

## GRIDLEY UNIFIED SCHOOL DISTRICT

<b>AGENDA ITEM NUMBER:</b> 13.A		<b>Date:</b> 09/06/2023		
<b>AGENDA ITEM DESCRIPTION:</b> Approve 2023-24 student handbooks for McKinley Primary School, Wilson Elementary School, Sycamore Middle School, Gridley High School and Esperanza High School.				
<b>BACKGROUND:</b> Each year handbooks are distributed to parents and students. The information contained supplies pertinent information to students and parents pertaining to policies, regulations and procedures.				
<b>STATUS:</b> N/A				
<b>FISCAL IMPACT:</b> N/A				
<b>EDUCATIONAL IMPACT:</b> It will provide important information that will help students become more successful and serve as guidelines for parents and students.				
<b>RECOMMENDATION:</b> Motion by a member of the Board of Trustees to approve the 2023-24 student handbooks for McKinley Primary, Wilson Elementary, Sycamore Middle, Gridley High, and Esperanza High School. Second; roll call vote				
<b>ROLL CALL VOTE:</b>	Ayes	Noes	Abstained	Absent
Eric Waterbury				
Art Cota				
Sonia Zarate				
Brandon Oakley				
Cheryl Argetsinger				
Drew Becker				
Joe Dewsnap				



2023-2024

Parent Handbook

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# McKinley Primary School

## MISSION STATEMENT

Our MISSION is to provide a safe, nurturing, child-centered environment that ensures a developmentally appropriate education for ALL children.

## VISION STATEMENT

At McKinley Primary School we strive to ensure that all students begin their educational journey in an environment that builds success emotionally, academically, socially, and physically while fostering the joy of learning. We are committed to forging partnerships with parents and providing a curriculum which prepares students to be responsible, productive citizens in our changing world.





# MCKINLEY PRIMARY SCHOOL

## Office Staff and Student Support

1045 Sycamore Street — 530-846-5686

### **Principal**

Rhiannon Treat

Counselor

Toni Ormachea

Secretary

Linda Lopez

Office Clerk

Adriana Martinez

Media Clerk

Dawn Brynnan

Health Clerk

Jamie Crow

### **Board of Education**

Eric Waterbury, President

Art Cota, Clerk

Drew Becker

Brandon Oakley

Joe Dewsnap

Cheryl Argetsinger

Sonia Zarate

### **Superintendent**

Justin Kern

# Teachers & Support Staff

## TK / Kindergarten Teachers

Room 1	Stacey Cranfill / Misty Weagant
Room 2	Shannon McCamy / Suzanne Francis
Room 3	Kayla Sanchez (SpEd)
Room 7	Heather Frandrup
Room 5	Julie Busch/Amber Bozzo
Room 6	Shelley Beck/Arika Elderkin

## First Grade Teachers

Room 8	Hannah Baron
Room 9	Stephanie Olson
Room 12	McKenzie Aldrich
Room 14	Andria Busch
Room 15	Sandra Allen
Room 16	Daniel Ocampo

## Health Services

Anita Oberle  
Gladys Diaz

## Counselor

Toni Ormachea

## Psychologist

Lily Terstegge

## Intervention Teachers

Debra Foster  
Shelley Hamman

## Para Professionals

Maria Arroyo	Sheryl Crater
Tanna Alvarez	Emily Hoogeveen
Amanda Monarrez	Ana Vera
Angie Chavez	Daniela Ortiz
Joana Ramirez	Nora Luquin
Irim Khan	Ana Valdez
Whitney Pike	Alexandra Ramirez
Kim Wolfe	Rashmi Vasudeva
Crystal Brown	

## Resource Specialist

Stephanie Gualandi

## Custodians

Sandra Tena  
Delia

## Speech/Language

Rob Rethans  
Jennifer Arntzen - SLPA

## Media Clerk

Dawn Brynnan



# McKINLEY PRIMARY SCHOOL

Rhiannon Treat  
Principal

## **BELL SCHEDULE 2023-2024**

Cafeteria opens at 7:30 am

### MORNING KINDERGARTEN & TK

8:15 a.m. -----Class begins  
10:30 am-----Recess  
11:45 a.m. ----- Lunch (M, T, Th, F)  
\*11:05 a.m. ----- Lunch (Wed. Modified Day)

### AFTERNOON KINDERGARTEN & TK

11:15 a.m. -----Lunch (M, T, Th, F)  
\*11:45 a.m. -----Lunch (Wed. Modified Day)  
11:45 a.m. -----Class Begins (M, T, Th, F)  
\*12:25 p.m. ----- Class Begins (Wed. Modified Day)  
2:00 p.m. -----Recess  
3:15 p.m. -----Dismissal

### FIRST GRADE

8:25 a.m. -----Class Begins  
10:10-10:20a.m.-----Recess  
11:15 a.m.-12:00 p.m. -----Lunch & noon recess  
1:15-1:25 p.m. -----Recess (except Wednesdays)  
2:25 p.m. -----Dismissal  
\*1:25 p.m. -----Dismissal (Wed. Modified Day)

### PLCs

11:05 am - 12:25 pm ----- TK & Kinder  
1:45 pm - 3:15 pm ----- First Grade

# Cafeteria & Food Services

## Breakfast

### Breakfast Times

AM TK/Kinder	7:45-8:10
PM TK/Kinder	na
First Grade	7:45-8:20

## Lunch

### Lunch Times

AM TK/Kinder	11:45-12:05
*Modified Wed.	11:05-11:25
PM TK/Kinder	11:20-11:45
*Modified Wed.	11:50-12:25
First Grade	11:15-12:00

Every school day, breakfast and lunch are available for all Gridley Unified School District students. These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child Nutrition Programs that include the School Breakfast Program and National School Lunch program. We look forward to offering student meals that emphasize fruits, vegetables and whole grains.

All students will receive free breakfast and lunch thanks to the Community Eligibility Program (CEF). There is no need to fill out a meal application. In order to qualify for other low cost or free services and increased funding for education, families will need to fill out an Alternate Income Form. If you receive this form, please complete and return it to your child's school site as some of the District funding is based upon these forms. Any questions can be directed to Shelly Diaz, Director of Child Nutrition, 846-4172.

**NON-DISCRIMINATION STATEMENT:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202)690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

\*\*\*This institution is an equal opportunity provider\*\*\*

## **PARENT CONFERENCES/VISITORS**

Parent conferences are scheduled at the end of each trimester to review student progress towards academic standards. Parents may also make an appointment with teachers or the principal by telephoning the school office at 846-5686 to discuss any other concerns. **Before visiting the classroom, please check in through the front office.**

## **CLOSED CAMPUS**

Once your child arrives on campus, he/she must not leave without proper release by the school. This is for your child's protection. Parents wishing to pick their child up from school **before dismissal time must sign him/her out in the school office.** Students will not be sent to the office until the parent is present.

## **ARRIVAL/DISMISSAL FROM SCHOOL**

Morning supervision begins at 7:30 in the cafeteria. School gates open at 7:45 and the playground will be supervised until school starts. No supervision is provided after dismissal times, please be **prompt** in picking your child up.

## **ATTENDANCE & CLEARING AN ABSENCE**

All absences must be verified by a note (in person or uploaded to Parent Square) or telephone call from the parent. The following information is necessary: child's name, dates and reason for absence. Excessive absenteeism has an undesirable effect on a child's classroom achievement. If a prolonged absence becomes necessary because of illness, please notify the school office in order to make arrangements for their continued education.

When students who have been absent return to school, they are responsible for clearing the absence within 2 school days, or that specific absence(s) will be unexcused thereafter. Verify the reason for the absence using at least one of the following methods: 1) A signed written note (can be sent through Parent Square) from parent with their phone number containing the following components: current date, student name, exact absence date(s), or hour(s) missed, and reason for the absence(s). 2) Conversation, in person or by telephone, between the verifying employee and the student's parent/legal guardian. 3) Written note from medical providers, court summons, employment appointment, etc.

## **STUDENT DRESS CODE**

**Girls** – dresses or pants and shirts are acceptable. Shorts may be worn during warm weather. We share our grassy field with many bees - open toed sandals may result in bee stings. **Please DO NOT send your child to school in footwear without a back strap (e.g. no slides/flip flops)**

**Boys** – pants and shirts are acceptable. Shorts may be worn during warm weather. We share our grassy field with many bees - open toed sandals may result in bee stings. **Please DO NOT send your child to school in footwear without a back strap (e.g. no slides/flip flops)**

## **SCHOOL ACCOUNTABILITY REPORT CARDS (SARC)**

The School Accountability Report Cards (SARC) is updated each year and a revised copy is placed on our webpage in January. If you want a hard copy of the SARC, please contact the McKinley School Office.

## **MISCELLANEOUS**

Parents/Students are responsible for any lost or damaged books or book bags which are property of the school.

Students should refrain from bringing toys and personal play equipment to school with the exception of teacher approved items to share for class discussion. McKinley Primary is not responsible for lost or damaged personal items.

Please do not send party invitations to school to be passed out unless the **ENTIRE** class is to be invited. Too many hurt feelings can be created with a situation we have no control over. It is permissible to bring a "treat" for the entire class on your child's birthday if you so desire. Please arrange this with your child's teacher ahead of time.

## **MEDICATIONS TAKEN AT SCHOOL**

In compliance with Section 49423 of the California Education Code and Section 2725(b) of the Nurse Practice Act, medication cannot be given to a student during school by the school nurse personnel or designated school personnel unless the school has on file written instructions and consent from both the physician and the parent.

If it is necessary for medication to be given during school hours, the following information must be received by the school:

1. A written statement from the physician detailing the name of the medication and the method of administration, dosage to be given and the time to be administered.
2. Written consent from the parent or guardian of the pupil indicating the desire that the school district assist the pupil.

**ALL MEDICATIONS MUST BE** in their **ORIGINAL CONTAINERS** and **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE.** In addition, **"ASTHMA INHALERS"** and **"BEE STING KITS"** **CANNOT** be **CARRIED** by the student at school **WITHOUT A WRITTEN STATEMENT** from both the **PHYSICIAN** and the **PARENT.** This includes **OVER-THE-COUNTER MEDICATIONS**, such as **TYLENOL, MOTRIN, COUGH SYRUP** and **COUGH DROPS.**

Medication Authorization Forms are available in the school office.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is very important that parents maintain an up-to-date address and telephone number record at the school office. Please notify the school office immediately if you have a change of address/telephone number during the school year.

## **INJURIES AND ILLNESSES**

Health services are provided by our District School Nurse and Health Clerks. They screen for vision and hearing. The nurse also assists in dental screening and other district authorized health services. In addition, she acts as a resource person in classroom instruction and provides instruction on head lice and general health and safety.

The school nurse will divide her time among the four school sites. She is available at all times for emergencies. If children need to see the nurse, teachers are to send them with a note to the office.

By law, the school is prohibited from providing any medical treatment, other than first aid. If a child receives an injury requiring more than first aid treatment, or becomes ill at school, every effort will be made to contact the parent. It is very important that your child's school emergency card be kept up to date. Children will not be sent home because of illness or injury until the parent/guardian has been notified but emergency services may be contacted as necessary.

### **STUDENT CONDUCT Guidelines**

*\*McKinley Mallards are safe, respectful, responsible and kind.*

1. Running is allowed on the playground and grass area during recess only.
2. Always play in a way that will keep yourself and others safe.
3. First person in line at a game is the referee (His/her decision is final).
4. Only school-provided equipment is allowed on the school yard (except books, crayons, coloring books, etc.).
5. Good sportsmanship always (Polite, take turns, listen to referees)!
6. Balls are to be used for designated games.
7. Porches are not play areas, but children may sit on the benches.
8. Do not play between/behind buildings.
9. When the bell rings, drop from bars, stand up and FREEZE. Follow all instructions to line up.
10. Playing in the bathroom is not allowed.
11. Always keep hands to yourself.
12. While in the cafeteria, speak quietly and stay in your space until excused.

