladstone Elementary School. You will find that the staff is outstanding and eager to work with you. At Gladstone 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 its sponsored 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 also 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 our students have the opportunity to experience here at school. Our weekly school newsletters will showcase these events and meetings.

Sincerely,  
Phil Heng, Principal  
& The Gladstone Staff

## Gladstone Elementary School **Mission Statement**

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 culture of lifelong learning for students, teachers, staff and parents.



See next page for Kindergarten dismissal times and the TK schedule

KINDERGARTEN DISMISSALS		
	8/18-3/20	**3/23-6/4
Dismissal	1:00 pm	2:00 pm
<i>*Kindergarten now follows the same Compact &amp; Minimum Day Schedules as 1st -5th Grade</i>		

TK / Transitional-KINDERGARTEN Schedule	
	8/18-6/4
School Begins	8:15 am
Lunch	10:45 - 11:05 am
*Dismissal	12:00 pm
<i>*TK / Transitional Kindergarten is not impacted by Compact or Minimum Day Schedules</i>	



Gladstone Elementary  
SCHOOL STAFF  
2025-2026

**Office Staff:**

Phil Heng - Principal  
Tish Rambaud - Secretary  
Maren Wiggenghorn - Attendance Clerk  
Theresa Cooper - Health Clerk

**Transitional-Kindergarten (TK)**

Mrs. Krisy Alexander  
Ms. Emily Lamb

**Kindergarten**

Mrs. Nancy Simpson  
Mrs. Susie Amos  
Mrs. Kathleen Turner

**1st Grade**

Mrs. Robin Torres / Mrs. Antonela Brkic  
Mrs. Brooke Wharton / Mrs. Azevedo  
Ms. Chelsea Hoffmann

**2nd Grade**

Mrs. Tiffany Madera  
Mrs. Jennifer McCool  
Mrs. Shannon Bulick / Mrs. Corinna Fukutani

**3rd Grade**

Ms. Suzie Goddard  
Mrs. Joan Ekstrand  
Mr. Adrian Wong

**4th Grade**

Ms. Kristen Vomacka  
Mrs. Madison Feola  
Mrs. Kristina Vitale / Mrs. Azevedo (4th/5th)

**5th Grade**

Mrs. Melissa Marquez  
Mrs. Tracy Pang / Mrs. Janet O'Malley  
Mrs. Kristina Vitale / Mrs. Azevedo (4th/5th)

**Specialized Services:**

**ASD Education Specialists -**

Ms. Elizabeth Mason - K-2nd  
Ms. Ashley Lujano - 3rd - 5th

**ASDI Education Specialists -**

Ms. Ashley Bugarin K-2nd  
Ms. Angelica Cervantes 3rd - 5th

**SAI Education Specialists:**

Mrs. Araceli Verduzco  
Mrs. Cardeno

**Reading Intervention Teachers:**

Mrs. Melanie Castruita &  
Mrs. Corinna Fukutani

**Math Intervention Teacher:**

Mrs. Grace Ang

**Speech/ Language Specialists & Assistants:**

Chelsea Gladue, Jerilyn Otto,  
Sydney Preston, Angelica Yu

**O/T and APE Specialists:**

Jeff Verner & Greg Salis

**School Psychologist:** Angela Davis, Ph.D

**Mental Health SS:** Lorena Magallanes

**Other Support Staff:**

Cristen Venzor- Library Media Technician  
Reyna Loera - Cafeteria Supervisor  
Heidi Brightbill - Choir  
Kelly Leyva - Band  
Laurie Harrington - PE  
Vivian Randall - School Aged Care Supervisor  
Fidel Zabalza - Lead Custodian  
Jose Medina, Christian Porres - Night  
Custodian

**Paraeducators:**

**Kindergarten:** Stacy Case, Dena Willet, &  
Sandi Prigge

**SAI:** Gabby Hernandez-Carr, Kelly Smith

**ASD:** Michelle Bui, Sandra Calderon,  
Marissa Hernandez, Jennifer Sarzotti

**ASDI:** Gracie Limon, Jackie Rodriguez,  
Amanda Kershaw, Brighton Toleman, Maria  
Sanderson

# Gladstone Elementary School

## Policies, Procedures, and Plans for Successful Student Leaders

On the following pages, we have included very important information to help your child be successful at school. We ask that you take the time when you receive this handbook to review these pages with your student. Feel free to contact our office or your child's teacher should you have any questions.

### ACCEPTABLE USE OF TECHNOLOGY

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The Bonita Unified School District provides employees and students with access to the internet. All technology, the computer network, and internet access shall be used in a responsible, ethical, and legal manner consistent with the policies, curriculum, and educational program of BUSD. Students are responsible to report any misuse of the network to a staff member. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to abide by acceptable rules of network etiquette, which include, but are not limited to, being polite and using appropriate language.

### ACCIDENTS AND INJURIES

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In the event that your child has an accident or becomes ill at school, first aid will be administered by a staff member. In the event of a serious medical emergency, it is important that you have provided our school with accurate and adequate information on your child's emergency card so there will be no difficulty or delay in reaching you or another adult as specified by you. Those adults you select to respond to our school in the event that you cannot be reached should always bring photo identification with them. In the event that you or your designated adults cannot be reached, school administration will make the necessary decisions to render aid to your child, including, but not limited to, contacting the school nurse, contacting the paramedics, and/or transporting your child to the hospital via ambulance. Children who are ill or injured will not be released to walk home.

### ANIMALS

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Animals, other than those brought specifically for class purposes, are prohibited on the school grounds. Animals are not permitted on school buses. Any stray animal found on the school grounds during class sessions is subject to assistance by Animal Control.

### APPOINTMENTS

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We urge families to schedule medical and other appointments on non-school days and in the afternoon of compact days and minimum days. If it is necessary for students to leave school before dismissal, parents must sign their child out from the main office. Photo Identification will be required. If a child returns to school following an appointment, they must check into the office to be readmitted to class.

### ARRIVAL TIME

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Supervision begins at 7:30am in the cafeteria and under the lunch shelter; at 7:45 am students are granted access to the playground. Students are not permitted to play on the playground prior to that time. Students should not arrive at school prior to 7:30 am unless they are taking part in a pre-approved supervised activity. Students may enter the campus through the Shellman Gate or in the front gates on Gladstone Street. **After the 8:00 am bell rings, the gates will be closed and all late arrivals need to be walked to the office on Gladstone Street by a parent or guardian to check in.**

## ATTENDANCE

Regular school attendance is essential for school success. California Education Code delineates excused absences for: illness, quarantine, medical appointment, bereavement, court appearance (of student), or religious observance. All other absences (including parent illness, transportation issues) are unexcused. On the day of the absence, please call the school at 909-971-8204 to report the absence.

