

GUSTINE ELEMENTARY WELCOMES YOU

Dear Parents and Students,

The staff at Gustine Elementary School extends a warm welcome to all our students and their families.

GUSTINE ELEMENTARY'S VISION

At Gustine Elementary, we are a forward-thinking school aiming to prepare our students for a rapidly changing world by equipping them with critical thinking skills, love for learning, global perspective, and respect for core values: honesty, loyalty, and compassion. Gustine Elementary students will have success for today and be prepared for tomorrow.

ATTENDANCE

According to Education code Section 48260, a pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30-minute period during the school year, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor (SART or SARB). A doctors note is required if absent for more than 3 days.

ABSENCES – WHAT CAN YOU DO?

1. Make every effort to have your child in school every day on time.
2. Call the school before 9:00 a.m. at 854-6496 to report your child absent. If you do not have a telephone or are unable to reach the school be sure to send a note explaining the absence with your child upon his/her return.
3. On days your child must be absent for 5 days or more for reasons other than illness (family, emergencies, trips, etc.) arrangements can be made to continue his/her studies through independent studies. The school must depend upon the parent to notify the office and make arrangements for INDEPENDENT STUDY assignments. These arrangements must be made at least 10 days prior to the 1st day absent.

TARDINESS

All students enter the campus through the gate by the cafeteria. The gate is locked promptly at 7:50 a.m. Any student arriving after 7:50 a.m., when the gate is locked, is considered tardy for class.

STUDENTS WHO ARE LATE TO SCHOOL MUST REPORT TO THE OFFICE **BEFORE** GOING TO CLASS.

Tardiness is very disruptive to the instructional program. Students who develop a pattern of tardiness or who are, in the principal's judgment, habitually tardy may be subject disciplinary action.

GENERAL INFORMATION

There will be no interruptions of the school instructional program from 7:50 a.m. to lunch time. Assemblies and other activities will be scheduled in the afternoon. This block of time will be used to give students intensive reading instruction. In order to be successful with this goal, we ask that you help by making doctor and dental appointments after school hours. If your child forgets his/her lunch, homework, etc., it may be delivered to the office and the teacher will pick it up during their morning recess break. **Messages to students must be received by 11:00 a.m. to ensure delivery to your child's teacher.** Teachers will check their mailboxes during morning recess and lunch time for messages and/or items to be picked up in the office. Please do not use the office to send reminders of appointments. Balloons flowers, gifts will pick up by the student at the end of the school day.

Effective for the 2016-17 school year and continuing thereafter, class requests will no longer be a practice in the Gustine Unified School District. We believe that all teachers are excellent teachers; therefore, there is not one classroom that is better than another at our schools. However, if there is an unusual circumstance with a teacher, and that circumstance has been documented, then a move may be considered.

SCHOOL APPROPRIATE SNACKS

Students may bring snacks to school for recess time; however, only the following types of snacks are allowed at school: **Fruit, vegetables, cheese sticks, sugar-free pudding/ Jell-O, peanut butter and jelly sandwich, nuts, yogurt, granola bars, fruit snacks, beef jerky, pretzels, and crackers.**

Nutrition plays a significant part in a student's education. Snacks that contain large amounts of sugar and salt are not healthy for young growing minds, and in some cases are factors in regards to inappropriate behavior. We are asking for your help in making sure that students have healthy snacks at school. We will continue to offer healthy snacks at recess for students to purchase. Students can continue to bring snacks from home, but please be aware that the following snacks are not allowed at school: **Candy of any kind, chips of any kind, sweets such as packaged danishes, donuts, Rice Krispy Treats, cookies, etc., soda, etc.**

Students will not be allowed to eat/drink the above items at school. The items will be sent home. Many teachers award their students with a small treat, such as a candy or donut hole, etc., and many parents bring in treats to celebrate birthdays, and that is fine. It is the day-to-day consumption of sugary and salty treats that is a concern.