### **Consequences**

#### **1. Minor Offenses**

- a) Verbal correction/model desired behavior
- b) Short time out
- c) Campus beautification

#### **2. Major Offenses**

Examples include:

*Physical abuse*

*Language abuse*

*Potentially harmful behavior*

*Defiance of authority*

- a) Loss of recess/walking recess
- b) Discuss behavior with Principal/Counselor
- c) Phone call/note home

### **Positive Reinforcements**

1. Verbal praise
2. Duck Bucks
3. Positive notes/call home
4. Special recognition awards

## **SUSPENSION/EXPULSION**

Students may be suspended or recommended for expulsion for any of the following:

- cause or threaten to cause physical injury to another person;
- possess, sell or furnish any firearm, knife, explosive, or other dangerous object;
- possess, use, sell or furnish any controlled substance, alcoholic beverage or intoxicant;
- commit or attempt to commit robbery or extortion;
- cause damage to school or private property; steal or attempt to steal school or private property;
- possess or use any tobacco product;
- commit an obscene act or engage in habitual profanity or vulgarity;
- possess, sell or furnish any drug paraphernalia;
- disrupt school activities or willfully defy the authority of school personnel;
- receive stolen school or private property;
- commit an act of sexual harassment.

School rules and consequences are in effect while students are on school grounds, while going to or from school, and during or going to or from a school-sponsored activity.

## **BUS TRANSPORTATION**

Bus transportation is considered a privilege for students. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district.

Children who do not usually ride the bus will not be permitted to ride, except as determined necessary by the site principal and must be cleared by a phone call from the parents or by a personal visit to the school office. Bus riders must ride the bus, unless the school receives a parent note/phone call 1 hour prior to dismissal. Constant changes to transportation are disruptive to the orderly flow of dismissal time and upsetting to young children. Please have a plan and stick with it.

## **BICYCLES**

Bicycles are to be walked on the school grounds at all times. They must be kept locked up in the area provided. Students found tampering with bicycles will be held responsible for all damages. **Students who ride bicycles to school must wear helmets.**

## **STUDENT OF THE WEEK**

Each Friday one student in each class (kinder and first grade) is recognized for displaying our Purposeful Practice of the Month. These practices are taken from our Purposeful People program which teaches skills and character traits that will help students be successful in school and in life.

## **HOME/SCHOOL COMMUNICATION**

Each Friday a school newsletter will be sent home through Parent Square. A school calendar containing items of interest to students and parents will be published at the beginning of each school month and will be sent home and published on our school's website. In addition, classroom and individual notices and reminders will be sent home periodically. *Please check your child's backpack/folder daily.*



# **Williams Complaint Classroom Notice for 2023-2024**

## **Gridley Unified School District**

### ***Notice to Parents, Guardians, Pupils, and Teachers***

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.gusd.org>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

### **UNIFORM COMPLAINT PROCEDURES**

It is the policy of the Gridley Unified School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## **UNIFORM COMPLAINT PROCEDURES, cont.**

McKinley Primary School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

McKinley Primary School shall investigate and seek to resolve complaints using policies and procedures known as Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion , sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and /or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint associated with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- 1) A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 2) A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- 3) A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Rhiannon Treat  
McKinley Primary School Principal  
1045 Sycamore Street, Gridley, CA 95948

# McKinley Primary School

## Student Attendance Calendar 2023-2024

August 28 ..... First Day of School

August 30th. .... Back-To-School Night (Times Vary by Grade)

September 4. .... Labor Day Holiday (no school)

November 10 ..... Veteran's Day Holiday (no school)

November 17 ..... End of 1st Trimester

November 20-24. .... Thanksgiving Holidays (no school)

Nov. 27 - Dec. 1. .... Parent Conferences

December 25 - January 5. .... Winter Break (no school)

January 15 ..... Martin Luther King, Jr. Holiday (no school)

February 19 ..... Presidents' Day Holiday (no school)

March 8 ..... End of 2nd Trimester

March 11 - 15 ..... Parent Conferences

April 1 - 5. .... Spring Break (no school)

May 7 ..... Open House

May 27. .... Memorial Day Holiday (no school)

June 7. .... End of 3rd Trimester/Last Day of Student Attendance

**Every Wednesday is a minimum day for all First Grade students: dismissal time is 1:25 p.m.**

**Every Wednesday is a modified day for TK and Kindergarten:**

**AM student dismissal is 11:05**

**PM student start is 12:25**

**GRIDLEY UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL CALENDAR  
2023/24 School Year**

- Legal Holiday  
□ Local Holiday  
△ First/Last Day of School  
( ) District Inservice Day

MONTH	M	T	W	TH	F		Total School Days In Month	Year Days
August		1	2	3	4			
	7	8	9	10	11			
	14	15	16	17	18			
	[21]	[22]	[23]	24	25	August 21, 22, 23 Teachers' In-Service Days		
	<del>28</del>	29	*30	31		August 28 - First Day Student Attendance	04	04
September					1			
	④	5	*6	7	8	September 4 - Labor Day		
	11	12	*13	14	15			
	18	19	*20	21	22			
	25	26	*27	28	29		20	24
October	2	3	*4	5	6			
	9	10	*11	12	13			
	16	17	*18	19	20			
	23	24	*25	26	27		22	46
	30	31						
November			*1	2	3			
	6	7	*8	9	⑩	November 10 - Veterans' Day		
	13	14	*15	16	17	November 20, 21, 22, 24 - Local Holidays		
	[20]	[21]	[22]	⑬	[24]	November 23 - Thanksgiving Day		
	27	28	*29	30			16	62
December					1			
	4	5	*6	7	8			
	11	12	*13	14	15			
	18	19	*20	21	22	December 25-29 - Winter Break		
	[25]	[26]	[27]	[28]	[29]		16	78
January	[1]	[2]	[3]	[4]	[5]	January 1-5 - Winter Break		
	8	9	*10	11	12			
	⑮	16	*17	18	19	January 15 - Martin L. King, Jr. Day		
	22	23	*24	25	26			
	29	30	*31				17	95
February				1	2			
	5	6	*7	8	9			
	12	13	*14	15	16			
	⑰	20	*21	22	23	February 19 - Presidents' Day		
	26	27	*28	29			20	115
March					1			
	4	5	*6	7	8			
	11	12	*13	14	15			
	18	19	*20	21	22			
	25	26	*27	28	29		21	136
April	[1]	[2]	[3]	[4]	[5]	April 1-5 - Spring Break		
	8	9	*10	11	12			
	15	16	*17	18	19			
	22	23	*24	25	26			
	29	30					17	153
May			*1	2	3			
	6	7	*8	9	10			
	13	14	*15	16	17			
	20	21	*22	23	24			
	⑳	28	29	30	31	May 27 - Memorial Day	22	175
June	3	4	5	6	△	June 7th - Last Day Student Attendance		
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28		5	180

\*Minimum day/every Wednesday that schools (Grades 1-8) are in session is a minimum day.

\*Early release day every Wednesday at GHS (Grades 9-12) except where noted. (see reverse side)

\*Modified Schedule for McKinley Kindergarten every Wednesday

Board Approved:

# Mental Health Services

Gridley Unified School District has compassionate, well trained counselors to help students and their families with mental health concerns. If you are in a life-threatening situation or experiencing a mental health emergency, **please call 911 immediately.**

## 24-Hour Crisis Services

1 (800) 334-6622 OR  
530-891-2810  
560 Cohasset Rd. Suite 180  
Chico, CA 95926

## Stabilization Line

530-891-3277

## National Suicide Prevention Lifeline

[suicideispreventable.org](https://www.suicideispreventable.org)

1(800) 273-TALK (8255)

## Resource needs in Butte County

Dial 211

## Drug & Alcohol Screenings

Chico 530-879-3950

Oroville 530-538-7277

## Red Nacional de Prevención del Suicidio

1(888) 628-9454 (Español)

## Crisis Text Line

Text HOME to **741741** anywhere in the US

## North Valley Talk Line (Warm Line)

1-855-582-5554

NON-CRISIS, PEER SUPPORT

Open 4:30 p.m.-9:30 p.m. Every Day

## Behavioral Health Youth Screenings (By appointment only)

Chico Youth 530-891-2945

Gridley Youth 530-846-7305

Oroville Youth 530-538-2158

## Gridley Unified School Counselors

School counselors provide short-term individual and group counseling for at-risk students, provide behavioral techniques for teachers, parent consultations, education and resource linkage. If your student is in need of a mental health referral please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.

# Home and School Compact

It is important that families and schools work together to help students achieve success academically, socially, and emotionally. Through this process, which includes teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

## **Staff Pledge:**

I, as your (child's) teacher, agree to carry out the following responsibilities to the best of my ability:

- Provide a caring, safe, and warm learning environment
- Provide basic literacy instruction using Common Core State Standards and board adopted curriculum
- Have high expectations and help every child develop a love for learning
- Maintain a safe school environment
- Provide parents with timely communication regarding student progress
- Provide instruction in citizenship skills including honesty, respect and peaceful problem solving
- Provide meaningful homework assignments to reinforce and extend learning
- Respect the school, students, staff, and families

## **Student Pledge:**

I, as your student, agree to carry out the following responsibilities to the best of my ability:

- Come to school on time, ready to learn and work hard
- Bring necessary materials, completed assignments, and homework
- Know and follow the school and class expectations
- Play safely and resolve problems peacefully
- Respect the school, staff, students, and families
- Read every day at home

## **Parent Pledge:**

I, as a parent, agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and a place for homework
- Limit and monitor T.V. and screen time
- Read to my child, or encourage my child to read, for at least 20 minutes daily
- Ensure that my child attends school on time daily, gets adequate sleep, regular medical attention, and proper nutrition
- Participate in school activities (i.e. attend parent-teacher conferences, back-to-school night, etc.)
- Respect the school, staff, students, and families







2023-  
2024

# WILSON ELEMENTARY

## Parent & Student Handbook

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409 Magnolia Street  
Gridley, CA 95948  
530-846-3675  
Fax (530) 846-3872  
<http://wilson.gusd.org/>

Gridley Unified School District  
429 Magnolia Street,  
Gridley, CA 95948  
530 846-4721  
Fax (503) 846-4595  
<http://www.gusd.org>

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# PRINCIPAL'S MESSAGE



For more than 60 years, Wilson Elementary has served some of Gridley's youngest learners. As a collaborative staff community, we take this responsibility seriously and do everything we can to support students' academic achievement, social-emotional development, health and wellbeing so they are prepared for life in secondary school and beyond.

As parents, guardians, aunts, uncles, grandparents or siblings, we encourage you to help students' reach their fullest potential. Please consider getting informed, involved, and engaged this school year in ways you never have before!

**Joan Schumann, PhD**  
Principal of Wilson Elementary



# VISION & MISSION

every student matters;  
every day counts

At Wilson Elementary, we believe all students can achieve greatness. As a collaborative school community, we engage students in quality learning experiences each day and cultivate family support in effort to prepare students for academic success in secondary education and promote social-emotional wellbeing for lifelong health and happiness.



# OUR GOALS

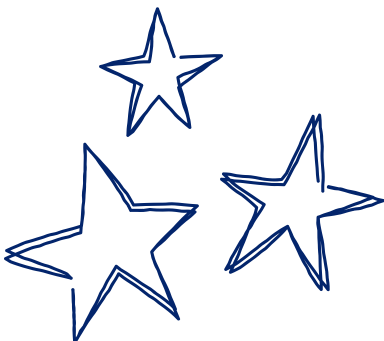
**Goal #1: Wilson Elementary will engage in a process of continuous self-improvement in order to provide a high quality educational program for all students.**

**Goal #2: Wilson Elementary will provide efficient and effective supplemental support and intervention for students who are at risk of not meeting the grade level standards.**



**Goal #3: Wilson Elementary will utilize a PBIS (preventative) framework for promoting positive behavior and teaching social-emotional competencies.**

**Goal #4: Wilson Elementary will foster strong community and parent partnerships by offering multiple opportunities to connect, engage, and understand students' educational progress.**



WILSON  
ELEMENTARY





# CONTACTS



**Joan Schumann, PhD**

Wilson Elementary Principal



**Sarah Moore**

Wilson Elementary Assistant Principal

## Wilson Elementary Office Staff

Patty Ramos, School Secretary  
Amber Corona, Office Clerk  
Veronica Aceves, Office Clerk

## GUSD Superintendent

Justin Kern  
[jkern@gusd.org](mailto:jkern@gusd.org)

## GUSD Board of Trustees

Eric Waterbury, President  
Drew Becker  
Joe Dewsnup  
Sonia Zarate  
Art Cota  
Cheryl Argetsinger  
Brandon Oakley

# SCHOOL HOURS & OPERATIONS



## School Hours

### **Grade 2 & Grade 3**

Monday, Tuesday, Thursday, Friday  
8:30 am - 2:35 pm

### **Grades 4 & Grade 5**

Monday, Tuesday, Thursday, Friday  
8:30 am - 3:10 pm

### **Early Release Schedule**

8:30 am-1:45 pm

### **Early Release Schedule**

8:30 am-1:45 pm

## School Communications

All official school communications are delivered through Parent Square so it is important all parents & guardians have set-up their preferences for communication through this online system. Parents should expect to receive teacher updates and regular communication from school administration; including information related to progress reports, field trips, and homework assignments.