Compulsory education laws require us to monitor and report excessive absenteeism. When absences and/or tardies **approach 10% of the elapsed school year**, warning letters will be sent. If attendance issues continue, they will be monitored through the Student Attendance Review Team (SART) process. If attendance still does not improve, students will be referred to the **Student Attendance Review Board (SARB)**. SARB conducts legal hearings and has the authority to refer students and parents to outside agencies. We encourage you to contact our school at any time to review your child's attendance records and request support.



## BEHAVIOR EXPECTATIONS

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.

Here is a copy of our School-wide Expectations posted throughout our campus:

## Griffins are **GLAD** to be...

	Classrooms	Playground	Lunch Tables & Cafeteria	Walkways	Bathrooms	Assemblies
<b>Kind</b>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Encourage each other</li> <li>• Give positive comments</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Share Equipment</li> <li>• Take turns</li> <li>• Use kind words</li> <li>• Win and lose gracefully</li> </ul>	<ul style="list-style-type: none"> <li>• Say please, thank you, &amp; excuse me</li> <li>• Help others</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Smile at others</li> <li>• Stop to allow others to pass</li> <li>• Help each other</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Respect others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others</li> <li>• Raise your hand and wait to be called upon</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>• Use seating appropriately</li> <li>• Keep hands and feet to yourself</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Use play equipment appropriately</li> <li>• Walk on the blacktop</li> <li>• Keep hands and feet to yourself</li> <li>• Leave sand, sticks, and rocks on the ground</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep hands and feet to yourself</li> <li>• Remain seated</li> <li>• Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Stay to the right</li> <li>• Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>• Use space appropriately</li> <li>• Wash hands with soap</li> <li>• Walk at all times</li> <li>• Report safety issues</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself</li> <li>• Walk as you enter</li> <li>• Stay in designated areas</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Listen to speaker</li> <li>• Follow adult directions</li> <li>• Use books/tools appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Play by the rules</li> <li>• Follow adult directions</li> <li>• Use appropriate language</li> <li>• Only eat food at lunch tables</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hands to be dismissed</li> <li>• Use good table manners</li> <li>• Use quiet voices</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly at all times</li> <li>• Maintain personal space</li> <li>• Walk silently</li> <li>• Greet others with a quiet hello</li> </ul>	<ul style="list-style-type: none"> <li>• Be quick, quiet, and clean</li> <li>• Respect others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the Speaker</li> <li>• Sit on your bottom</li> <li>• Clap in a polite way</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Come prepared</li> <li>• Be on time</li> <li>• Ask questions</li> <li>• Focus on work</li> <li>• Stay clean and organized.</li> </ul>	<ul style="list-style-type: none"> <li>• Use restroom and drink water before playing</li> <li>• Freeze when the bell rings</li> <li>• Put equipment away promptly</li> <li>• Line up quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Walk at all times</li> <li>• Recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Go directly to your destination</li> <li>• Keep walkways clean</li> </ul>	<ul style="list-style-type: none"> <li>• Go, flush, wash, and exit</li> <li>• Report messes to an adult</li> <li>• Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in active listening</li> <li>• Pay attention to the speaker</li> <li>• Respond appropriately</li> <li>• Follow directions</li> </ul>
<b>Successful</b> <i>When we are kind, safe, respectful, and responsible, then ...</i>	Griffins will learn and meet their goals!	Griffins will have fun and make friends!	Griffins will have time to eat and visit with friends!	Griffins will have more time for learning!	Griffins will have more time for learning and the bathroom will be clean!	Griffins will learn, have fun, and guests will want to return!

## BICYCLE SAFETY

With written parent permission, students in grades 3 through 5 may ride their bicycles to school. Upon entering the school grounds, students must walk their bikes to and from the bike racks and lock their bikes to the racks. The school is not responsible for lost, damaged, or stolen bicycles. Parents should discuss bicycle safety with their children. Disregard for bicycle safety rules will result in the denial of the privilege to ride a bike to school. **Note:** Children are required by law to wear a bicycle safety helmet.

## BLACKTOP

For student safety, students are asked to walk on the blacktop at all times. In addition, students are to walk up and down ramps to the restrooms instead of jumping through the railings. Students jumping through railings or running on the blacktop will be asked to turn around and walk correctly. This will help to prevent student injuries.

## **Birthdays**

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Gladstone does allow clearly labeled, store-bought individual treats to celebrate birthdays at the end of the school day. *Please consult with your child's teacher* to discuss their classroom policy and to CHECK FOR ALLERGIES. Many students have food allergies, so consulting with the teacher is imperative. Also, we do **not** deliver flowers or balloons to the classroom. Other options to consider to acknowledge your child's birthday at school are sending a pencil for each student or donating a book to the classroom in honor of your child's birthday. Our Gladstone PTA generously gives each student a book during the month of his/her birthday or in September for July/August birthdays.

## **BREAKFAST**

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Breakfast is served in the cafeteria at 7:30 am each morning. Students must be in line by 7:50 am to be served. Students who participate must remain with the supervisory staff until 7:45 am, at which time they will be released for play on the blacktop/playground. Breakfast concludes at 7:55 am.

## **BULLYING**

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Bullying (including cyberbullying) is a form of harassment that will not be tolerated at Gladstone. Students and parents are asked to inform a teacher or the principal when they witness bullying (or cyberbullying) so that the incident can be investigated and handled appropriately. A lot of times kids and adults use the word bullying when the situation is actually conflict between two people or one person is displaying negative behavior by being rude or hurtful to another. Not every situation in which someone is rude or hurtful is bullying; it must fit the whole definition.

**Bullying** is when someone **REPEATEDLY** uses their **POWER** to **HURT** someone's body or feelings.

**Conflict** is normal and can be handled ourselves. It can range from a simple disagreement to an intense problem between two people, but it isn't always a bad or negative thing. It should be expected in any relationship and can be resolved quickly when both people are ready to commit to taking steps to fix the relationship.

**Teasing** is when someone laughs at and criticizes in a way that is either playful and friendly **or** cruel and unkind. But either way it may bother or annoy the person being teased.

When someone is teasing us:

- It is **our job** to tell them to "stop!" if we do not like it.
- It is **their job** to stop immediately.

There are many stories of friends who like to tease each other. Through their words and body language, it is clear that this is a mutual and fun way of relating to a good friend. However, too often a friend who is teased only acts as if it were funny. Inside the friend is very hurt. If we care about a person and are unsure if our teasing is fun or funny to them, we should always ask them if he/she is okay with what we are saying. Offer to stop if it bothers them! Negative teasing does not start as bullying but can turn into bullying if it fits the entire definition of bullying below and it doesn't stop once the target identifies that they are uncomfortable with the teasing and has asked for the person to stop.

**Bullying** is when someone **REPEATEDLY** uses their **POWER** to **HURT** someone's body or feelings.

Bullying is never okay and typically needs adult intervention. If you are bullied, tell an adult right away, and if it happens again, tell again. Always tell until it stops. It's the only way adults know that you still need help.