DELIVERED LUNCHES

STUDENT LUNCHES PURCHASED FROM AN OUTSIDE VENDOR (PIZZA FACTORY, MCDONALDS, PERRY'S, ETC) WILL NO LONGER BE ALLOWED AT SCHOOL. Students are able to bring a sack lunch from home or purchase a lunch from the cafeteria. If your child forgets his/her lunch at home (this should not be a chronic issue), you may bring in the lunch (homemade), but it **must be delivered between 10:45 and 11:15AM. There will be no exceptions.**

If your child's lunch is not delivered by the specified time the cafeteria will make sure your child receives a lunch from the cafeteria.

Thank you in advance for your cooperation in this matter.

DISCIPLINE POLICY

Gustine Elementary School has a school-wide discipline policy. We believe a safe and orderly environment is important for students to learn and study. We expect students to follow the school-wide rules. Students who decide to break the rules will receive citations and consequences. Citations will be given for misbehavior in the classroom, on the yard, cafeteria, and on the bus. Students who follow the rules will be rewarded.

SCHOOL- WIDE RULES

1. Follow directions the first time you're asked.
2. Stay in designated areas.
3. Keep hands, feet and objects to yourself.
4. Use appropriate school language.
5. Treat people and property with respect.

SUSPENSIONS

The following behaviors may result in automatic suspension from school: **AUTOMATIC SUSPENSION LAW** (State Law 48900)

1. Physical injury to another person-actual or threatened.
2. Disruption of school activities or defiance of school authorities.
3. Commission of obscene acts or engagement in habitual profanity or vulgarity.
4. Damage to or theft of school or private property.
5. Possession or sale of weapons.
6. Possession or sale of drugs, alcoholic beverages, or intoxicants.
7. Possession use of tobacco.
8. Sexual harassment.
9. Hate violence.
10. Intimidation.

DRESS AND GROOMING

Dress should be neat and clean. It is the intent of the school that dress should not contradict the purposes of educational programs that promote health and good personal social habits.

- State law requires students to wear shoes to and during school.
- Sandals must have straps across the heel.
- Shoes must have a low heel.
- Students may only wear hats with a two inch brim all around for outdoor sun protection.
- Common sense should be exercised in selection of school clothes.
- NO bike shorts which are too tight and thus too revealing.
- NO halter tops, low cut blouses or half shirts or spaghetti strap tops – stomach must be completely covered.
- NO T-shirts with inappropriate slogans or advertisements.
- NO over size or baggy pants are allowed. Pants must fit at the waist and be no more than one size too large or small.
- Shorts, skirts and dresses must be reasonable in length; otherwise student will be sent home to change into clothing appropriate for school. Fingertip length is a safe measurement.
- Personal articles, backpacks, binders, notebooks, clothing or manner of dress shall make no suggestion of drug/alcohol use, sexual promiscuity, profanity, vulgarity, gang affiliation or otherwise inappropriate subject matter.
- NO hairnets or other types of gang related head coverings allowed.
- The Administration will make the final decision regarding appropriateness of clothing.

LIBRARY SERVICES

Each student will be checking out books from the school library. Students are responsible for the materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it needs to be paid for before a student may check out any other materials or given a report card at the end of the year. It is also possible that they may be denied other school activities. Students may not check out books if anything is overdue. Classes will be going to the library each week.

LOST AND FOUND

Any items lost during the year will be placed in a lost and found bin. You may come in to find your items during school hours. After many failed opportunities for lost to be found by their owner, items will be donated to a charity.

STUDENT RESPONSIBILITY FOR MATERIALS

At the beginning of the school year, students are issued textbooks and other materials and supplies. They must maintain these materials, including library books, in good condition and return them when asked or else pay for any loss or damage. Report cards will be denied until all fees and fines are paid.

PERSONAL PROPERTY

Bringing any personal property of value to school is discouraged as the school cannot assume responsibility for it if it should be lost or damaged. The Gustine Unified School District, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage or destruction of the personal property which may occur.