Should you require support for getting connected through Parent Square, please contact [support@gusd.org](mailto:support@gusd.org)

## Change of Contact Information

It is very important that parents maintain an up-to-date address and telephone number record at the school office. Please notify the school office immediately if you have a change of contact information during the school year. The most convenient method for keeping this information up to date is to log on to Parent Square/Aeries portal. If you have unreliable Internet access, you may also call the school office.



It is imperative for your child's safety that we have current contact information at all times.

# SCHOOL HOURS & OPERATIONS

## **New Student Registration**

New registering students will receive a classroom assignment and begin school 1-2 school days following their enrollment. After completing the online enrollment application, parents need to submit a hard copy proof of address, birth certificate, and immunization records. This will enable our school staff to prepare for the new student and to contact the student's previous school to verify registration information. No student will be enrolled without evidence of required immunizations and, when appropriate, verification of age.

## **School Transfer**

When a student transfers to another school, the parents or guardians should notify the office in advance so that instructions can be given for checking out. All books and materials must be returned and all fines paid before a transfer can be given. A parent or guardian must come to the school office to complete the final checkout forms.

## **Phone Use Policy**

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the office phone to make personal arrangements (such as requesting permission to go to another student's home after school). Cell phones may be brought to school, but must be turned off and kept out of sight while on school grounds.

## **Food & Office Deliveries**

In order to allow for efficient and effective office functioning, please refrain from bringing your child outside food and beverages. Birthday treats will be allowed; however, we encourage you to send these treats directly with your child so as to ensure the treats arrive to the classroom on time. Communicate all classroom deliveries ahead of time with your child's teacher using Parent Square messages.

## **Transportation Messaging**

To avoid confusion, please communicate changes to your child's pick-up and/or drop-off plans directly with your child's teacher and your child. For example, if your child usually takes the bus home and you need to pick them up for an appointment, please make sure the teacher and child are notified ahead of time so our office staff can update bus lists accordingly.

## Books for Breakfast

What better way to start your day than reading with your child? Please join us for our semi-monthly Books for Breakfast. After eating breakfast, you and your child can select from a range of books laid out for the occasion. Families are welcome to bring in little ones to join as well, and volunteers are always welcome to join and support the important act of reading with a child!

## Family Literacy Night

This fall, please join us for our first BIG Family event! With the whole family invited, the kids can show off their skills in the English Language Arts. Whether it be flashlight reading in the Library, group vocabulary games or story time with puppets, there's something fun for everyone! Be sure to stay around for the grand finale: A Book Bonanza!

## Family STEM Night

This fun-filled Family Night involves activities all over campus. While the children zip around from room to room, the parents are just as engaged with either learning to make slime, measuring and monitoring heart rates or observing ongoing experiments in our Science Lab! Snacks and surprises always make for a special evening of STEM (Science - Technology - Engineering - Math) Learning!

## Health & Wellness Fair

The number one reason students stay home from school is illness. By maintaining good health and wellness, you can prevent illnesses such as the common cold and stay in school! Come and join us as we celebrate various ways to stay healthy and learn about new ways to foster a life of happiness and wellbeing.

## Campus Beautification

If you have not seen our beautiful school garden, you are missing out! In order to maintain this beautiful new learning space for students, we are calling all Green Thumbs to help us with regular maintenance, new projects, and classroom support outside. Please let us know if interested in helping out!

## School Site Council

Wilson's School Site Council involves staff & parents representatives discussing and deciding on important school plans & policies. Each year, new members are voted in and meet regularly throughout the year.

## Parent-Teacher Association (PTA)

Another great way to get involved is through our PTA! Movie Nights, School Dances, and fundraising efforts are all a part of the PTA planning & fun! Reach out to...for more information!



**Parents help make our school even better!**



## OUR YEAR AHEAD...



# WILSON ELEMENTARY SCHOOL CALENDAR

*"Every student matters, everyday counts"*

530-846-3675 • [wilson.gusd.org](http://wilson.gusd.org)

## 2023 - 2024

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY/JUNE 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Holiday - No School	Winter Arts Festival	Wilson Track Meet
First/Last Day of School	Health and Wellness Fair	Attendance Carnivals
Family STEM Night	Open House & Spring Arts Festival	
Parent Conferences		
Back to School Night		
Family Literacy Night		
Early Release Day		
Books for Breakfast (BFB)		

### Regular Day Schedule

8:30 am-2:35 pm - Grades 2&3

8:30 am-3:10 pm - Grades 4&5

Early Release Day Schedule : 8:30 am - 1:45 pm



Regular attendance is a necessary requisite to a successful school year. Loss of school time places a student at a serious disadvantage both in terms of completing assignments and in maintaining enthusiasm. We ask that all parents ensure the regular, on-time attendance of their children at school. California law states that absences are excused only if the child is ill or there is an excuse that meets the requirements of the California *Education Code* Section 48205. Even excused absences that cause your child to miss significant amounts of school can cause your child to fall behind in their academic progress and social connection.

*Education Code* Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year. Our goal is to have all children present in school every day and on time. Our district's policy is that we may require verification of absences due to illness or quarantine if your child has missed school for three consecutive days. Please be aware that going "out of town" when school is in session with your child is an unexcused absence.

Students who are identified as having excess absences or disciplinary concerns may be referred to the School Attendance Review Board. The SARB Board meets monthly and consists of community and school partners who collaborate and assign resources, set plans, and provide families with the support they need in order to get their child(ren) to school.

## **"Excused" versus "Unexcused" Absences**

Absence due to any one or more of the following causes, when verified, is considered excused:

1. Illness
2. Quarantine directed by a county or city health officer
3. Appointments with doctors, dentists, and optometrists
4. Attending funeral services of a member of the immediate family
5. Court appearances

Unexcused absences occur when students stay out of school without verification. Oversleeping, hunting, fishing, and shopping trips, for example, are not considered excusable absences. Excessive unexcused absences may result in a SARB (School Attendance Review Board) referral.

## **Clearing Your Child's Absence**

When students who have been absent return to school, parents are responsible for clearing the absence within 2 school days, or that specific absence(s) will be unexcused thereafter. Verify the reason for the absence using at least one of the following methods:

1. A signed written note (in ink) from the parent with their phone number containing the following components: current date, student name, exact absence date(s), or hour(s) missed, and reason for the absence(s).
2. Conversation, in person or by telephone, between the verifying employee and the student's parents/legal guardian.
3. Written note from medical providers, court summons, employment appointment, etc.

## Academic Program & Curriculum Adoptions

### English Language Arts – Benchmark Advance

In our final year of adoption, Wilson Elementary will join McKinley Primary in reviewing and adopting new ELA curriculum this school year. Parents will also have an opportunity to review all the materials up for adoption. During this review, we will be looking specifically at the curriculum's phonics and phonemic awareness sequence to ensure it aligns with the science of reading, which is a significant body of research that delineates exactly how students learn to read. This, in turn, will ensure Gridley students leave their elementary career as proficient readers before entering secondary settings.

### Mathematics – GoMath

In our second year of adoption, Wilson Elementary teachers have planned and prepared to teach this comprehensive program alongside our supplement, Spring Math. With these two resources strongly implemented, students are provided with opportunities to develop strong fact fluency, conceptual understanding, and problem-solving strategies.

### Science – Inspire

Co-taught by both the classroom and Science Lab teachers, Wilson's science curriculum is in its second year of implementation. This year, a focus on assessment will provide students with an opportunity to relearn the concepts they have not yet mastered.

### Social Studies – myWorld & Step up to Writing Integration

This year, our K-5 Social Studies curriculum will be integrated with our Writing Program, Step Up to Writing. In this way, students will have the opportunity to write informative, opinion, and narrative pieces about California and US history, community citizenship, and, government systems.

### Social-Emotional Learning (SEL) Curriculum – Second Step

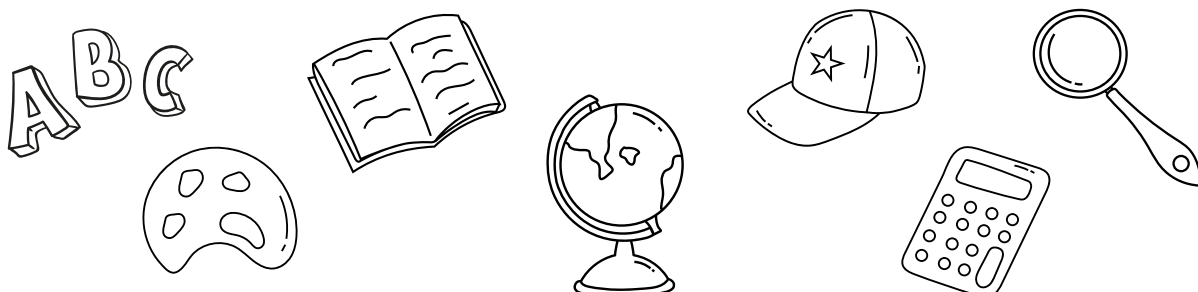
During the SEL Lessons, students learn about ways to identify their own and others emotions; communicate to solve problems; and, take a stand against bullying behavior.

### Elementary Music Program

Wilson is proud to offer a new music program that begins before they arrive to our campus. In Grade 2, students are introduced to melody and rhythm while in Grade 3, they begin playing their first instrument, the Ukulele. In Grades 4 and 5, they develop the dexterity needed to master the recorder which sets up them up for band instruments.

### Elementary PE Program

In line with California State Law, all Wilson students receive 200 minutes every 10 days of Physical Education. Our robust PE offering includes lessons targeting basic skills development, team sports, along with opportunities to develop effective communication, collaboration, and problem-solving skills.



## Rotation Classes & Student Enrichment

This year, Wilson Rotation Classes are rotating! This scheduling method, although confusing at first, allows for Language Therapy, English Language Services and other student programs to be delivered to students without missing the same Rotation Class each day. What's more, it has been shown to increase attendance since the students can expect something new every day and every week!

### Grade 2 & 3 Rotation Cycles

Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
A	PE	Science Lab	Library	PE	SEL	Music
B	Science Lab	Library	PE	SEL	Music	PE
C	Library	PE	SEL	Music	PE	Science Lab
D	PE	SEL	Music	PE	Science Lab	Library
E	SEL	Music	PE	Science Lab	Library	PE

### Grade 4 & 5 Rotation Cycles

Week	Monday	Tuesday	Wednesday	Thursday	Friday
A	PE	Library/SEL (every 2 weeks)	PE	Science Lab	Music
B	Library/SEL (every 2 weeks)	PE	Science Lab	Music	PE
C	PE	Science Lab	Music	PE	Library/SEL (every 2 weeks)
D	Science Lab	Music	PE	Library/SEL (every 2 weeks)	PE
E	Music	PE	Library/SEL	PE	Science Lab

LET'S GIVE  
THIS A TRY!

## **Student Council, Assemblies & Spirit Days**

The Wilson School Student Council is the governing body of Wilson students. Its members are charged with the responsibility of furthering the interest and welfare of the school and each student.

These student leaders help to organize our RAMS Assemblies where students are recognized for their academic growth, attendance, and community citizenship.

The Student Council also organizes several Spirit Days throughout the year. These will be announced in the weekly parent newsletters as well as posted on the website calendar. Please note, these are optional dress-up days and meant to build school spirit. This year, we will try to provide some way for all children to participate if they forget or feel unprepared to participate.

## **Continuum of Academic Supports**

In an effort to provide a Multi-tiered System of Support (MTSS) Model at Wilson Elementary, teachers regularly review screening assessments to identify students who may be in need of additional supports and services.

For example, Fastbridge assessments are administered three times annually and the students who are coming up as "at risk" in reading will be automatically provided with quality reading intervention. All students who are below grade level in reading will be progress monitored, meaning teachers will regularly be checking to see if what we're providing to the child is working or not. When progress is not adequate, services may be intensified or escalated in response.

## **Home Support for Student Learning**

Parents and families are critical partners in our educational program. By staying informed of what your child is learning in school, you can help support learning at home. Whether it be through homework practice, providing meaningful and enriching experiences, or regularly communicating with your child's teacher about their academic progress – your presence is an important part of their learning journey!

Should you have concerns about your child's academic progress, please reach out to discuss this with your child's teacher, the School Counselor, Assistant Principal, and/or the School Principal. We are here to support you as well as your child as you engage in the educational program on offer at Wilson Elementary.