## BUSES

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Riding the bus is a privilege. Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. If a student receives a bus citation, the privilege may be removed. Serious violations may also result in disciplinary measures. The procedures below will ensure your child's safety.

1. All school rules are in effect at the bus stops and on the bus. Children who fail to follow these rules will receive a bus citation.
2. Parents and guardians need to opt for their child to either be a bus rider or a walker. It becomes confusing to the student and the staff when a child's method of transportation is changed. We ask parents to choose one method of transportation for the school year.
3. Children may not bring friends with them on the bus.

## BUS EXPECTATIONS

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### ***Student Expectations at the Bus Stop:***

1. Arrive at least 5 minutes before the scheduled departure time.
2. Line up in an orderly manner as the bus approaches.
3. Wait until the bus has come to a complete stop and the driver has opened the door before approaching and boarding the bus.
4. Go directly home after the bus drops you off at the end of the day.

### ***On the Bus:***

1. Be courteous and follow all directions.
2. Sit where the driver directs and remain seated at all times, facing forward.
3. Keep all body parts inside the bus.
4. No food, drink, animals, reptiles, or insects are allowed on the bus. Lunch must be in a closed sack or container.
5. Do not throw objects inside or outside the bus.
6. Exit the bus at the direction of the driver.

## CALENDARS

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The school calendar is located on the homepage of the Gladstone website. This calendar has the events for the entire school year and is regularly updated by our office staff. Parents are invited to attend school wide events and to participate on parent committees, such as the Parent Teacher Association (PTA) and School Site Council (SSC). In addition to the school calendar, **weekly newsletters go out every Sunday** with information about upcoming events and other important announcements.

## CELL PHONES / SMART PHONES / SMART WATCHES

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While the Bonita Unified School District acknowledges the importance of electronic communication between students and their parents, it must also be noted that instructional time is precious and must be protected from unnecessary disruption. Therefore, the Bonita Unified School District has adopted the following policy and regulations regarding electronic devices:

*Elementary school students **may not** possess or use electronic communication devices on school district property or at school-sponsored activities. Additionally, any electronic device capable of making an audio or video recording, sending or receiving messages, making or receiving phone calls, or listening in on the environment in which the device is located, must be turned off and put away when the student is on school grounds during the school day or while participating in a school sponsored activity.*

## **CLASSROOM PARTIES**

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Due to our school's focus on academics, we want to limit the amount of interruptions during the school day. Classroom parties are limited to three a year: Winter Holidays, Valentine's Day, and End of Year.

## **CLOSED CAMPUS**

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Gladstone Elementary School is a closed campus. Once a student arrives at school, he or she may not leave without being checked out through the main office. All visitors are required to sign in through the main office.

## **COMMUNICABLE DISEASES**

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Rashes associated with internal illnesses are usually considered contagious (e.g. Measles, Scarlet Fever, Chicken Pox, Fifth's). The child is not allowed to enter school without a doctor's note stating the student is no longer contagious. Please contact the school as soon as possible if a diagnosis of one of these diseases is made by your doctor. For all of the most up-to-date Health Information and symptom protocols for the current school year, please follow this link:

<https://sites.google.com/bonita.k12.ca.us/bonitausd-studentservices/health-services>

## **CONTACTING YOUR CHILD DURING SCHOOL HOURS**

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Take the time each day, before your child leaves for school, to inform them of after school arrangements. Be sure you have provided them with everything they need before you drop them off, such as lunch, money, jackets. To ensure an uninterrupted learning environment, we are unable to interrupt classrooms to deliver items or messages to your child. The teacher will be emailed that an item is waiting in the office, but please note that teachers may not review their email until the end of the day.

## **CURRICULUM STANDARDS**

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BUSD has developed and adopted curriculum standards as per California State mandates and aligned to the Common Core State Standards (CCSS). Student progress will be monitored using multiple forms of assessment data, including the Smarter Balanced Assessment, STAR Reading and Math Tests, and District Benchmarks.

## **DANGEROUS OBJECTS**

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Gag toys (such as shocking devices), laser devices, bullets, toy guns of any kind, guns, and knives of any kind or sharp objects are considered dangerous objects and are strictly prohibited. Possession and/or use of such items may lead to suspension and/or a recommendation for expulsion in accordance with California Ed. Code.



## **DISMISSAL**

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Upon releasing students from school, designated staff members supervise students outside for ten minutes past the dismissal bell. Children are then brought inside and must be signed out by a predesignated person on the child's emergency e-card (filled out through Info-Snap). This is marked on the child's attendance record as a "late pick-up" and is a part of the child's attendance record. TK and Kindergarten students have a 1:1 direct pick up daily. Teachers will positively identify each person who is picking the student up. Although dismissal is supervised by staff for grades 1-5, parents/guardians are responsible for arriving on time to ensure children go home with the correct individuals. Older students who are walkers should walk directly home after school.



## **DISCIPLINE PLAN**

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At Gladstone, we believe all students have the right to learn and all teachers have the right to teach. To ensure a safe and distraction free learning environment, Gladstone utilizes the following to teach, model, and help students internalize important character traits: Gladstone Griffins are Glad to Be School-wide Expectations, Second Step Social-Emotional Learning program and Bullying Prevention Unit.

Each teacher has a fluid and progressive discipline plan in place that includes both rewards and consequences. Rewards may include praise, parent contact, and other teacher choice acknowledgements. Consequences are progressive, and include verbal warnings, written warnings, parent contact, and office referrals.

If a student is referred to the office, their behavior has been deemed by the teacher as detrimental to the learning environment or the safety of themselves or others. Site administration will handle all discipline progressively. This may include verbal warning, written warning, parent contact, or other more formal discipline aligned with BUSD Board Policies and California Education Code. School teachers and administrators have discretion with respect to the application of these guidelines on a case-by-case basis. Progression may vary depending on severity of offenses or number of repeated offenses.

Every effort is made to respect the privacy rights of all children. Although your student may report what they perceive to be the consequences of another student's actions, this information is only shared with each child's own parent or guardian.



## EARLY RELEASE OF STUDENTS

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For the safety of your child, a valid photo ID is required when checking out students. Anyone signing your child out of school **MUST** be listed on the student's electronic emergency card. Please be aware that when students leave early it will affect their attendance and achievement.

## EMERGENCY CONTACTS

---

It is important to keep emergency contacts updated in case of an emergency or disaster. Should changes to the information of any contacts occur throughout the year, please notify the office. All changes to emergency contacts must be made in person. Our school will not allow changes or additions to be made on the phone. Persons listed on the emergency contact record are **required to show photo identification** when checking out students. Photo identification must be an official, unexpired form of identification, and the name on the identification must match the name of the person listed on the emergency contact. Cards from local stores, banks, or membership clubs are not permissible forms of identification.

