GLADSTONE ELEMENTARY

Home of the Griffins
2020 - 2021

Bonita Unified School District
Gladstone Elementary School
1314 W. Gladstone St., San Dimas, CA 91773
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. 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 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 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,
Allison Daniels, Principal
& the Gladstone Staff

IMPORTANT NOTE:
NOTE: This handbook is intended for during normal school conditions. Several policies are impacted by COVID-19 Regulations from the California and Los Angeles County Departments of Public Health (see supplemental resource). COVID-19 requirements supersede this document.

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.
Gladstone Elementary Student Handbook

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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 culture of lifelong learning for students, teachers, staff and parents.
Gladstone Elementary Bell Schedules

Kindergarten

Kindergarten Transition Month (Aug. 24 – Sept. 18)

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. 21 – Mar. 19)

(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. 22 – June 10)

(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 (Sept.-Jun.)

Seven Minimum Days:

September 30: October 1: December 18: March 2, 3, 4: June 10

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
Seven Minimum Days:
September 30: October 1: December 18: March 2, 3, 4: June 10
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.
# 2020-2021 Gladstone Calendar Of Events

<table>
<thead>
<tr>
<th>August 2020</th>
<th>Events</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Kinder Orientation / Back to School Night Kindergarten Only</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>24</td>
<td>First Day of School – 2020 / 2021 School Year</td>
<td>8 a.m.</td>
</tr>
<tr>
<td>26</td>
<td>Every Wednesday Compact Day 1 p.m. Dismissal</td>
<td>1 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September 2020</th>
<th>Events</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Labor Day – Legal Holiday – Non Student Day</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Kindergarten Time Change</td>
<td>1:10 Dismissal</td>
</tr>
<tr>
<td>30</td>
<td>Parent Conference Minimum Day Dismissal 12:25 PM</td>
<td>12:25 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October 2020</th>
<th>Events</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parent Conference Minimum Day Dismissal 12:25 p.m.</td>
<td>12:25 p.m.</td>
</tr>
<tr>
<td>2</td>
<td>Non Student Day – Staff Development Day</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2020</th>
<th>Events</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Veteran’s Day – Legal Holiday – NON Student Day</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Trimester 1 Ends</td>
<td></td>
</tr>
<tr>
<td>23 – 27</td>
<td>Thanksgiving Break – NON Student Days</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December 2020</th>
<th>Events</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Minimum Day Dismissal - 12:25 p.m.</td>
<td>12:25 p.m.</td>
</tr>
<tr>
<td>21 – Jan 1</td>
<td>Winter Break – NON Student Days</td>
<td></td>
</tr>
</tbody>
</table>
# 2020-2021 Gladstone Calendar Of Events

<table>
<thead>
<tr>
<th>January 2021</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>School Resumes</td>
</tr>
<tr>
<td>18</td>
<td>Martin Luther King Day – Legal Holiday – NON Student Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February 2021</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Legal Holiday - Lincoln's Birthday - Non Student Day</td>
</tr>
<tr>
<td>15</td>
<td>Legal Holiday - President's Birthday - Non Student Day</td>
</tr>
<tr>
<td>26</td>
<td>Trimester 2 Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 2021</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - 4</td>
<td>Parent Conferences – Minimum Day Dismissal 12:25 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>Staff Development Day - NON Student Day</td>
</tr>
<tr>
<td>22</td>
<td>Kindergarten Dismissal – 2:05 p.m.</td>
</tr>
<tr>
<td>29 – April 2</td>
<td>Spring Break – NON Student Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April 2021</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 2</td>
<td>Spring Break – NON Student Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May 2021</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Memorial Day – Legal Holiday – NON Student Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 2021</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Report Cards Go Home – Last Day Of School</td>
</tr>
</tbody>
</table>
GLADSTONE 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. 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. 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 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 and Gold to demonstrate school spirit!

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, caps, beanies cannot 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 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 available online at http://www.gamutonline.net/district/bonitausd/DisplayPolicy/1054133/5.

Parents, be advised that students in violation of the 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.
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. The Gladstone parking lot is for staff and visitor parking. The area on the street adjacent to the parking lot is a red zone; cars parking in this area will be ticketed by local law enforcement. Please park past the not parking sign in front of kindergarten. Parents wishing to drop off students for breakfast or supervision may drive through the front parking lot starting at 7:30 a.m. until it closes to through traffic at 7:50 a.m.

All other students, enter on Shellman side. Parents use the drop off/drive through on Shellman in the morning beginning at 7:30 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 in the red zone.** 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.
• 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:
- Lunches are $3.00 per day or a reduced cost for eligible students. Students may bring lunch and purchase milk for 50 cents. You may also purchase breakfasts/lunches online at [www.ezschooolpay.com](http://www.ezschooolpay.com)
- The cost is only deducted on the days your child chooses to buy. 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.
- 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 7:50 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 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, pizzas 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) will typically follow guidelines used in Bonita Unified for many years;
  - 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

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.

Rules to Prevent Classroom Disruptions
As part of the registration packet, every parent is required to sign the Gladstone Policy Regarding Interruptions to the Classrooms. 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” at school.
- This Good Griffin ticket may be used for special prizes & privileges from the Treasure Chest that will be open at recess once a week. 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 Griffins.
Griffin.

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

<table>
<thead>
<tr>
<th>Number of Good</th>
<th>Item</th>
<th>Frequency of</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Raffle for a Yearbook</td>
<td>Once a Trimester</td>
</tr>
<tr>
<td>15</td>
<td>Double Recess on Spirit Day</td>
<td>Monthly</td>
</tr>
<tr>
<td>15</td>
<td>Homework Pass</td>
<td>When Earned</td>
</tr>
<tr>
<td>15</td>
<td>Sit with your teacher and eat lunch at</td>
<td>When Earned</td>
</tr>
<tr>
<td>5</td>
<td>Raffle for Lunch with your Teacher</td>
<td>Once a Trimester</td>
</tr>
<tr>
<td>5</td>
<td>Raffle for Lunch with the Principal</td>
<td>Once a Trimester</td>
</tr>
<tr>
<td>1</td>
<td>Otter Pop, Other Treasure Chest Items</td>
<td>When earned</td>
</tr>
<tr>
<td>2</td>
<td>Higher Value Treasure Chest Items</td>
<td>When Earned</td>
</tr>
<tr>
<td>3</td>
<td>Highest Value Treasure Chest Items</td>
<td>When Earned</td>
</tr>
</tbody>
</table>

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
- Loss of recess
- Loss of privileges
- Loss of activities
- Detention
- Work detail
- Parent Conference
- Suspension

Suspension and Expulsion

We also understand that by law, California 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/intoxcent.
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. Possess, 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.

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 [http://gl.bonita.k12.ca.us/index.html](http://gl.bonita.k12.ca.us/index.html).

**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 Thursday 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 Thursday 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.
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 s
Grade Level – Room #'s

Kindergarten – 1, K2, K1
1st Grade – 2, 3, 4
2nd Grade – 6, 8, 24
3rd Grade – 7, 9, 18
4th Grade – 11, 15, 16
ASD – 27, 28
ASDI – 21, 22
RSP Teacher – 17
SDC Classroom – 14

Intervention Teacher – Room 5
Library – Room 19 & 20
Day Care – Room 23