PHONE/E-MAIL

Phone calls made to students or teachers during the day will be given to the teachers, or forwarded to their voicemail. You may e-mail staff member with their first initial last name @gustineusd.org (for example, lplascencia@gustineusd.org) Please allow up to 24 hour turnaround time for teacher to respond in order not to disrupt teaching time.

CAFETERIA

- Student Breakfast and Lunch – FREE FOR ALL STUDENTS
- Breakfast will be served from 7:20 a.m. -7:40 a.m. daily in the cafeteria

BUS RULES/INFORMATION

Riding the school bus is a privilege and can be taken away for habitual defiance of the bus driver’s instructions. The school district uses video cameras on bus routes. Students riding the bus to and from school or a school-sponsored activity are to be respectful of and follow the bus driver’s instructions. The bus driver has ultimate authority to enforce bus rules to ensure the safety of all students who ride the bus. Students must obey the following rules:

1. Remain seated facing the front of the bus.
2. Talk quietly and behave in an orderly manner.
3. No eating, drinking or chewing gum on the bus.
4. Keep head and arms inside the bus.
5. Do not tamper with the bus seats and/or equipment
6. When standing in the bus line, no running, crowding, pushing or rough plays.
7. No glass of any kind on the bus.
8. No animals or pets such as lizards, snakes, spiders, etc. on the bus.
9. A student will not be left off at any place other than his/her regular stop unless the parent requests, **IN WRITING**, the driver to do so and the change is approved by the school office.
10. A student not designated by school to regularly ride the bus will be prohibited from use of the bus.
11. A student, who rides the bus to a school activity such as a field trip, must also return to the school on the bus unless prior approval to do otherwise has been obtained from the principal. Approval must be requested in writing by the student’s parents **one week prior** to activity.

CONSEQUENCES

1. Parents notified, student warned.
2. Suspension from bus one to five days
3. Suspension from bus two weeks

SEVERE CLAUSE

- | | |
|--|-----------------------|
| Vandalism | Explosives/Firearms |
| Tobacco | Fighting |
| Theft | Defiance of authority |
| Possession or sale of controlled substances | |
| Obscene acts and habitual profanity or any violation of Education Code 48900 | |
| Continued minor violations despite corrective discipline attempts – | |

CONSEQUENCES

1. Suspend bus privileges – 2 weeks
2. Suspend bus privileges – 1 month
3. Suspend bus privileges – remainder of school year

DAILY SCHEDULE

Breakfast7:20 a.m.
TK/ KindergartenTues-Fri 7:50 a.m. – 1:10 p.m.
Grades 1-3.....Tues-Fri 7:50 a.m. – 2:10 p.m.
Grades 4-5..... Tues-Fri 7:50 a.m. – 2:15 p.m.

Students may NOT ARRIVE at school prior to 7:20 a.m.

MONDAY IS 1:10 RELEASE FOR ALL GRADES

Last Wednesday of the month is minimum day – release time is 12:20 p.m. for all grades

EMERGENCY INFORMATION

The registration card which is filled out at the time of registration or at the beginning of each year is the only link between the school and home. It is extremely important that our school has up-to-date emergency information regarding your child (ren). Please see to it that the following information is kept current:

1. Home phone and work phone numbers

2. Home and/or work phone number of friends/relatives who can be contacted in case of an emergency.
3. Phone number of child care facility or baby-sitter if one is used on a regular basis.
4. Any unusual medical problem.

The only adults to whom students may be released are parents, legal guardians and those listed as emergency contacts on the Registration card.

STUDENT SECURITY PROCEDURES

The following information is very important for the safety and security of your child.