## EMERGENCY DRILLS

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Emergency drills are part of our regular education program and are scheduled monthly as required by law. Teachers will instruct children on procedures in the event of a fire, earthquake, lockdown, or other disaster. Students are asked to follow their teacher's directions quickly, quietly, and exactly.

## EMERGENCY PROCEDURES

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In the event of an emergency (e.g., earthquake, fire, lockdown), be assured that the staff at Gladstone in conjunction with Bonita Unified have established procedures in place. Your child's safety is our priority, and monthly drills allow us regular opportunities to prepare for various emergencies. Included in our handbook below are important information points that can assist our school in the event of an emergency.



***Keep your child's emergency contacts up to date.*** Let us know when phone numbers change. ***Note:*** when a parent or guardian comes to the office to change emergency contacts, he or she will be asked to show photo identification.

***Know our student release procedures.*** In the event students are released from school, we will require you to have photo identification. Students will be released from either the front office area or the parking lot, whichever location is the safest.

***Follow the directions of the Gladstone Staff.*** In the event of an emergency, we are required to keep records of all students. Please

be calm and patient, so that our staff may focus their attention on ensuring the safety and well-being of all students.

The BUSD adopted Parent Square (text & email) will be used in the event that we need to contact families.

## FEVER

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When a child has a fever of 100° or higher, they will be sent home from school. Children must be fever free for 24 hours before they may return to school.

## FIELD TRIPS

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Transportation to and from field trips is funded through the hard work and dedication of our PTA. Students are provided with an off campus educational experience relating to the curriculum being taught. Children are required to ride on the bus both to and from all field trips and may not be signed out. Selection of chaperones is under the discretion of the teacher and Principal.

## FIFTH GRADE ACTIVITIES

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During the school year 5th grade students participate in a number of activities, including Science Camp and the 5th grade party. Participation in these activities is based on the completion of assigned work and appropriate behavior. Students who have not completed assigned work, received behavioral referrals, or have been suspended from school may lose their privilege of attending these activities. Children in danger of losing privileges will be placed on a contract.

## FORGOTTEN ITEMS

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There are times throughout the school year when students forget to bring required materials to class. These materials may include homework, musical instruments, or their lunch. *Our goal is to protect instructional time and students.* To ensure an uninterrupted learning environment, **we are unable to interrupt classrooms to deliver items or messages to your child.** The teacher will be emailed that an item is waiting in the office, but please note that teachers *may or may not* review their email until the end of the day. Please work with your child to check for all belongings prior to leaving the house each day.

## HAZING

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Per California Education Code 32052, no student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to district discipline and penalties specified in the law. (Education Codes 32051, 32052)

## HEALTH SERVICES

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A Health Clerk and LVN are employed to assist in meeting the needs of all children during the week. Our office staff tends to all children who become ill, administers first aid and maintains health requirements and records. The nurse is on call for emergency situations that may arise. Vision and hearing screening is conducted for students in grades K, 2 and 5.

## **HOMEWORK**

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Homework directly affects student achievement and also teaches responsibility. Although schedules may vary slightly from teacher to teacher, student to student, and assignment to assignment, the average homework for Gladstone students is:

- Grade K - an average of 10 minutes per day, 4 days per week
- Grade 1 - an average of 10 - 15 minutes per day, 4 days per week
- Grade 2 - an average of 20 minutes per day, 4 days per week
- Grade 3 - an average of 30 minutes per day, 4 days per week
- Grade 4 - an average of 40 minutes per day, 4 days per week
- Grade 5 - an average of 50 minutes per day, 4 days per week

In addition to regular homework, students are expected to read outside of school on a daily basis. The reading should be a balance between self-selected readings and teacher assigned readings. Teachers may provide guidance to the selection of reading material to ensure that students are reading a good representation of grade level appropriate fiction and non-fiction materials. The following are suggested guidelines for accomplishing this goal:

- Grades K to 3: 15 to 20 minutes per night
- Grades 4 to 5: 30 minutes per night

## **INDEPENDENT STUDY**

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**Home-Hospital** teachers are available should a child have an extended illness. A doctor's written verification is required. Arrangements for home-hospital teachers are made through the office. Should you plan to have your child absent from school for necessary reasons other than illness, please contact your child's teacher to arrange for an **Independent Study Plan** to enable your child to continue in the educational process. Please provide two weeks advance notice to your child's teacher to allow time for gathering work. The plan must be completed by the first day back at school. Please refer to BUSD Board Policies for further information.

## **INSURANCE**

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Student accident insurance by a private carrier is available during the year. Application forms will be sent home to all parents at the start of the year. It is the parent's responsibility to complete and submit this optional application, if desired.

## **INTERVENTION**

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Students who have academic, behavioral, attendance, or health needs may be referred to the Student Study Team (SST). SST teams may include classroom or special education teachers, the principal, and other support personnel as needed. The group discusses a student's particular need and provides recommendations to assist the classroom teacher in helping each student reach his or her potential.

## LIBRARY

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The library is available for student exploration and enjoyment. Teachers may send groups of students to do research at their scheduled and all open library times. Students are guided in their classroom library time by the classroom teacher and the library clerk. Library skills, research skills, and book exploration are facilitated by the teacher.

Students and their parents are responsible for all books (textbooks and library books) issued to them, and lost or damaged books must be paid for. 5<sup>th</sup> graders are required to return all books and pay any fines prior to participating in any end of the year 5<sup>th</sup> grade activities. (California Education Code 48904.c)

## LOCKDOWN PROCEDURES

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As outlined in the School Safety Plan, defined procedures are in place in the event that the school needs to be secured due to an intruder on campus or unsafe conditions near the campus. These procedures are practiced with students throughout the year. In the event of an actual lockdown, the Gladstone campus will be fully secured and not accessible to anyone other than the police and emergency personnel. The BUSD adopted Parent Square (emails and texts) may be used in the event that we need to contact families.

## LOST AND FOUND

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All personal belongings should be marked with your child's name. There is a large Coat-rack/storage box located in the cafeteria for lost articles. Small items such as watches, jewelry, etc. are turned into the office. Items left unclaimed are donated to a charity organization 2-3 times a year. Any personal items of value should remain at home.

## Lunches and Snack Policies

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In order to not disturb classrooms, students are not called up to receive late lunches in the office. *Students may come to the office during recess to check for dropped off items.* An email will be sent to the teacher for notification. Parents must label the late lunch with the student's name. Please note: Fast food lunches (including pizza) are **not** appropriate during the school week and are disruptive to our academic environment. We encourage you to have your child participate in our school lunch program or send a nutritious lunch from home. Candy, sodas, and gum are **not** permitted. See the BUSD Wellness Policy for more information. We do ask that all students eat lunch. If your child does not have lunch, a cafeteria lunch will be offered to them. Due to allergies and other food sensitivities, your child cannot share their snacks or lunch with other students.