# STUDENT BEHAVIOR & DISCIPLINE

**A Positive Behavior Intervention Support (PBIS) framework** maximizes the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students.

The goal of PBIS is to reduce major disciplinary infractions and antisocial behavior, which in turn result in the following:

- Reductions in aggressive behavior and improvements in emotional regulation.
- Improvements in academic engagement and achievement.
- Improvements in perceptions of organizational health and school safety.
- Reductions in teacher and student reported bullying behavior and victimization.
- Improvements in perceptions of school climate.

## Bucket Fillers

Two students from each classroom are selected by teachers each month to be a “Ram of the Month.” The student is selected on the basis of displayed citizenship for that month. Rams of the month will have their name announced at our monthly assembly and receive a special lunch with the principal.

## RAMS of the Month

Two students from each classroom are selected by teachers each month to be a “Ram of the Month.” The student is selected on the basis of displayed citizenship for that month. Rams of the month will have their name announced at our monthly assembly and receive a special lunch with the principal.





## RESPONSIBLE ACHEIVING MINDFUL & SAFE



### Continuum of Behavioral Supports

In line with our commitment to provide a Multi-tiered System of Support (MTSS), Wilson Elementary regularly reviews data related to school discipline in order to proactively provide various supports and services to students who are escalating in problem behavior.

Should your child demonstrate a need for further support in their behavior at school, you will be contacted about potential interventions that would work to improve their behavior. Parental and family involvement during this time is especially important so the child can see that both home and school are supportive of behavior improvement.

### Suspension & Expulsion Policy

Students may be suspended or recommended for expulsion for any of the following: cause or threaten to cause physical injury to another person; possess, sell, or furnish any firearm, knife, explosive, other dangerous objects; possess, use, sell, or furnish any controlled substance, alcoholic beverage or intoxicant; commit or attempt to commit robbery or extortion; cause damage to school or private property; steal or attempt to steal school or private property; possess or use any tobacco product; commit an obscene act or engage in habitual profanity or vulgarity; possess, sell, or furnish any drug paraphernalia; disrupt school activities or willfully defy the authority of school personnel; receive stolen school or private property, or commit an act of sexual harassment. School rules and consequences are in effect while students are on school grounds while going to or from school, and during or going to or from a school-sponsored activity.

### Home Support for Student Behavior

Teaching the RAMS Expectations at home, communicating directly and frequently with your child's teacher, and modeling problem-solving strategies are all effective ways in which to support your child's social-emotional development. Should you have any concerns related to your child's behavior at home or at school, please reach out to school professionals such as the classroom teachers, School Counselor, Assistant Principal, and/or the School Principal.

## Student Dress Code

Wilson School believes that a student's appearance has an impact on his/her attitude and behavior at school. The Dress Code and Possession Policies are designed to help students develop a sense of modesty and decorum. The following standards for students are to be observed:

- Bandannas and hairnets are prohibited at school in all grades. Exceptions may be granted for medical reasons.
- Hats may be worn at recess, before school, and after school. They must be removed upon entering classrooms, the cafeteria, offices, and any other school buildings. Hats that promote drugs, alcohol, tobacco, gangs, graffiti, sex, violence, or displays inappropriate words or pictures are not permitted.
- Clothing is to be neat, clean, safe, and not disruptive. Clothing and jewelry that promote drugs, alcohol, tobacco, gangs, graffiti, sex, violence, or displays of inappropriate words or pictures are not permitted.
- Shoes must be worn at all times. Slippers/sandals without back/ankle straps or heel supports are not permitted for safety reasons.
- Students may not wear sheer shirts/blouses, low-cut clothing, strapless halter-tops, spaghetti straps, bare midriff tops, or skin-tight (spandex) bicycle pants or shorts.
- All students are to give proper attention to personal cleanliness and modesty in dress and grooming. Disruptive, outlandish haircuts and/or makeup (boys and girls) are not allowed.

Because of disruptions and safety concerns, identified gang attire is prohibited on campus. Some of the identified gang attire is: excessively wide and long pants/shorts, pants/shorts without properly sewn hems, metal belt buckles with initials, or socks pulled up to meet long shorts. All gang-related writings, materials, and graffiti are not permitted.

## Students' Personal Items

And personal items such as iPods, skateboards, roller skates, electronic games, balls, toys, etc. are not to be brought to school. Such items will be confiscated and returned to the parent/guardian.

What's more, when children bring personal items from school, it serves as a distraction during school time and is at risk of being lost or stolen.

## Student Homework & Regular Practice

Homework is assigned at the discretion of the teacher. Teachers may expect their students to have up to an average of twenty to sixty minutes of academic homework, which includes reading each night, Monday through Friday. Homework is designed to review skills/concepts already learned during class time. This ensures that students are given ample practice time needed to gain automaticity with the given topic. Students who have not completed assigned work may be required to attend recess and/or lunchtime detention to complete unfinished assignments.

## Gridley Unified School Counselors

School counselors provide short-term individual and group counseling for at-risk students, provide behavioral techniques for teachers, parent consultations, education, and resource linkage. If your student is in need of a mental health referral please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.

## Mental Health Community Resources

Gridley Unified School District has compassionate, well-trained counselors to help students and their families with mental health concerns. **If you are in a life-threatening situation or experiencing a mental health emergency, please call 911 immediately.**

### 24-Hour Crisis Services

1 (800) 334-6622 OR 530-891-2810  
560 Cohasset Rd. Suite 180  
Chico, CA 95926

### Stabilization Line

530-891-3277

### National Suicide Prevention Lifeline

[suicideispreventable.org](https://suicideispreventable.org)  
1(800) 273-TALK (8255)

### Resource needs in Butte County

Dial 211

### Drug & Alcohol Screenings

Chico 530-879-3950  
Oroville 530-538-7277

### Red Nacional de Prevención del Suicidio

1(888) 628-9454 (Español)

### Crisis Text Line

Text HOME to **741741** anywhere in the US

### North Valley Talk Line (Warm Line)

1-855-582-5554  
NON-CRISIS, PEER SUPPORT  
Open 4:30 p.m.-9:30 p.m. Everyday

### Behavioral Health Youth Screenings (By appointment only)

Chico Youth 530-891-2945  
Gridley Youth 530-846-7305  
Oroville Youth 530-538-2158



## Health Services

Health services are provided by our District School Nurse, who screens for vision, hearing, and dental health issues. Heights and weights are done on all 4th and 5th-grade students on a yearly basis. The nurse also assists in dental screening and other district-authorized health services. In addition, she acts as a resource person in the classroom and provides instruction on head lice, general health and safety, menstruation, and nutrition.

The school nurse divides her time among the four school sites. She is available at all times for emergencies. If children need to see the nurse, teachers are to send them with a note to the office. Law prohibits the school from providing any medical treatment, other than first aid. If your child is ill in the morning, do not send him/her to school and endanger your child's health and the health of others. Please call the school office to notify us of your child's absence. If a child receives an injury requiring more than first aid treatment or becomes ill at school, every effort will be made to contact the parents. **It is very important that your child's school emergency card be kept up to date.** Pupils will not be sent home because of illness or injury until the parent or guardian has been notified.

## Medications

In compliance with Section 49423 of the California Education Code and Section 2725(b) of the Nurse Practice Act, **medication cannot be given** to a student during school by the school nurse or designated school personnel **unless the school has written instructions and consent from both the physician and the parents on file.** The school must receive the following information before any medication can be administered during school hours:

- A written statement from the physician detailing the name, method of administration, dosage, and time the medication is to be given;
- Written parental/guardian consent indicating the desire that the school assists the student with his medication.

**All medications must be in their original containers and kept in the office.** In addition, the student may not carry asthma inhalers and bee sting kits without a medical authorization form signed by both the parent/guardian and the physician. These forms are available in the school office. **This includes over-the-counter medications, such as Tylenol, Motrin, cough syrup, cough drops, etc.**

## Accidents & Insurance

In case of an accident, report to the nearest teacher or go to the office. A low cost insurance policy is available for students at the beginning of each school year. This insurance is recommended for all students.

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service.

# GETTING TO AND FROM SCHOOL SAFELY



## **Wilson Elementary** **Pick-up/Drop-off** **Procedures 2023-24**

### **General Safety Expectations**

In order to improve student safety, we ask that you:

- Plan and prepare for student drop-off and pick-up in advance
- Model respect for posted signs, crossing guards and school staff
- Enter and exit in accordance with the signage displayed
- Have patience with other drivers, students, and school staff



### **Stay CLEAR of school busses!**

Avoid parking in front of  
school during pick-  
up/drop-off times



### **Make a plan for pick-up!**

Complete the  
Transportation Survey  
to ensure teachers  
send your children to  
the right spot!



### **Drive-thru both lanes in the back!**

Haskell & Washington  
drive-thru lots have 2  
lanes, let's use them to  
move faster!



### **Reach out if you need help!**

If you have any  
concerns or questions,  
please contact us!

### **Parent & Visitor Entrance**

All parents and visitors must enter through the front and ring the doorbell to check in at the main office before entering campus.

**Wilson Elementary School Staff, School Site Council and PTA**  
**Thank YOU for keeping our students safe!**

## Visitors & Volunteers

Parents and guardians are welcome to visit our campus and classrooms. We request that all classroom visitors make prior arrangements with teachers at least 24 hours in advance. Adult visitors who wish to visit students or teachers are required by law and Board Policy to check in at the school office upon their arrival so they will be given a Visitor's Pass to wear. Visitors who are assisting in the classroom must fill out a Volunteer Application at the District Office AND must have their fingerprints cleared. Students from other schools are not allowed on campus during school hours.

## Duty Supervision

Supervisors are on duty during the lunch hour. As employees of the school, they are to be afforded the same obedience, respect, and consideration as teachers.

## Loitering

Students are to leave the school and school grounds promptly after classes or activities are dismissed. There is no after-school student supervision, except for students who are transported by school bus or are involved in a school-sanctioned after-school program. Children who are not Wilson students are not permitted on campus at any time unless they have been registered as official guests in the school office..

## Substitute Teachers

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

## Field Trips

Occasionally, students will take field trips to varying locations to supplement the curricular program offerings. Parents will be notified of all such field trips in advance. Walking field trips will not require parental permission. However, all other field trips, and especially those trips in which students are transported by vehicle, will require a signed parent permission slip. Students will not be permitted to attend any such field trip without the signed written consent of the student's parent or guardian. Parent permission by phone call will not satisfy this requirement. Field trips are viewed as extracurricular or co-curricular activities and students are required to maintain **appropriate citizenship** in order to attend. Students who are not allowed to participate in field trips will remain on campus and school personnel will provide supervision. Per board policy, field trips must maintain an adult-to-child ratio of 10:1 and if water is involved 5:1. Parents are encouraged to chaperone and get involved. For more information, please speak to your child's teacher.

## Pets on Campus

Teachers, with the approval of the principal, may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

## Bicycles

1. Bicycles must be walked to and from the bike racks at the Magnolia Street entrance. Regular bicycle traffic laws are to be observed, and bikes are to be kept in the racks on campus.
2. Courtesy to pedestrians is expected from all students.
3. For your protection, lock your bicycle to the bike racks. The school cannot be responsible for stolen bikes. Accessories, which may be easily removed, should not be left on bikes while at school.
4. Courtesy to pedestrians is expected from all students.

## Emergency Drills

Each month, Wilson Elementary practices emergency drills. Some are announced and others are unannounced.

These drills include Earthquake, Fire, Shelter in Place and Active Shooter Drills. One drill each year is coordinated with Gridley Police Department so GUSD and GPD can rehearse communication and emergency response systems. This year, Wilson Elementary will identify one drill to also practice the evacuation site, which is the Vierra Park in back of the school campus. Please note that Catapult EMS is an emergency response system used for communication with parents. This system uses the contact information in Aeries; hence, the importance of keeping it updated at all times.

## Crisis Plan

Gridley Unified School District has a crisis plan in effect in the event of an emergency, which provides school personnel with instructions regarding communication, lines of responsibility, and specific duties for various individuals, and contingency plans which would be in effect if any one of a number of disasters were to occur. Interested parties may review these plans by making a request at the school office.