1. Parents **MUST** sign out students in the office. No student will be released directly from the classroom.
2. Parents/guardians must have a picture ID and his/her name must be on the student's enrollment card to be released by the office. If you sent someone to pick up your child and his/her name is not on the card, the office **WILL NOT** release your child to that person.
3. A bus pass issued by the school office, is the only way a bus driver will allow students to depart from the bus at a stop other than their regular stop. To get a bus pass you must:
 - a. Send a note to the office indicating your desire to have your child released at a location other than his/her regular bus stop. (Bring the note to the office in the morning.)
 - b. Include in the note students name parent's name and location change and phone number where to reach you to verify the note.
 - c. "Once the office has verified the note the bus pass will be issued.

If your child is a bus rider and you are not at the school to pick up your child BEFORE the bus leave, your child we be put on the bus to be taken home. If your child is late arriving home on the bus, you may call the school before 4:00 p.m. or the district transportation office at 854-2607.

AFTER-SCHOOL PROGRAM ASSETS (After School Student Education: Teamwork for Success)

ASSETS is open to all students in grades Kindergarten- 5th. The ASSETS program runs Monday through Friday beginning right after school and ends at 6:00 p.m. Students receive a snack and dinner the program is supervised by school leader. The program provides homework support and recreational, enrichment activities in a safe and structured environment.

PARENT INVOLVEMENT

We are committed to building a partnership with our families. We welcome volunteers and encourage parent participation. Together our students succeed. Way families may get involved:

Any volunteer (in any capacity) who has contact with students must be fingerprinted, with the exception of school functions or events. Once cleared fingerprints are received, parent(s) are able to volunteer for classroom time, PTC events, and field trips.

VISITORS/VOLUNTEERS

Fingerprinted visitors and volunteers are welcome at Gustine Elementary! We ask that you make arrangements with your teacher 24 hours prior to your visit. Please remember that all are required to sign in at the school office before going on campus and sign out prior to leaving. Visitors signing in at the school office will be given a visitor's badge to wear while they are on campus. All staff members have been asked to question adults who are on campus without an identifying badge. Please continue cooperating with our efforts to ensure the safety and security of all students.

Volunteers are an important part of education. If you are interested in helping in other ways – library, PTC, SSC, ELAC, etc. – please contact the school.

One of the best ways to be involved is to assist your child; know what they are doing in school. The education of your child is greatly influenced by you. Determine areas in which they are having trouble, and contact their teacher to find out how you can assist at home. Know when an award comes home, and praise positive behavior.

FIELDTRIP/CLASSROOM VOLUNTEER FINGERPRINT PROCESS

Administrative Regulation 1240

"Health and Safety Code 1596.871 now requires all volunteers who chaperone any off-site field trip shall be fingerprinted for criminal record clearance."

To begin the fingerprint process:

1. Please let the school office personnel or the teacher that you'd like to be fingerprinted.

2. Go to the Gustine Unified District Office, 1500 Meredith Avenue to obtain the necessary paperwork. Office hours are Monday – Friday 8:00 AM to 4:00 PM.
3. The fee for fingerprinting is \$42.00 payable to the Gustine Unified School District upon picking up the **“REQUEST FOR LIVESCAN SERVICE”** form needed for fingerprinting. (1500 Meredith Avenue, Gustine) please have exact change when paying with cash.
4. Call the Gustine Police Department, 854-3777 to schedule an appointment, usually within 3-5 days of call.
5. The location of your appointment is Gustine Police Department, 682 682 3rd Ave. Gustine CA, 95322.

Please allow a minimum of two months prior to the fieldtrip for processing, if you have any questions please call Gustine Elementary School at 854-6496 or the GUSD at 854-3784.

PARENT/TEACHER CLUB

P.T.C is an organization including parents and teachers designed to assist the school in its educational mission. Our P.T.C. is an active one that has informative meetings, plans special activities for students, and helps our school with fieldtrips, and builds communication between the school and home.

SCHOOL SITE COUNCIL

School Site Council, composed of parents and staff, oversees the special programs at school that are funded through state and federal monies. The council provides ideas, and community involvement in the school improvement process. If you are interested in serving on the School Site Council, please call Gustine Elementary School at 854-6496.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

ELAC is a committee composed of our parents forming a stronger bond through communication between school and community. The purposes of the meetings are for parents to give input on English Learner needs.