## MAKE UP POLICY

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Students are responsible for making up work missed due to an absence or student activity. Parents may request homework for students who will be absent for an extended period of time by contacting their child's teacher. (See also Independent Study)

## MASCOT & COLORS

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Our school mascot is a griffin, and his name is Griff. Our school colors are blue and gold.

## MATERIALS

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Students should only bring required materials to school, as directed by school staff. This includes pencils, books, homework, and assignments. Other materials, including **toys** (such as, but not limited to balls, games, cameras, trading cards) **should remain at home.** Items deemed inappropriate or

unnecessary for the learning environment may be held by staff and returned to parents. Candy and gum are also not allowed.

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## **MEDICATION**

All medication must be stored in the Health Office. The school nurse *may* confer with the parent and physician in regard to the dispensing of the medication. The following procedures must be adhered to by the parent:

1. The *Medication Request Form* needs to be completed and returned to the school.
2. The medication must be brought to school in the original container. The pharmacist's label must indicate: Name of the student, date, name of the doctor, name and dosage of the medication, and method of administration.

The Medication Request Form authorizes the school nurse to administer medication or to give instructions to non-medical personnel in the administration of the medication. The principal and the nurse will determine who will administer the medication.

*Please note:* Students are prohibited from having any medication in their possession. This includes over-the-counter medication, such as aspirin and cough drops.

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## **MUSIC PROGRAM**

A credentialed music instructor instructs 4<sup>th</sup> and 5<sup>th</sup> grade students weekly in the areas of music appreciation and instrumental music practice. Fourth and fifth grade students may also elect to learn to play a musical instrument through participation in the Band program. Students may also elect to join the Choir. Both Band and Choir meet after school on Wednesdays. Honor Band and Choir have specific schedules that are given out by our honor band/choir teachers.

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## **NOON SUPERVISORS**

Noon Supervisors provide supervision of the cafeteria, lunch, and playground areas during student lunch periods. They are a vital part of Gladstone Elementary School staff and deserve the same respect that would be given any adult on campus.

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## **OBSERVATIONS**

Any parent or legal guardian wishing to conduct a formal observation in a teacher's classroom must make this request through the principal. Requests must be made at least 24 hours in advance and are limited to 15-30 minutes to prevent disruption of learning.

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## **OFFICE HOURS**

The school office is open from 7:30 a.m. to 3:30 pm Monday through Friday. Parents may call the school after hours and leave a voicemail message or email us at [Heng@bonita.k12.ca.us](mailto:Heng@bonita.k12.ca.us) or [rambaud@bonita.k12.ca.us](mailto:rambaud@bonita.k12.ca.us).

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## **PARENT CONFERENCES**

Parent conferences provide an opportunity for teachers to explain a student's progress, and it provides parents and guardians the opportunity to ask questions regarding how to support their child's learning. As a reminder, custodial parents or guardians must be in attendance at the conference unless otherwise requested in writing. Formal parent conferences are held twice a year, with dates noted on the school calendar. Parents may also contact teachers throughout the year should they want to discuss their student's progress.

## **PARKING**

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Parking is available in the front Gladstone Parking Lot in the green spaces marked Visitor/10 minutes as well as on the street in front of kindergarten (park beyond the no parking sign to avoid ticketing). Visitors and guests may not park in spaces marked “Staff”.

On Shellman, there is short-term parking in the church lot across from our drop-off loop. To help us maintain a safe entrance and exit for our students, do NOT block the driveway or park in red zones. The red zones must remain clear to maintain visibility for pedestrians crossing Shellman. For the safety of students, parents must accompany them as they cross any/all parking lots or streets. While in the parking lot, all drivers must follow the directions given by district staff. Once the gates are closed and locked, guests need to walk around the corner to the Gladstone office entrance to check-in.

## **PHOTO AUTHORIZATION**

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Some of the learning experiences students enjoy during the school year are photographed and videotaped. Occasionally the photographs and tapes may be shown or displayed representing the school site or District. A photo excusal form is provided at the time of your child’s annual registration. This will also exclude your student’s photo from school publications (including Yearbook).

## **PHYSICAL EDUCATION**

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Physical Education (PE) is a part of the daily instructional program at Gladstone. Students receive at least twenty minutes of PE each day (200 minutes over 10 school days). Proper attire is expected in order to run, jump, throw, and actively participate in the PE program. Proper attire would include supportive closed-toe tennis shoes and clothes that will permit adequate movement. Participation is a large percent of your child’s PE grade, therefore proper attire is essential. Children in 4<sup>th</sup> and 5<sup>th</sup> Grade will be graded on the California State Standards, effort, participation, improvement, sportsmanship, and safety. Please note: Children are competing with only themselves and not with others.

## **PTA (Parent Teacher Association)**

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The PTA Board is an active group of parents and school staff who seek parental support and participation throughout the year. Everyone is invited to attend PTA meetings, held monthly. Anyone interested in volunteering on PTA may reach out to the front office to connect to our PTA President.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

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We are proud of the students at Gladstone! Outstanding behavior and academics are recognized at our Trimester Award Assemblies. In addition, 5<sup>th</sup> graders may qualify for the Presidential Award for Academic Excellence.

## **REPORT CARDS**

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Grades are based on the student's individual achievement in relation to the established criteria and objectives of the class. The grades earned are indicative of the student's individual achievement rather than a competitive standing in relation to other students.

## **SCHOOL SITE COUNCIL**

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School Site Council is a group of parents and staff who guide the direction of our School Site Plan and provide direct input in regards to our school program. Parents who are interested in being elected to serve on our School Site Council may contact the office.

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## **SECOND STEP (SEL) SOCIAL EMOTIONAL LEARNING and BULLYING PREVENTION PROGRAM**

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*Second Step* programs are research-based, teacher-informed, and classroom-tested to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8. Utilizing *Second Step*, teachers and support specialists present lessons to strengthen the social emotional skills of each child at our school.

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## **SMART WATCHES / GPS WATCH / APPLE WATCH**

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A smart watch that has independent capabilities similar to a smartphone will be treated as an electronic device and be under the same rules as a smartphone. Please refer to the Cell Phone policy for details regarding this and all electronic devices.

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## **SMOKE FREE ZONES**

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Smoking or other use of tobacco products by students, staff, or visitors is prohibited at all times on school property.

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## **STAFF DEVELOPMENT**

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In order to provide Gladstone students with the most well qualified and highly trained staff possible, the district has provided teachers with non-student in-service days and compact days. These days do **not** take away from student instruction time, in that the state requirements for the number of days and minutes have been met.

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## **STUDENT LEADERSHIP (STUDENT GOVERNMENT)**

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The Student Leadership Team is made up of 3<sup>rd</sup>-5<sup>th</sup> Grade members in charge of a wide range of responsibilities that contribute to a strong school community here at Gladstone.

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## **STUDENT DROP OFF**

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The drop-off area on Shellman is **only** open to traffic before school. All families who choose to use this drop-off area are asked to follow the direction of school staff to ensure drop-off is both safe and efficient. Children are asked to wait either along or behind the back fence area at the direction of their teacher or the teacher on duty.