**EACH YEAR, OUR SCHOOL  
SAFETY PLAN IS  
UPDATED, REVIEWED AND  
APPROVED BY THE  
SCHOOL SITE COUNCIL**

*Wilson Elementary School*

## School Cancellation

Cancellation of school occurs only during circumstances such as extreme weather, equipment failure, or public crisis. School personnel are aware of the hardship that can be caused by an abrupt cancellation; therefore, the school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every possible means are used to notify parents of a cancellation, including phone calls, radio, television, and newspapers. In the unusual circumstance where school must be canceled during the school day, school personnel will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

## Smoking

Smoking on school grounds is prohibited at all times.

## Solicitations

Students are not to be solicited for money unless the principal and school board have approved a project. No sale of items is to be conducted at school by students for community drives.

## Title IX

It is the policy of the Gridley Unified School District not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations, and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by;

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



## **Williams Complaint Classroom Notice for 2022-2023**

Gridley Unified School District

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California Education Code § 35186, you are hereby notified that:

There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

School facilities must be clean, safe, and maintained in good repair.

There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credentials to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

A complaint form may be obtained at the school office, the district office, or downloaded from the school's Web site at <http://www.gusd.org>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

# OUR COMMITMENT TO SUPPORT STUDENT LEARNING

It is important that families and schools work together to help students achieve high academic standards. Through this process, which includes teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

## **Staff Pledge**

I, as your (child's) teacher, agree to carry out the following responsibilities to the best of my ability:

- Provide a caring, safe, and warm learning environment;
- Provide basic literacy instruction using Common Core State Standards and board adopted curriculum;
- Have high expectations and help every child develop a love for learning;
- Maintain a safe school environment;
- Provide parents with timely communication regarding student progress;
- Provide instruction in citizenship skills including honesty and peaceful problem solving;
- Provide meaningful, homework assignments to reinforce and extend learning;
- Respect the school, students, staff, and families.

## **Student Pledge**

I, as your student, agree to carry out the following responsibilities to the best of my ability:

- Come to school on time, ready to learn and work hard;
- Bring necessary materials, completed assignments, and homework;
- Know and follow the school and class rules;
- Play safely and resolve problems peacefully;
- Respect the school, staff, students, and families;
- Read every day at home.

## **Parent Pledge:**

I, as a parent, agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and a place for homework;
- Limit and monitor T.V. viewing;
- Read to my child, or encourage my child to read, for at least 15 minutes daily;
- Ensure that my child attends school on time daily, gets adequate sleep, regular medical attention, and proper nutrition;
- Participate in school activities (i.e. attend parent conferences, Back-to-School Night, etc.)
- Respect the school, staff, students, and families



WILSON ELEMENTARY SCHOOL

# OUR DOOR IS ALWAYS OPEN

Joan Schumann, PhD  
Wilson School Principal  
[jschumannn@gusd.org](mailto:jschumannn@gusd.org)

---

Sarah Moore  
Assistant Principal  
[sarah.moore@gusd.org](mailto:sarah.moore@gusd.org)

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# FACULTY & STAFF

## Grade 2 Teaching Team

Nicole Fanning  
Danelle Holt  
Roylene Mahic  
LoriAnne Parks  
Deidra Perry  
Jennifer Polo

## Grade 3 Teaching Team

Norma Castellanos  
Ken Keith  
Lindsey Hunter/Margaret Wilburn  
Christine Kermen  
Charity Holliman  
Marnie Smith

## Grade 4 Teaching Team

Julie Taranto  
Anna Brink-Capriola  
Rebecca Rutter  
Tom Levin  
Robin Ticknor

## Grade 5 Teaching Team

Angela Andes  
Pam Spaulding  
Simeon Allison  
Carol Avalos  
Elizabeth Terpening

## Rotation Teachers & Specialists

Samantha Stone, School Counselor  
Chris Jacobs, Physical Education  
Dennis Jackson, Science Teacher  
Richard Gray, Music Teacher  
Anne Sisney, Reading Intervention Teacher  
Gabriela Tinoco, Speech & Language Therapist  
Barbara Vogt, G2/G3 Ed Specialist  
Justin Bontrager, G4/G5 Ed Specialist  
Susan Shepard, Special Education Teacher  
Yadira Heredia, School Psychologist

## Office Staff

Patty Ramos, *School Secretary II*  
Amber Corona, *Office Clerk*  
Veronica Aceves, *Office Clerk*

## Custodial Staff

Joe Garvin, *Lead Custodian*  
Florencio Vasquez, Jr., *Custodian*  
Ulises Torres, *Custodian*

## Nursing Staff

Anita Oberle, *District Nurse*  
Gladys Diaz, *Health Secretary*  
Brittina Kehoe, *Clerical Aid- Health Services*

## Counseling Assistant

Ashley Nelson

## Librarian

Pamela Hewitt

## Cafeteria

Maria Heredia  
Yesenia Venegas

## Instructional Aide/Yard Supervision

Bertha Lopez  
Justine Hughes  
Laura Ratana  
Cameron Maynarich  
Patty Kilby  
Nancy Jimenez  
Kim Wolfe  
Janie Evans  
Lisa Schohr  
Sang Pharm  
Lesley Martinez-Alejo  
Noemi Ruiz  
Patricia Brogdon  
Blanca Torres  
Yasenia Venegas  
Farhana Ehsan  
Desiree Rodriguez  
Kathryn Groch  
Rachel Atkins  
Erica Patterson



# SYCAMORE MIDDLE SCHOOL

## Student & Parent Handbook

### 2023-2024

1125 Sycamore Street  
Gridley, California 95948  
Telephone: (530) 846-3636  
Fax: (530) 846-6796  
<http://sycamore.gusd/org>

<https://www.facebook.com/sycamoremiddleschool>

Twitter: @sycamorebullpup

## Home of the Bullpups



## #BullpupPride

**GRIDLEY UNIFIED SCHOOL DISTRICT  
MISSION STATEMENT**

The Gridley schools are dedicated to ensuring a quality education in a safe, nurturing environment that produces responsible, compassionate individuals by providing a relevant curriculum enabling all students to become productive citizens strengthened by the small-town quality of life.

**GRIDLEY UNIFIED SCHOOL DISTRICT**  
429 Magnolia Street, CA 95948  
Phone (530) 846-4721 Fax (530) 846-4595  
<http://www.gusd.org>

**BOARD OF TRUSTEES**  
Mr. Eric Waterbury, President  
Mr. Art Cota, Board Clerk  
Mrs. Cheryl Argetsinger  
Mr. Drew Becker  
Mr. Joe Dewsnap  
Mrs. Sonia Zarate  
Mr. Brandon Oakley

**SUPERINTENDENT**  
Mr. Justin Kern

This handbook will provide a great deal of important information regarding some of our programs and services, as well as your privileges and responsibilities. Please take time to read the Handbook thoroughly and discuss this information with your parents.

\*\*\*\*\*The Handbook is not designed to be interpreted as a comprehensive list of services, rules and regulations of the school. It is intended as an overview and should help you get to know your school better.

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## **SYCAMORE MIDDLE SCHOOL OFFICE STAFF**

### **PRINCIPAL**

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### **ASSISTANT PRINCIPAL**

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### **SECRETARY**

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### **OFFICE CLERK**

Janine Akin [jakin@gusd.org](mailto:jakin@gusd.org)

### **OFFICE CLERK**

Beatriz Nieves [beatriz.nieves@gusd.org](mailto:beatriz.nieves@gusd.org)

### **LIBRARIAN**

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## **SYCAMORE MIDDLE SCHOOL TEACHERS**

(Subject to change based on staffing changes after publication)

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Ron Carr (History) [rcarr@gusd.org](mailto:rcarr@gusd.org)

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Connie Quist (ELA, math int) [cquist@gusd.org](mailto:cquist@gusd.org)

## **BELL SCHEDULE**

<b>Regular Bell Schedule</b>		<b>Minimum Day Bell Schedule</b>	
<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday</b>	
Homeroom	8:10a - 8:22a		
1st Period	8:22a - 9:13a	1st Period	8:10a - 8:55a
2nd Period	9:16a - 10:07a	2nd Period	8:58a - 9:43a
3rd Period	10:10a - 11:01a	3rd Period	9:46a - 10:31a
4th Period	11:04a - 11:55a	4th Period	10:34a - 11:19a
5th Period - Pup Time	11:55a - 12:25p	6th Period	11:22a - 12:07p
<b>Lunch</b>	<b>12:25p - 1:00p</b>	<b>Lunch</b>	<b>12:07p - 12:42p</b>
6th Period	1:03p - 1:54p	7th Period	12:45p - 1:30p
7th Period	1:57p - 2:48p		

## **SCHOOLWIDE BEHAVIORAL EXPECTATIONS (PBIS)**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide *a clear system for all expected behaviors* at Sycamore Middle School (SMS). Sycamore will provide a positive, safe, healthy, nurturing, and respectful environment in which all students have the opportunity to progress academically and to become productive members of society. PBIS is a research-based system which aims to decrease behavioral infractions showing year after year improvement. PBIS assists towards this end as it is based upon the concept of teaching behaviors that will prevent noncompliance. The implementation of PBIS promotes the following:

- Communication and collaboration between administration, staff, families, and community
- Maintenance of an open-ended flexible approach through the use of a data-driven informational system
- Educationally sound methods that foster student character, safety, academic excellence, and citizenship
- Scholarly behavior in the Sycamore Way:

1. **The Bullpup Scholar Commitments:** A small number of clearly defined behavioral expectations:
  - **Responsibility**
  - **Integrity**
  - **Respect**
2. **Behavioral expectations that are explicitly taught:** The behavioral expectations are taught to all students on campus, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the reason for the rule is discussed, positive examples (right way) are described and modeled, and negative examples (wrong way) are explained. *Students are given an opportunity to practice the “right way” until they demonstrate fluent performance.* Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Refer to the behavioral matrix below for examples.
3. **SEL Education:** We believe that students want to exhibit qualities like kindness, empathy, determination, and do good for others, but sometimes lack the skill set to do that. SEL Education is a curriculum that will teach students the necessary skills needed to help cultivate more meaningful relationships, to communicate kindly and effectively even if they disagree, to foster a growth mindset, and build resilience. These are skill sets necessary not just in school but beyond. Lessons are delivered weekly in 5th period “Pup Time” or Homeroom, and further reinforced by our student leaders in Leadership class. We want students to leave not just academically strong, but Socially & Emotionally Strong.
4. **Appropriate behaviors are acknowledged:** Once appropriate behaviors have been defined and taught, students will be acknowledged on a regular basis by all staff members. Examples of acknowledgement include special treatment, raffles, postcards sent home, and "Scholar Dollars" that may be exchanged for goodies, school supplies and/or privileges.
5. **Behavioral errors are corrected proactively:** When students violate behavioral expectations, clear procedures are in place to provide them with education that their behavior was unacceptable and to prevent the unacceptable behavior from being perceived as rewarding. There must be clarity to students, families, teachers, and administrators about what will occur when behavioral violations are identified.
6. **Minor Behavior Violations:** After repeated behavior instruction and intervention by the classroom teacher, some behaviors will rise to the level of a Minor Violation. Minor Violations are recorded in the student information system for the purpose of record keeping and school-wide behavior data analysis.

The following are considered Minor Violations: inappropriate language, physical contact/horseplay, dress code violation, tech violation, insubordination/noncompliance, disrespect, disruption, property misuse, tardy, minor bus violation, cheating/plagiarism/forgery.



Classroom teachers may use any of the following consequences for Minor violations: counsel student, send to buddy classroom, parent contact, detention, time out of the classroom, “Think Like a Bullpup” worksheet, and others at the teacher’s discretion. Students are not sent to the office for Minor Violations.

7. **Major Behavior Violations:** Some behaviors and incidents require more immediate solutions and/or the attention of the administrator. These are called “Major Incidents.” The observing staff member completes a behavior referral and the student will be sent to the office. The administrator will speak with the student and contact the parent if needed, and determine an appropriate consequence. When a student returns to class s/he will be welcomed. A variety of factors are taken into account while processing a major referral, therefore the consequences that are assigned will vary from student to student.

The following are considered Major Violations: chronic staff managed behavior, abusive/profane language, fighting, physical aggression, major or repeated defiance, harassment (ability, sexual, gender, religious, racial, other), major or repeated disruption, property destruction, cell phone/personal device use, bullying (verbal, emotional, physical, cyber), skipping class, major bus violation, leaving school grounds, gambling, theft, obscene act, drug or alcohol possession/use/distribution, gang-related offenses.

Administration may use any of the following consequences for Major Violations: loss of privilege, time in office, conference with student, parent contact, detention, loss of extra-curricular activities (rally, dance, athletics, field trips, etc.), Saturday School, in-school suspension, out-of-school suspension, expulsion, and others. These consequences are at the discretion of the administrator.