SCHOOL HEALTH INFORMATION

Welcome to a new school year! Healthy children learn best and your school nurse is here to help each child reach and maintain optimal health. We would like to share some information with you to help ensure a safe, healthy year for your student.

EMERGENCY INFORMATION

Please keep the office informed of changes in home and work phone numbers. It is also important that you have local emergency numbers for when you cannot be reached. We will always attempt to notify parents/guardians first, but need the emergency number so an ill or injured child can receive prompt care.

CHRONIC HEALTH PROBLEMS

If your child has a chronic health problem such as diabetes, epilepsy, asthma, allergic reactions, etc., please notify your school nurse and child’s teacher. This allows them to plan for any special needs your child might have.

MEDICATIONS

California Education Code 11753.1 allows the school to assist in the administration of medication if requested to do so by the physician and parent. An authorization form, available from the school office, must be completed by the physician and parent. Medications must be brought to school by an adult in the original pharmacy labeled bottle. Medication requests must be renewed each year and any changes in the medication should be reported to the school by the parent.

School personnel are legally not allowed to give children ANY medication. This includes Tylenol and cough drops, without the written permission of a physician and the parent.

LICE

Individuals trained to identify head lice, such as Teacher Aides, Office staff, Volunteers, will send child to the office for confirmation by the experts at the school; School Nurse, Principal, Health Aide or Secretaries. Information is noted on Head Lice Worksheet.

b. Health Aide, Nurse or Secretary will phone parents and give written information regarding head lice treatment. Parents will be informed of the following:

- (1) The student should have been treated with a pediculicide
 - (2) The student should return the next day (no longer than 3 days)
 - (3) Nits should have been removed
 - (4) Upon return to school, the student shall report to the school office for a head check
 - (5) The school may request proof of treatment
- c. Identify siblings in other classrooms; call other schools where siblings/frequent visitors attend
- d. Upon return to school, Secretary, Nurse, Health Aide will:
- (1) Check student's head to verify absence of nits and/or lice
 - (2) If clear, child may return to class
 - (3) If there is evidence of continued infestation, send the child home and review instructions with parents regarding treatment
 - (4) Recheck in one week, once child has been readmitted to school
- e. If more than three days are missed, refer to school nurse or designee for personal contact (phone or home call).

ILLNESS

Your child will be in close contact with other children in the school setting. Please be alert to signs of illness and keep your child home if you suspect he/she is not well. This will reduce the spread of illnesses in the school setting. If you think your child might have a communicable disease such as chicken pox, ringworm, impetigo, strep throat, pink eye etc., please notify the school office. When they have a fever of 100 degrees or higher, the student must stay home and **MUST** be fever free without the use of fever-reducing medication for at least 24 hours. If the student has vomiting or diarrhea, the child must be symptom free for at least 24 hours before returning to school.

FIRST GRADE PHYSICALS

The California Health and Safety code requires that every child entering first grade in a California school have a health check-up certificate signed by a doctor. The certificate must be up to 18 months before or three months after entering the first grade.

KINDERGARTEN DENTAL REQUIREMENT

California law requires every Kindergarten student to have an oral health assessment prior to May 31st. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered health professional. Oral health assessments that have happened within the last 12 months before your child enters school meet the requirement.

IMMUNIZATIONS

All entering new students are required by law to be set up to date on their immunizations or have a **medical** exemption before the first day of school or they will **NOT** be able to be enrolled in school. Due to the new State Law we will not be allowed to accept Personnel Belief Exemptions.

IMPORTANT STUDENT HEALTH NOTE

It is important to keep our students healthy and well! Please help your child(ren) to learn to cover their coughs and sneezes and wash their hands after doing so. It is also recommended that they wash their hands after using the restroom before eating, and when hands are soiled. To minimize episodes of illness, dress your child appropriate for the weather.