When arriving to the Shellman drop-off area, please do the following:

1. *Pull forward to the sign at the very end of the loop.* If you are behind a car, please pull forward directly behind the car in front of you. This ensures we are helping to unload as many cars as possible.
2. *Remain in your vehicle.* If your child needs help unloading, we ask that you park in the street or in the church parking lot and walk so that you are better able to assist them. If your child's teacher has requested that you meet them in a designated area for loading or unloading, please abide by those directions.
3. *Use hands-free devices and refrain from texting during drop-off.* Doing so will ensure safety.
4. *Please turn RIGHT when exiting the loop.* We ask families to not make left turns when exiting. This slows the process for other families and is a safety concern for families crossing from the church parking lot on Shellman.

The front Gladstone Parking Lot drop-off (**after 7:45 – BUSES ONLY**):

1. Please be respectful and only use spaces with markings that apply to you (staff, visitors, handicapped etc.).
2. This lot is only available for drop-off between 7:30 and 7:45 AM due to buses. This becomes a

bus-only lot as soon as the buses begin arriving right around 7:45 AM.

3. *Remain in your vehicle.* If you arrive prior to 7:45 and your child needs help unloading, we ask that you park in the street or in the church parking lot on Shellman and walk so that you are better able to assist them. If your child's teacher has requested that you meet them in a designated area for loading or unloading, please abide by those directions.
4. *Use hands-free devices and refrain from texting during drop-off.* Doing so will ensure safety.
5. *Please turn RIGHT when exiting the Gladstone Lot.* We ask families to **not** make left turns when exiting. This slows the process for other families and is a safety concern due to busy cross traffic on Gladstone Street.

## **STUDENT PICK UP**

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After school, the **Shellman Loop is for pedestrians only** and closed to traffic and/or parking.

To pick-up your 1<sup>st</sup> – 5<sup>th</sup> Grade child/children, please do the following:

1. Park your car on the street or in the church parking lot across the street. Cars that park in the back staff parking lot will not be permitted to exit this lot until student pick-up has been completed (10 minutes after dismissal).
2. Handicapped parking spaces are available for those with disabilities both in the Shellman Staff parking lot area and in the front Gladstone parking lot.
3. At your child's dismissal time (2:00 for 1<sup>st</sup>-3<sup>rd</sup>; 2:45 for 4<sup>th</sup>-5<sup>th</sup>), please wait in the shady grass area at the outer edge of the Shellman Loop.
4. When you see your child, walk forward and meet them as they exit the gate. Please do not crowd the gate ahead of time.
5. If you park across the street, please ensure your child's safety by crossing the street with them. Please do **not** let them cross the street alone or beckon them from your car.
6. Please also ensure you are legally parked. The Sheriff's department will cite drivers parking at the red curb, in the driveway, or double parking on Shellman.

Our utmost concern is for the safety of our students. **Your cooperation is greatly appreciated.**

## **STUDENT STUDY TEAM**

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Our school team strives to support each student's academic achievement. In the event that a student is struggling to master grade level concepts or exhibiting behavior that prevents learning, the school team may initiate a Student Study Team (SST) meeting to identify possible supports. Family will be contacted to attend a meeting where we will discuss the student's strengths, areas of need, and possible supports. Parents and guardians can request a meeting if they have concerns for their child's progress. Please contact your child's teacher to learn more.

## **TARDIES**

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Being tardy is a disruption to the learning process. Repeated tardies will require a parent conference. In the case of on-going tardiness, the student and parent may be referred to the School Attendance Review Team or School Attendance Review Board. Please remember, students must be in their assigned seat when the tardy bell rings.



## TECHNOLOGY

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Students have access to a wide array of technology at Gladstone, including Chromebooks and, in some classes, iPads. Also, multimedia projectors and interactive Smart Boards are installed in each classroom. The entire school is connected to a wide area network (WAN) and our library, classrooms, and office are connected to the internet wirelessly.

Students are allowed to take home school chromebooks to complete homework and access important learning applications. Please remind students to treat these devices with care. If there is physical damage to the chromebook, the fees for replacement are as follows:

Parts	11"	14"	Determination
Screen	\$45.00	\$75.00	<ul style="list-style-type: none"><li>• Chipped/Cracked Screen</li><li>• Black Liquid Spot(s)</li><li>• Multicolor spider veins webbing with or without black spots.</li></ul>
Keyboard	\$50.00	\$55.00	<ul style="list-style-type: none"><li>• If 1-4 Key(s) are popped off - No Charge</li><li>• If 5+ key(s) are removed - Charge</li><li>• If silicone nub is removed - Charge</li></ul>
Charger	\$25.00	\$25.00	<ul style="list-style-type: none"><li>• Exposed wires from pet chewing on cable</li><li>• Cord has been purposely cut</li><li>• Missing connector cord</li><li>• Lost charger</li></ul>
System Board Damage <ul style="list-style-type: none"><li>• Liquid Exposure to SB</li><li>• Destruction</li><li>• Lost/Stolen</li></ul>	\$300.00	\$325.00	<ul style="list-style-type: none"><li>• 1st time damage - record on log</li><li>• 2+ times, flag student - admin should be aware of student's actions.</li></ul>

## TELEPHONE CALLS

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The office telephone is for school business use only. Students are not allowed to use the telephone except in emergency situations. For your child's safety and privacy, all calls related to your child will only be accepted from parties authorized on the emergency card and verification of authorization will be made.

## TRUANCY

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Attendance is mandatory. Students who willfully miss school or are tardy 3 times in excess of 30 minutes without the consent of their parents or school personnel are considered truant from school. The school will make every effort to remediate the behavior of students who are truant. Remediation may include formal letters, parent conference, referral to the School Attendance Review Board (SARB), and a referral to the District Attorney (Ed Code 48200 and 48262).

## VISITORS

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***All visitors and volunteers must check-in and check-out through the main office, no matter how short the stay or whether they enter a classroom or not.*** Visitors must present a photo identification that will be processed using the Raptor Visitor Management System. Students arriving past 8:00 am must also enter through the main office and obtain a tardy slip. Knowing who is on campus will help us provide for the safety and security of all of our students. The following guidelines have been adopted for all visitors:

- District policy states that the teacher must have notification and consultation at least 24-hours prior to classroom visits and will be accompanied by a school administrator or designated staff member.
- Classroom visitors must be over the age of 18. Non-school age children are welcome at Student Trimester Award Assemblies, after school events, and family/community nights but are not permitted at others during *school events or field trips*.

## VOLUNTEERS

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If you are interested in volunteering in your child's classroom, please check with your child's teacher. Classroom volunteer selection is up to teacher discretion based upon classroom needs. As children get older, they become more independent, so there may be more classroom volunteering opportunities in the lower grades than in the upper grades. Our PTA welcomes your support, so please reach out to them if you are interested in supporting Gladstone beyond the classroom.