#### 8. Teacher and Staff Responsibilities

- Teachers define, teach, model, and practice each of the Bullpup Scholar behavioral expectations.
- Teachers display and reinforce the classroom expectations.
- Teachers implement targeted classroom interventions consistently and with fidelity.
- Teachers teach common school-wide lessons on appropriate behavior.
- Teachers and Staff develop and/or use PBIS established strategies for recognizing students who exhibit Bullpup Scholar behaviors and classroom expectations.

#### 9. Student Responsibilities

- Sycamore Middle School students are expected to abide by all laws, follow all school rules, and behave in a responsible manner.
- Students are expected to respect the authority of all staff and immediately respond to all directions given by them.
- Students are also expected to respect the rights and property of others.

#### 10. Positive Supports

- **The Student of the Month:** On a monthly basis, teachers nominate students whom they feel best exemplify the Bullpup Scholar Commitments of Respect, Integrity, and Responsibility. All students who are nominated are provided certificates and attend the Student of the Month Lunch.
- **Scholar Dollars** are tickets that students are given when Sycamore staff notice a student is being a Sycamore Scholar. Students collect the Scholar Dollars and can exchange them for various rewards around school.
- **Parent Postcards:** A postcard mailed home acknowledging a student’s outstanding work and/or academic improvement.
- **Attendance Recognition:** We will recognize students' efforts in consistently being at school, on time, ready to learn. We host an occasional **No Tardy Party** for those without tardies for a period of time.
- **Awards Ceremony:** In late May, Sycamore Staff will acknowledge various students for their academic and behavioral success at an evening event.

# SYCAMORE MIDDLE SCHOOL BEHAVIOR EXPECTATION MATRIX

Setting or Activity	Responsibility	Respect	Integrity
General	<ul style="list-style-type: none"> <li>Take ownership of your own behavior</li> <li>Leave personal belongings at home</li> <li>Be on time and ready to learn</li> <li>Clean up after yourself</li> <li>No gum</li> <li>Cell phone use before and after school</li> <li>All bikes, scooters, and skateboards need to be stored at the bike rack</li> <li>Bring Chromebooks charged daily</li> </ul>	<ul style="list-style-type: none"> <li>Remove hat before entering the building</li> <li>Enter rooms, buildings quietly</li> <li>Enter and exit buildings on the right side</li> <li>Keep campus clean</li> <li>Respect others' personal space</li> <li>Stay within the boundaries</li> <li>CBs allowed in library and classrooms for school work.</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledge new people</li> <li>Treat substitutes and guests as if they are teachers and follow their directions</li> <li>Use polite language</li> <li>Manage personal hygiene</li> <li>Lead by example</li> <li>Be honest</li> <li>Use preferred names and pronouns.</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Have materials ready/prepared</li> <li>Follow instructions</li> <li>Participate fully</li> <li>Use time wisely- bell to bell</li> </ul>	<ul style="list-style-type: none"> <li>Know classroom rules and follow them - play by the rules</li> <li>Use indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space and property</li> <li>Do your own work</li> <li>Be responsible for your learning</li> </ul>
Office	<ul style="list-style-type: none"> <li>Cell phones put away</li> <li>Respect office staff and visitors</li> <li>Friends wait outside</li> </ul>	<ul style="list-style-type: none"> <li>No food, drink, or hats/hoods</li> <li>Enter calmly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>"Please, thank you"</li> <li>Ask permission</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>Be aware of yourself, others, your surroundings, and belongings</li> <li>Must have a pass to be in the hallway</li> <li>Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voice</li> <li>Keep hands, feet, and objects to yourself</li> <li>No cell phone use</li> </ul>	<ul style="list-style-type: none"> <li>Use the correct doors</li> <li>Use kind words and actions</li> <li>Open door for others</li> <li>Allow for passing space</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Wait your turn and stay in line</li> <li>Notify staff of any spills or incidents</li> </ul>	<ul style="list-style-type: none"> <li>Do not cut in line</li> <li>Clean up</li> <li>Keep foods in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Never let someone sit alone</li> <li>Throwing food is unacceptable</li> </ul>
Library	<ul style="list-style-type: none"> <li>Take care of equipment and books</li> <li>Return as issued on time</li> <li>Walk to library silently</li> </ul>	<ul style="list-style-type: none"> <li>Use a whisper voice</li> <li>Wait quietly for your turn</li> <li>Stay in student designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Follow the instructions of all staff members and adults in the room</li> <li>Use bookmarks, reshelve books, and push in your chairs</li> </ul>
Outdoor Areas & Quad	<ul style="list-style-type: none"> <li>Move promptly to next class</li> <li>Keep track of your belongings</li> <li>Report all unsafe incidents</li> </ul>	<ul style="list-style-type: none"> <li>Stay in the appropriate boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Follow the instructions/ directions of all staff</li> </ul>
Blacktop, Field & Bus Area	<ul style="list-style-type: none"> <li>Return the equipment at the bell</li> <li>Start walking in two-minutes early</li> <li>Stay on campus</li> <li>No food or drink</li> </ul>	<ul style="list-style-type: none"> <li>Share materials with others</li> <li>Pick up trash-use garbage cans</li> <li>Your actions should not create unsafe conditions for others</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of adults</li> <li>Keep areas clean</li> <li>No kissing, prolonged hugging, hand holding</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Be on time for your bus</li> <li>Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>No food or drink</li> <li>Do not distract the driver</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Be kind to all bus riders</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Take care of business and get out</li> <li>Report vandalism to an adult</li> <li>Use during the pass period</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy</li> <li>Use only student restrooms</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands, use soap</li> <li>Put paper towels in the trash</li> <li>Keep water in the sink</li> </ul>

<b>School Assemblies &amp; Rallies</b>	<ul style="list-style-type: none"> <li>• Sit in assigned area</li> <li>• Enter and exit with assigned grade</li> <li>• Stay in seat unless asked to move</li> <li>• Listen and cooperate</li> </ul>	<ul style="list-style-type: none"> <li>• Leave backpacks in classrooms</li> <li>• No phones unless given permission</li> <li>• Participate safely</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive comments</li> <li>• Be helpful to classmates and staff</li> <li>• Use good sportsmanship</li> </ul>
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## **ANTI-BULLYING POLICY**

In accordance with Board Policy, Sycamore Middle School administration and staff are sensitive to and concerned about incidences of bullying on campus. We can only effectively stop bullying when we are made aware of the situation when it first develops. ***Please, if you are aware of a situation involving bullying, contact Sycamore’s Administration, School Counselor, or your student’s teachers. Sycamore Middle School prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. If the complainant or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.***

### **Bullying Defined**

When one or more people repeatedly harm, harass, intimidate, or exclude others. Bullying is unfair and one-sided.

Examples could be through words or actions, including but not limited to:

1. direct physical contact such as hitting or shoving
2. verbal assaults such as teasing or name-calling
3. socially isolating or manipulating a student

Specific Examples:

- Making unsolicited written, verbal, physical, and/or visual contact. Examples include:
  - Written - intimidating/threatening letters, notes, or messages
  - Verbal - intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets
  - Visual - leering or gestures
  - Physical - hitting, slapping, kicking, and/or pinching
- Retaliation, threats of retaliation, or implied threats of retaliation.
- Engaging in implicit or explicit coercive behavior to control, influence or affect the health and well-being of a student. These incidents will be acted on when they occur:
  - On the school grounds at any time
  - En route to and from school
  - During lunch period
  - During or while going to or coming from a school-sponsored activity

### **Cyberbullying**

- Cyberbullying is the same as above but includes “using technology” including but not limited to cell phones, computers, tablets, or any other electronic device.

### **Confidentiality**

Reasonable efforts will be made to keep a report of bullying and the results of the investigation confidential. Witnesses should be informed of the confidential nature of the investigation and should be asked to refrain from disclosing the nature of the investigation to others.

### **Retaliation Prohibited**

The initiation of a report of bullying will not reflect on the reporting student or witnesses in any way. It will not affect the student's future relationship with the school system, grades, classes, or other matters pertaining to his/her status as a student in any program. It is a violation of this policy to engage in such retaliation.

## **DRESS CODE**

### **1. General Provisions**

- a. All clothing shall be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste and appropriately conceal undergarments at all times.
- b. Any articles of clothing, including belts and jewelry, which display, advocate, denote, or advertise words or images of profanity, violence, graffiti, unlawful activity, tobacco, weapons, alcohol, drugs, sexually suggestive or racially or ethnically offensive slogans that interfere with school work, create disorder or disrupt the educational process are not allowed.
- c. Gang-related insignias, colors, indicators, etc. such as Roman numeral XIV, XIII, X14, X13, the words Sureños, Norteños, Norte, Sur, the colors red, blue, etc. are not permitted to be drawn, worn, or displayed at school.
- d. Attire which may be used as a weapon is not allowed. This includes but is not limited to chains, wallet chains, and items with spikes or studs.
- e. \*On dress-up spirit days, some rules may be temporarily waived (i.e. pajama day, bandanas on western day, etc).

### **2. Clothing and Footwear**

- a. Students must wear shirts which rest securely on the shoulder. Tops must cover the stomach area at all times. Spaghetti straps, tube tops, halter tops, racer-back, see through or off the shoulder blouses are unacceptable. Tank tops and sleeveless top straps must be a minimum of 2 inches wide and cover all undergarments. Students are not allowed to wear shirts which bare midriffs, show cleavage, or hang loosely under the arm. Mesh jerseys, lace tops, and open-sided shirts are also inappropriate unless worn over an appropriate shirt.
- b. Students may not wear pajamas to school.
- c. Skirts, shorts and jeans must adequately cover the body to the discretion of the administrator.
- d. Footwear must be worn at all times. Steel toe shoes, cleats or spikes are not permitted unless used, with the permission from the coach or athletic director, for an athletic event.

### **3. Headwear**

- a. Hats and hoods must be removed once inside school buildings.
- b. No inappropriate writing, accessories, etc. will be allowed on hats.
- c. Hairnets and bandanas are not permitted.

### **4. Dress Code Violations**

- a. Students who habitually violate the school dress code may face disciplinary consequences.
- b. Clothing items or accessories that are dangerous or inappropriate for school will be confiscated by school personnel.
- c. Students who are violating the dress code will not be permitted into class. Students must fix their clothing to be in compliance with the dress standards before returning to class.

## **PERSONAL ITEMS BELONGING TO STUDENTS**

Students should refrain from bringing personal items high in value to school. The school is not responsible for lost or stolen items. Students should keep their backpacks and other belongings in their possession at all times to ensure they do not get lost or stolen.

1. Lock your bicycle, skateboard, or scooter for your own protection. Racks are installed in the front of the school for this purpose.

2. Based upon the District's liability insurance requirements, and for personal safety reasons, skateboarding, scooters, and rollerblading activities are not permitted on school grounds.

### **ELECTRONIC DEVICE POLICY**

1. No student will be allowed to use a personal electronic device or cell phone during the hours of 8:10 a.m. to 2:48 p.m. (from first bell to the last, including during lunch and passing periods). Students may ask permission to use their device from an adult and under adult supervision for the purpose of an emergency.
2. Personal devices must be off and secured out of sight at all times. They may not be removed from pockets; therefore it is recommended that they stay in backpacks or inside locked lockers during the day.
3. Therefore, there is no need to have headphones or earbuds at any time - these, too, are to be kept out of sight.
4. Teachers are encouraged to create rules and systems in their classrooms related to electronic devices. They have the discretion, for example, to allow students to use their device for academic purposes (but not for listening to music or as a reward when they finish work, for example).
5. Students may use their personal device outside of school hours.
6. Of course, the best security for the device and all personal objects is to leave it home. Schools are not responsible for lost or stolen personal items.
7. It is explicitly against both California Penal Code 647(j) and California Ed Code 48900 (various) to use a recording device of any kind in an area on campus where students and staff have a reasonable expectation of privacy; for example a restroom or locker room. This is a suspendable offense and may be reported to local law enforcement.

If a student is holding or using an electronic device, it is considered a **MAJOR** violation. The device will be confiscated and delivered to the office. The violation will be recorded in the student's discipline record.

The consequences will be as follows:

1st offense:

- Device will be held in office until the end of the day.
- Student will sign for the device at the end of the day in the office.

2nd and subsequent offenses:

- Device will be held in office until the end of the day.
- A parent or guardian must sign for the device at the end of the day in the office. The office closes at 4:30 pm.