**\*\***The BUSD Volunteer Policy outlines specific requirements for volunteers. Please refer to this policy for specific information about requirements for photo identification, fingerprinting, and TB testing.

# APPENDIX

The following pages contain important reporting information on legal policies and guidelines required to be included per state and federal law as well as district administrative regulations. Should you have any questions, please feel free to contact the principal at 909-971-8204.

# **STUDENT INFORMATION**

## **EDUCATION CODE, PROCEDURE AND POLICY**

### **Uniform Complaint Procedures**

Under annual notification requirements of the Code of Regulations, Title 5, Section 4622, the district announces its Uniform Complaint Procedures. Complaints may be filed by any individual, public agency, or organization regarding an alleged violation by the district of federal or state law or regulations governing educational programs including adult education, career/vocational education, child development, consolidated programs, migrant education, special education, child nutrition, and civil rights grantees including gender equity or allegations of unlawful discrimination.

The district's Policy 1312 provides a 60-day timeline for mediation/investigation, review, and appeal. The policy also describes the right of the complainant to appeal to the California Department of Education within 15 days after the local agency's written report is issued.

Discrimination complaints must be filed no later than 6 months from the first acknowledgment of the complaint. The district must protect the confidentiality of the parties and the facts related to any discrimination complaint.

Civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to complainants outside of the district's UCP process, (EC262.3). The timeline for seeking civil law remedies in discrimination complaints stipulate that the complainant may not pursue such remedies until 60 days after filing an appeal to the California Department of Education, (EC262.3).

### **Students**

If you have a problem or complaint about school, talk with your parents about it. After that, talk with your teacher, counselor, or principal about your problem. The school will help you follow the Uniform Complaint Procedures under the annual notification requirement of the Code of Regulations, Title 5, Section 4622.

If your problem regards an alleged violation by the district of federal or state law or regulations governing educational programs, including adult education, career/vocational education, child development, consolidated programs, migrant education, special education, child nutrition, and civil rights grantees including gender equity or allegations of unlawful discrimination persists, you or your parent may file a complaint. The school has 60 days to help you solve your problem. If you are still unhappy or unsatisfied, you can appeal your complaint to the California Department of Education within 15 days.

Discrimination complaints must be filed no later than 6 months from the first acknowledgment of the complaint. The district must protect the confidentiality of the parties and the facts related to any discrimination complaint.

There are also civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders that can help you resolve your complaint. These are available to you outside of the district's Uniform Complaint Procedures process. You must wait 60 days after appealing to the state to begin this process.

The Uniform Complaint Procedures and Title IX Compliance Officer is:

Dr. Kevin Lee  
Assistant Superintendent Human Resources Development  
115 W. Allen Ave.  
San Dimas, CA 91773  
(909) 971-8200

BP 1312

### **Positive School Climate**

The District desires to provide an orderly and caring learning environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. The staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

The District shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The school shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The school administration may initiate campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.

Students shall not bully other students or use vulgar, obscene, or fighting words. Students who do so shall be subject to appropriate counseling and discipline in accordance with the law.

Strategies that encourage classroom use of cooperative learning strategies that foster positive social interactions among students from diverse backgrounds are promoted throughout the school. The District shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways.

BP 0100, BP 0200, BP0410

It is the policy of the Bonita Unified School District to maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. Any student or employee, who believes they are the subject of sexual harassment should discuss the matter with an administrator. The administrator will help resolve the concern at the stage of informal discussion or in filing a formal complaint.

BP 4119.11

Gladstone Elementary School is a “Drug and Tobacco Free School” and has a drug abuse resistance education program for all students. The policy and programs convey to all students that the unlawful possession, use or distribution of illicit drugs or alcohol on school property or during any school sponsored activity is wrong and harmful.

Legal Reference:

EDUCATION CODE

35160	Authority of Governing Boards
35160.1	Board Authority of School Districts
48907	Student Exercise of Free Expression
48950	Freedom of Speech

### **Student Organization and Equal Access**

The Bonita Unified School District does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities it conducts. BP5145.

# Gladstone Elementary School

Gladstone offers Tier 1 (classroom level) and Tier 2 (Support Specialists push-in and pull-out) lessons to strengthen the social emotional skills of each child at our school. The program used for these lessons is called ***Second Step SEL & Bullying Prevention Programs***.

## Related Stories

Tooele, UT: A District  
and Community  
Respond to Trauma

Boston, MA: A Focus on  
Behavioral Health

Improve Academics

Mid Florida: A Head  
Start on Positive  
Relationships

## ALL STORIES

## Get Everyone on the Same Team

Second Step Social-Emotional Learning (SEL) provides language and tools, from perspective-taking to calming down techniques, that everyone can use—on the playground, in the classroom, from school to school, and at home. All members of the community can use its lessons, concepts, and skill sets to reinforce competencies and help children solve everyday challenges.

*"It cemented relationships within the community. The police department, Communities that Care—they're on speed dial."*

**Marianne Oborn**, Counseling and Social Services Director  
Tooele, UT  
[Learn More](#)

## Use Language that Builds Relationships

Learning words for feelings, emotions, and interpersonal dynamics is the first step in working with others and resolving conflict. It can be challenging for kids to convey the emotions they experience. With Second Step, they'll get the tools to find common ground, become more self-sufficient, solve problems on their own, and ask for help in a productive way.

*"Second Step has changed me by making me a bit more empathetic toward other people."*

**Nadina**, Sixth-Grade Student  
Boston, MA  
[Learn More](#)

## Work Together to Build a Positive School Climate

When we all use the same words—for emotions, situations, and behavioral dynamics—it promotes empathy and understanding between students, teachers, staff, parents, and the community. Second Step provides a shared emotional vocabulary that can create lasting systemic change.

*"We have seen the respect level rise, we've seen how a child can go home—and actually change a home, and that's our motivation. If you can change a home, you can possibly change a community."*

**Charles Dunlap**, Dean of Students  
Chicago, IL  
[Learn More](#)



## BULLYING PREVENTION UNIT

# The Power to Create a Positive School Climate



## Schoolwide Improvement

It's never too early to provide students and staff with tools to prevent bullying, both in your school and in the community. **Based on the latest field research**, the Second Step® Bullying Prevention Unit teaches Kindergarten–Grade 5 students how to recognize, report, and refuse bullying.

## Lifelong Success

As students master these crucial skills, **educators and school staff learn to recognize and respond appropriately** when they observe bullying or receive a bullying report, all while gaining insight into teaching the unit to children.



## Who Is the Bullying Prevention Unit For?

Building on the fundamentals of the Second Step® family of social-emotional learning (SEL) programs, we developed the Bullying Prevention Unit with age-appropriate lessons for **elementary classrooms (Kindergarten–Grade 5)**.

YOU HAVE THE POWER TO  
**PREVENT BULLYING**

Visit [CaptainCompassion.org](https://CaptainCompassion.org)

[Learn More](#)



Gladstone Elementary School

# BASIC SCHOOL RULES

## Playground Rules

*Students should...*

- Ask permission from an adult before leaving the playground.
- Refrain from hitting balls against the buildings (except in designated areas).
- When on the slide, only go down while sitting, facing forward, one at a time.
- Use play structure properly, without bumping or pushing others.
- Allow all students to play all games.
- Refrain from contact sports. No football or other rough contact sports.
- Refrain from throwing rocks, sand, or any other objects.
- Show good sportsmanship: when you win, be kind; when you lose, congratulate others.
- Only play tag on the grass field and **only** when others want to play
- Always walk on the blacktop, on the playground equipment and in the sand.
- Freeze at the bell and line up when the whistle is blown.
- Eat snacks in designated areas only: lunch/snack tables, planter walls, the Happy Rock.

## Cafeteria/Lunch Areas

*Students should...*

- Walk safely to and from the cafeteria and lunch area.
- Follow the directions given by noon supervisors or other school personnel.
- Remain in designated areas.
- Raise hands to be dismissed, **throwing away trash** before leaving.
- Eat their **own** food and throw away their own trash.
- Refrain from sharing food to ensure proper student health. Do not ask other students for food.
- Always talk softly and not disturb others.

## Assemblies

*Students should...*

- Enter quietly and be courteous.
- Enter and exit at their teacher's direction.
- Remain seated and sit flat so others behind you can see.
- Keep their hands and feet to themselves.
- Refrain from stomping and tapping.

## Classroom Rules

- Each teacher will have a specific classroom plan, which will be reviewed with students and shared with parents at Back-to-School Night.

Gladstone Elementary School

## **DRESS CODE**

### ***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.

Although our students do not wear uniforms, Gladstone Elementary encourages all of our students to continue to Dress for Success in school colors and styles – free from inappropriate words, phrases, or graphics.. 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 and Gold to demonstrate school spirit! Students are encouraged to wear spirit T-Shirts, school polo shirts, or sweatshirts. Clothing should be free of inappropriate words, phrases, or graphics.

Skirts and shorts should be of appropriate length. Skirts and shorts must be no shorter than fingertip length when arms are at the sides.

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

- Hats, caps, beanies can **not** be worn **indoors** – can be worn outside to protect from elements
- Oversized Jewelry
- Body Tattoos (including temporary tattoos)
- Hair sprayed with color that drips when wet
- Distracting hairstyles
- Ripped jeans (where skin is showing) above the knee
- Open-Toed Shoes, Flip-Flops, or Sandals without a heel strap
- 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 available online and is included here for your convenience.

Parents, be advised that students in violation of the school and/or District dress code may be required to wear “loaner” clothes during the day, be required to change their attire, and/or may receive disciplinary consequences for repeated violations of school/district dress code.

### **Bonita Unified School District Dress Code:**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. [0420](#) - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code [35183.5](#))

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.



2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. [3260](#) - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code [49066](#))

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

#### Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code [32282](#))

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

**NOTE:** The administration retains the sole discretion to determine if these standards are being met. Violations of the dress code will result in progressive consequences.



**BONITA UNIFIED SCHOOL DISTRICT  
STUDENT STATEMENT OF UNDERSTANDING / DISCIPLINE AGREEMENT**

**SUSPENSION**

**California Education Code 48900: A student is subject to suspension or expulsion if he/she has:**

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a 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) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

**INVOLUNTARY TRANSFER**

**A student is subject to involuntary transfer to another school for any of the following acts:**

- 1. Student in possession of or under the influence of drugs or alcohol
- 2. Student has accumulated 10 or more days of suspension within the school year
- 3. Other serious offenses at the discretion of the school principal

**EXPULSION**

**California Education Code 48915: A student is subject to expulsion for any of the following acts:**

- (A1-A) Causing serious physical injury to another person, except in self-defense.
- (A1-B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (A1-C) Unlawful possession of any controlled substance.
- (A1-D) Robbery or extortion.
- (A1-E) Assault or battery upon any school employee.
- (C1) Possessing, selling, or otherwise furnishing a firearm.
- (C2) Brandishing a knife at another person.
- (C3) Unlawfully selling a controlled substance.

- (C4) Committing or attempting to commit sexual assault or sexual battery.
- (C5) Possession of an explosive.

As prescribed by the Education Code schools shall adopt rules and procedures which are consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. State statutes, as it pertains to this handbook, focuses on Education Code 48900 and Education Code 48910.

### **Education Code 48900, Grounds for Suspension**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2)** Willfully used force or violence upon the person of another, except in self-defense
- (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c)** Unlawfully possessed, used, sold, otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, in alcoholic beverages, or gin intoxicant of any kind.
- (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either 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)** Stolen or attempted to steal school property or private property.
- (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, chew packets, snuff, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)** Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l)** Knowingly received stolen school or private property.
- (m)** Possessed an imitation firearm.
- (n)** Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the 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 or retaliating against that pupil for being a witness, or both.
- (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the drug Soma.
- (q)** Engaged in, or attempted to engage in, hazing as defined in Section 32050.

**48900.2 Sexual Harassment** - sufficiently severe or pervasive as to have a negative impact upon academic performance or to create an intimidating, hostile, or offensive educational environment.

**48900.3 Hate Violence** - a pupil in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if it has been determined that the pupil has caused, attempted to cause, or threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

**48900.4 Prohibited Actions** - in addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if it is determined that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

**48900.7 Terroristic Threats** - a pupil may be suspended from school or recommended for expulsion if it is determined that the pupil has made terroristic threats against school officials, or school property, or both. A

“terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in the death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

**Penal Code 417.27 Laser Pointers** - prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further, prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

### **Administrative Actions for Violation of Education and Penal Codes**

In accordance with BUSD Board policy, California Education Codes, and Penal Codes, consequences for the offenses listed above can include (but are not limited to):

Counseling referral

Restorative Practices

Behavior contract

Separation contract

Alternative to suspension contract

1-5 day suspension from classroom

1-5 day suspension from school

Report to law enforcement

Administrative hearing

Change of placement

Recommendation for expulsion

Restitution

**School administrators retain the discretion to apply these consequences on a case-by-case basis.**

### **LEGAL REFERENCES**

#### **EDUCATION CODE**

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension or expulsion

48908 Duties of students

#### **CIVIL CODE**

1714.1 Liability of parents and guardians for willful misconduct of minor

#### **PENAL CODE**

245.6 Hazing

417.25-417.27 Laser scope

#### **CALIFORNIA CODE OF REGULATIONS, TITLE 5**

300-307 Duties of pupils

#### **UNITED STATES CODE, TITLE 42**

2000h-2000h6 Title IX, 1972 Education Act Amendments