Recurrent offenses, at the discretion of administrator:

- The student may be required to sign the device into the office each morning and retrieve it at the end of each day for up to three consecutive weeks.
- The student will be subject to Saturday School.

Additional offenses will be considered an act of defiance and disrespect.

A student that refuses to comply with a request to surrender their electronic device by any member of the faculty and/or administrator will be considered defiant/disrespectful.

### **TOBACCO PREVENTION AND INTERVENTION**

Education Code 48900 and 48901 prohibit students from possessing, smoking, or using tobacco on school grounds, as provided in the following paragraph. Pursuant to Education Code 48900, students who violate this prohibition may be subject to discipline, including suspension or expulsion.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48900, 48901)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Education Code 48901)

- A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.
- An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
- Any component, part, or accessory of a tobacco product, whether or not sold separately.

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

## **TARDIES, ATTENDANCE AND ABSENCES**

### **Unexcused Tardy**

A student may be marked tardy by the teacher if s/he is not inside the classroom when the bell rings. The following are consequences for tardies to class:

<b>Number of total period tardies</b>	<b>Letter Sent</b>	<b>Outcome</b>
4 period tardies	Letter 1	1 lunch detention
7 period tardies	Letter 2	2 lunch detentions
10 period tardies	Letter 3	3 lunch detentions
13 period tardies	Letter 4	1 Saturday School or 4 After School Campus Beautification
15 period tardies	Letter 5	Consequences determined by Administration, District SARB referral made.
Note: Refusal to serve lunch detention or Saturday School will result in removal of additional privileges including end of year activities like field trips, dance and graduation activities.		

### **Absence**

Only an absence due to any one or more of the following causes, when verified, is considered excused:

## **GRIDLEY UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS**

**AR 5113(a)**

### **Students - Absences and Excuses**

#### **Excused Absences**



A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, Son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to (Education Code 48205):
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester??
  - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

### **Procedure for Clearing an Absence**

When students who have been absent return to school, they are responsible for clearing the absence within two (2) school days, or that specific absence(s) will be unexcused thereafter. Verify the reason for the absence using at least one of the following methods:

1. A signed written note (in ink) from parent/guardian containing the following components: current date, student name, exact absence date(s) or hour(s) missed, and the reason for the absence(s).
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/legal guardian.
3. Written note from medical providers, court summons, employment appointment, etc.

## **ATHLETICS**

### **Overview and Purpose of Athletics at Sycamore Middle School**

At Sycamore Middle School participation in athletics is a privilege not a right. Every athlete must earn the privilege to complete. Those students who earn the privilege to represent your school through our athletic programs are expected to demonstrate the highest standards of behavior knowing that you represent Sycamore Middle School at all times. Student athletes will comply with all federal, state and local laws, school district policies and procedures and school regulations. As representatives of Sycamore School they will conduct themselves in a manner that reflects the common courtesies of decency, morality, cleanliness, honesty and respect for the rights and property of others.

To be of maximum effectiveness in providing a beneficial experience for student athletes, the athletic program will:

- Make the welfare of the student the ultimate consideration. The purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of those participating.

- Be a well-coordinated part of the school, compatible with and complementary to all aspects of a student's education.
- Be conducted in such a manner as to provide a sound rationale for use of funds, time, and facilities.
- Be nondiscriminatory, making the same benefits available to all students, regardless of race, gender, or ethnic origin.
- Foster training in conduct, commitment, character, perseverance, game ethics, and sportsmanship for participants and for spectators.
- Adhere to national, state, local rules and policies, under which the program is conducted.

### **Eligibility**

1. Student athletes must have a current physical on file.
2. Student athletes must earn a minimum GPA of 2.0 with no F's at each grading period to remain eligible. If a student does not meet these requirements at a grading period, she/he will be placed on probationary status and may continue to participate on the team. If upon the following grading period the athlete continues to not meet the academic requirements she/he will be removed from the team. Athletes are allowed one academic probation period per year.
3. If a student has 2 or more F's, he/she is not eligible to try out for a sport.
4. 8<sup>th</sup> grade students who have an F on the 4<sup>th</sup> quarter progress report will automatically be removed from the team to solely concentrate on academics.
5. Participation in 9th grade sports is dependent on the 8th grade athlete's fourth quarter grades.
6. Coach has ultimate discretion for student participation (practices and contests).

### **School Attendance**

1. Student athletes must attend school for the full school day to be eligible to practice and participate in a contest that same day. The student athlete must be in attendance the last regular school day prior to a contest scheduled on a weekend or holiday to be eligible to participate.
2. Excused absences for appointments (such as doctor, dentist, etc) and other serious family obligations are possible exceptions, subject to interpretation by administration.

### **Practice and game participation guidelines**

1. Athletes are expected to be on time for practice, contests, and classes. Coaches may impose penalties for tardiness and absences up to dismissal from the team for excessive absences.
2. If an athlete is absent from school, he/she is expected to notify the coach as soon as possible.

### **Suspension from school**

Student athletes who are suspended from school will be ineligible to participate in any practice or contests for the duration of their suspension. The period of ineligibility is in effect during weekends and holidays.

\*Coaches may assign additional consequences in addition to those outlined in this policy.

### **Parent Responsibility**

Parents and guardians are essential partners in maintaining a safe, educational and enjoyable experience for students. When present at the District's events, including athletic games, practices, and co-curricular activities, they are expected to model the kind of citizenship and sportsmanship that is expected and required of students. Practices are closed to parents unless prior permission is granted by the coach.

### **Communication Involving Coaches, Athletes, and Parents**

Our goal is to establish clear lines of communication between coaches, athletes and parents.

Communication involving potentially emotional or disputable information should take place at a

pre-scheduled time and place. Parents may not ask a coach to respond to concerns before or after practice or contests. Player concerns must be brought to the coach's attention first by the athlete. If concerns continue the parent may request a meeting with the coach.

## **STUDENT PARTICIPATION OPPORTUNITIES**

### **Student Dances**

When held, school dances occur from 4:30-6:30 p.m. on designated Wednesdays and are for Sycamore Middle School students only; guests are not allowed. No outside food, beverages, backpacks, or gum are allowed. Hats and phones are allowed. If a student needs to be picked up early from the dance, a parent must be present or give verbal permission to the administrator or designee before the student will be allowed to leave. No student may leave the dance without parent permission. Students who leave the dance are not permitted to return. Students must be picked up immediately at the conclusion of the dance.

### **Student Government**

The student council is the governing body of Sycamore Middle School students. It is charged with the responsibility of furthering the interest and welfare of the school and each student. The student council consists of the President, Vice President, Secretary, Treasurer, Publicity Chair, Historian, Spirit Leader and representatives. School-wide elections are held for each of these positions at the end of the school year for the following school year.

### **California Junior Scholarship Federation (CJSF)**

Students are eligible to apply for membership in the California Junior Scholarship Federation (CJSF). CJSF is a statewide service organization that encourages excellence in academics and citizenship. Application for membership must be made each semester. Grades used to determine eligibility will come from grade level math, language arts, science and social science. Successful applicants will have earned at least 8 points in the four subjects with A=3 points, B=1 point, and C=0 points. Any D or F grade in any subject will automatically disqualify a student for CJSF. CJSF members are expected to maintain scholarly behaviors during their membership. Any student who maintains CJSF membership at least one semester of the seventh grade and at least two semesters of the eighth grade may qualify as a CJSF honor student at graduation ceremonies.

### **Special End of Year Activities including Eighth Grade Graduation**

Participation in end-of-year activities based on disciplinary events are at the discretion of the site administrator(s).

All eighth graders will be expected to participate in the graduation ceremony. However, the ceremony is a privilege, not a right.

The following are the minimum requirements for eighth grade graduation, participation in the graduation ceremonies, and special eighth grade activities:

- The promoting student must have achieved a minimum grade point average of 1.0 in all classes during the eighth grade school year.
- The promoting student may have no more than four "F"s or for the entire year and during the fourth quarter may receive no more than one "F" or in all classes.
- A student may have no more than two "F"s or in a single subject throughout the year.
- The student may not have any outstanding fines (i.e. library or text books, Chromebook repair fees)
- Students who do not meet these requirements will not be allowed to participate in the graduation exercises and the related activities, and will not receive a certificate of graduation.

## **ACADEMIC SERVICES**

### **Honor Roll**

Sixth, seventh, and eighth grade honor roll at Sycamore Middle School is based on a grade point average of 3.0 or better for all subjects in regular or special education classes. Grade point averages are computed on a quarter basis. Criteria for computing grade point average is A=4 points, B=3 points, C=2 points, D=1 point, F=0 points

### **Physical Education**

In order to promote optimum participation and positive personal hygiene, it is a requirement of all students to change into their own P.E. clothes with their name clearly visible to the teacher at the beginning of class. The use of sweatpants and sweatshirts during cooler weather are optional. At the end of the class period, students will change back into their regular school clothes. The P.E. teachers will distribute more specific guidelines and contracts to your student. Parents and students will be asked to sign and return the contract.

### **Schedule Change Requests**

Schedule change requests will not be considered after the second week of each quarter. Requests to change teachers within a subject matter will not be honored until a meeting has taken place between the parent/guardian and teacher; administration may be invited. All approvals for requests are at the discretion of the administration.

### **School Materials: Textbooks, Chromebooks and Library Books**

Each student is responsible for the books and Chromebooks checked out to him/her throughout the school year. Any lost or damaged items are to be paid for by the student. If items are not paid for, the student loses the privilege of participating in end-of-year activities (field trips, athletics, graduation, etc) and report cards/diplomas will be held in the office until fines are paid.

## **MENTAL HEALTH SERVICES**

Gridley Unified School District has compassionate, well trained counselors to help students and their families with mental health concerns. **If you are in a life-threatening situation or experiencing a mental health emergency, please call 911 immediately.**

<b>24-Hour Crisis Services</b> 1 (800) 334-6622 OR 530-891-2810 560 Cohasset Rd. Suite 180 Chico, CA 95926 <b>Stabilization Line</b> 530-891-3277 <b>National Suicide Prevention Lifeline</b> <a href="https://www.suicideispreventable.org">suicideispreventable.org</a> 1(800) 273-TALK (8255) <b>Resource needs in Butte County</b> Dial 211 <b>Drug &amp; Alcohol Screenings</b> Chico 530-879-3950 Oroville 530-538-7277	<b>Red Nacional de Prevención del Suicidio</b> 1(888) 628-9454 (Español) <b>Crisis Text Line</b> Text HOME to <b>741741</b> anywhere in the US <b>North Valley Talk Line (Warm Line)</b> 1-855-582-5554 NON-CRISIS, PEER SUPPORT Open 4:30 p.m.-9:30 p.m. Every Day <b>Behavioral Health Youth Screenings</b> <b>(By appointment only)</b> Chico Youth 530-891-2945 Gridley Youth 530-846-7305 Oroville Youth 530-538-2158
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### **Gridley Unified School Counselors**

School counselors provide short-term individual and group counseling for at-risk students, provide behavioral techniques for teachers, parent consultations, education and resource linkage. If your student is in need of a mental health referral please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.

### **FOOD SERVICES**

Every school day, breakfast and lunch are available for all Gridley Unified School District students. These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child Nutrition Programs that include the School Breakfast Program and National School Lunch program. Breakfasts are served every morning from 7:45 a.m. until 8:09 a.m. **This year at Gridley Unified School District all students will be able to eat breakfast and lunch for free all school year. No meal application is required.**

### **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **OFFICE RELATED**

#### **Medications**

Medications, even aspirin and cough drops, are not given to students. No treatment can be given for injuries, infections, or illnesses. Students taking any medication including non-prescription medications during school hours must have a note from the doctor and their parents or guardians. **ALL MEDICATIONS, INCLUDING NON-PRESCRIPTION, OVER THE COUNTER AND INHALERS, MUST BE KEPT IN THE OFFICE.**

#### **Visitors**

Parents are welcome at all times, but like any visitor to campus they must check in at the office and sign in and out. Sycamore Middle School does not allow other visitors or student guests on campus during regular school hours. The only exception to this is if the visitor/student guest is involved in a school-related activity, classroom curriculum project or presentation approved in advance by the administration. In addition, anyone on campus for any reason during school hours must check in at the office and sign in and out. Each visitor will be given a Visitor Badge (California Penal Code: PC 627.2, PC 627.4, PC 626.8).

## **Sexual Harassment Guidelines**

Any student who engages in the sexual harassment of anyone within the school community may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal.

Prohibited sexual harassment includes, but is not limited to “unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature” (Education Code 212.5, 48900.2).

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtation or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors including rumors spread via technology devices
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Complaints or accusations of sexual harassment should be reported to the school administration or another trusted school for immediate investigation (BP 1312.1, AR 1312.1 and Exhibit 1312.1)

## **Tobacco Free School**

In compliance with California State Law, Sycamore Middle School is a tobacco-free school.

## **NON-DISCRIMINATION**

The Governing Board of the Gridley Unified School District is committed to equal opportunity for all individuals in education. Gridley Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, gender expression, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities. The following individuals represent the appropriate titles for communication process:

1. Title IX Officer: Superintendent, Mr. Justin Kern (530) 846-4721
2. 504 Coordinator: Chris Schmidt (530) 846-3636

## **UNIFORM COMPLIANCE PROCEDURES**

Sycamore Middle School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. Sycamore Middle School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be



based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education, Consolidated Categorical Aid Programs

Migrant Education, Career Technical and Technical Education and Training Programs

Child Nutrition Programs, Special Education Programs

Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an education activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Principal, Sycamore Middle School

Sycamore Middle School

1125 Sycamore Street, Gridley, CA 95948

(530) 846-3636

### **WILLIAMS COMPLAINT CLASSROOM NOTICE**

Gridley Unified School District

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California Education Code § 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
4. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
5. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
6. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.gusd.org> . You may also download a copy of the California Department of

Education complaint form in English and in other languages from the following Web site:  
<http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>.

### **SCHOOL ACCOUNTABILITY REPORT CARD**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

The SARC information can be found on-line at:

<http://www.gusd.org/Parent-Info/School-Accountability-Report-Cards-SARCS/index.html>



**SYCAMORE MIDDLE SCHOOL**  
1125 SYCAMORE STREET - GRIDLEY, CA 95948  
(530) 846-3636 Fax# (530) 846-6796

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## **Sycamore Middle School Parent/School/Student Compact**

### **As a school, we will:**

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards
- Provide ongoing two-way communication between teachers and parents utilizing phone, email, and ParentConnect
- Provide reasonable access to staff
- Provide opportunities for parents to volunteer and participate in school activities
- Provide a safe and nurturing learning environment.
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)

### **As a parent, I will:**

- Support my child's learning by ensuring that he/she has proper rest and nutrition
- Ensure that my child attends school on time and on a regular basis
- Support my child's learning by monitoring his/her academic progress
- Help set a positive tone for learning with my child
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- Provide time at home for homework completion
- Support my child's involvement in extracurricular activities, and participate when appropriate

### **As a student, I will:**

- Follow the behavioral expectations at our school
- Seek additional support when needed (advocate for my learning)
- Make every effort to be on-time to school and attend all my classes, every day
- Make good choices
- Engage actively in my own education/learning
- Make the best of my middle school experience by getting involved and/or supporting extra-curricular activities

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Phone Number: \_\_\_\_\_



**SYCAMORE MIDDLE SCHOOL**  
1125 SYCAMORE STREET - GRIDLEY, CA 95948  
(530) 846-3636 Fax# (530) 846-6796

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## **Acuerdo entre padres / escuela / estudiante de la escuela secundaria Sycamore**

### **Como escuela, nosotros:**

- Proporcionar un entorno de aprendizaje eficaz de alta calidad que sea seguro y que permita al estudiante cumplir con los estándares de rendimiento académico estudiantil del estado.
- Proporcionar comunicación bidireccional continua entre maestros y padres mediante teléfono, correo electrónico y ParentConnect
- Proporcionar acceso razonable al personal
- Brindar oportunidades para que los padres se ofrezcan como voluntarios y participen en las actividades escolares.
- Proporcionar un entorno de aprendizaje seguro y enriquecedor.
- Proporcionar una relación de respeto mutuo entre todas las partes (estudiantes, padres, maestros y voluntarios).

### **Como padre, yo:**

- Apoyar el aprendizaje de mi hijo asegurándose de que tenga el descanso y la nutrición adecuados.
- Asegurar que mi hijo asista a la escuela a tiempo y con regularidad.
- Apoyar el aprendizaje de mi hijo al monitorear su progreso académico
- Ayudar a establecer un tono positivo para aprender con mi hijo.
- Participar en las decisiones relacionadas con la educación de mi hijo a través de una relación de respeto mutuo con el personal de la escuela.
- Proporcione tiempo en casa para completar la tarea.
- Apoyar la participación de mi hijo en actividades extracurriculares y participar cuando sea apropiado

### **Como estudiante, haré:**

- Siga las expectativas de comportamiento en nuestra escuela.
- Buscar apoyo adicional cuando sea necesario (defender mi aprendizaje)
- Hacer todo lo posible por llegar a tiempo a la escuela y asistir a todas mis clases, todos los días.
- Toma buenas decisiones
- Participar activamente en mi propia educación / aprendizaje
- Aprovechar al máximo mi experiencia en la escuela secundaria involucrándome y / o apoyando actividades extracurriculares.

Nombre de padre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre de estudiante \_\_\_\_\_ Numero de teléfono: \_\_\_\_\_

# **GRIDLEY HIGH SCHOOL**

## **Student Handbook 2023-2024**

300 East Spruce Street  
Gridley, California 95948  
Telephone: (530) 846-4791  
FAX #: (530) 846-3412

### ***HOME OF THE BULLDOGS***



### **G.H.S. MISSION STATEMENT**

**Our mission is to work collaboratively to provide a safe environment and meaningful learning experiences that enable all students to recognize and achieve their potential as productive adults living their lives by working collaboratively for the success of all.**

### **GRIDLEY UNIFIED SCHOOL BOARD MEMBERS**

President	Eric Waterbury	Member	Drew Becker
Clerk	Art Cota	Member	Brandon Oakley
Member	Cheryl Argetsinger	Member	Joe Dewsnup
Member	Sonia Zarate		

### **GRIDLEY HIGH SCHOOL ADMINISTRATION**

Superintendent - Justin Kern  
Principal - Rikki-Lee Burresch  
Assistant Principal - Michael Huyck

### **GHS COUNSELING**

Jesse Barajas  
Jasmine Ramos  
Jodie Tull

### **GHS SUPPORT STAFF**

Assistant Activities Coordinator - Tammy Carr  
Secretary - Lourdes Delgado  
Attendance Secretary - Angelica Hernandez  
Counseling Secretary - Cristina Coats  
Office Clerk - Paige Maxwell  
Computer Tech/Library Clerk - Rasma LaBuff

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## **Gridley High School Vision and Mission**

### **VISION:**

**Empowering students to be successful in college and career readiness through academic, technological, and social experiences.**

### **MISSION:**

**Our mission is to work collaboratively to provide a safe environment and meaningful learning experiences that enable all students to recognize and achieve their potential as productive adults.**

## **Gridley High School Expected Student Learning Outcomes**

Successful graduates of Gridley High School will be academically, technologically, and socially prepared to become productive members of society.

### **Academically:**

**Grow** in their performance on standardized tests and course objectives yearly.

**Have** daily learning experiences building and applying critical thinking skills.

**Show** college and career readiness.

### **Technologically:**

**Grow** their existing technology skills through experiences that constantly push them further.

**Have** multiple experiences using a variety of emergent technologies regularly.

**Show** proficiency in 21st century technological skills and demonstrate digital citizenship.

### **Socially:**

**Grow** their toolset to manage adult-level relationships, both personally and professionally.

**Have** multiple opportunities to take on civically responsible roles at school and in the community.

**Show** ability to direct their own learning in school to prepare them for lifelong learning experiences later.



**School Colors/Mascot**

Navy Blue & Gold  
Bulldogs

**Alma Mater**

Hail, Gridley High  
This is our song to thee.  
Long may our banners be  
Crowned with Victory

We Share our loyalty and  
Our sincerity. We must be  
True to thee, Hail Gridley High!

**School Song**

We're loyal to you, Gridley High.  
We're steadfast and true Gridley High  
We'll back you to stand  
against the best in land,  
For we know we will stand  
Gridley High Rah! Rah!

So oil up those joints, Gridley High.  
Stack up those points, Gridley High.

For we know you'll come through  
for the gold & the blue  
'cause we're rooting for you  
Gridley High Rah! Rah!

## **—Welcome Letter—**

Welcome to Gridley High School, a school steeped in community service and tradition! We are excited to see have you at Gridley High School. Gridley High has numerous opportunities for our students to develop lifelong skills and we hope you participate in all we have to offer.

This handbook will provide a great deal of important information regarding some of our programs and services and well as your privileges and responsibilities. Please take time to read the handbook thoroughly and discuss this information with your parents and/or guardians. The relationship between home and school is vital and helps to promote the best learning experience possible. This is not designed to be interpreted as being a comprehensive list of services, rules, and regulations of the school. It is intended as an overview and should help you get to know your school better. Please remember that Gridley High School can only be as great as you make it.

We strive to keep everyone informed and to do this we will utilize our website, daily bulletins, ParentSquare, Aeries emails, as well as our marquee located at the front of the school.

Please feel free to contact any member of our school staff if you have questions. We look forward to a great school year. Know that we are committed to support you and help you get as much out of this experience as possible.

Sincerely,

***Rikki-Lee Burrech***  
Principal

***Michael Huyck***  
Assistant Principal

## Electronic Device Policy

Electronic devices including cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. Society in general has come to a point where the idea of being without a cell phone seems unreasonable or unimaginable. Students desire cell phones in order to sustain constant contact with friends. Parents often cite peace of mind and want their children to have them for security purposes. Cell phones do have benefits, but with this technology lies a trending situation between the benefits and negative effects of cell phone usage - **especially with students**. *In the school environment, these devices have become a distraction, interruption, and a method of illegal exchange of information.* A large percentage of our behavior violations, in some way, are the result of inappropriate use of cell phones during the school day. In addition to being a distraction to the learning environment in general, the cheating, constant texting, sexting, and cyber bullying that occur as result on a national scale are having a detrimental effect of increasing proportions. Additionally, it takes away from our primary objectives of protecting the valuable time needed for instruction and most importantly the student learning. As such, we are cell phone free during instructional time.

We do recognize that cell phones can be a safety/security tool as mentioned; however, they can be a detriment in the event of a real building emergency. They often can impede our protocols to manage such emergencies in a safe and effective manner. Moving forward we will ask that parents call the school office to relay any messages that may be urgent in nature to their child and we will relay the information to your child. This policy will require that parents plan sufficient time and organization to communicate with your child before school or through the school office.

Students and parents are encouraged to see this as an opportunity for students to be “electronic-free” for the bulk of their day, a desire that many parents have shared with administration of what they want for their students in the home setting. Students will have the opportunity to improve their soft skills employers and higher education are looking for, including social and face-to-face communication and problem solving skills. We appreciate your support as we hope to facilitate a more active, engaged, and productive student body.

## **Electronics Policy**

1. ***No student will be allowed to use an electronic device or cell phone during instructional time.*** The high school will allow use during Nutrition Break and Lunch daily.
2. Devices must be off and **secured out of sight** at all times.
3. Teachers have the discretion to allow students to use their device for academic purposes only, not for listening to music or as a reward when they finish work, for example.
4. Of course, the best security for the device and all personal objects is to leave it home. Schools are not responsible for lost or stolen personal items.
5. Per penal code 647(j) and California Ed Code 48900, it is unlawful to use a recording device of any kind in an area on campus where students have a reasonable expectation of privacy, for example a restroom or locker room. Consequences may include suspension, expulsion, and/or reported to law enforcement.
6. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's express written permission (E.C. 51512).

If a student is found to be in violation of the policy it will be processed in the following way:

The consequences will be as follows, per calendar year:

1st offense:

- Device will be held in the office until the end of the day.
- Student will sign for the device at the end of the day in the office.
- Documentation in Aeries (Student Information System)

2nd offense:

- Device will be held in the office until the end of the day.
- A parent or guardian must sign for the device at the end of the day in the office.
- Documentation in Aeries (Student Information System)

3rd offense:

- A parent or guardian must sign for the device after a meeting with the student and principal or designee.
- Documentation in Aeries (Student Information System)

4th offense:

- The student will be required to sign-in the device into the office each morning for one consecutive week and may retrieve it at the end of each day, or left at home per parent/admin agreement.
- Documentation in Aeries (Student Information System)

Additional offenses will be considered an act of defiance and may result in further consequences.

A student that refuses to comply with a request to surrender their electronic device by any member of the faculty and/or administrator will be considered defiant. Rules governing defiance will apply as outlined in the student handbook.

## 2023-2024 Gridley High School Bell Schedules

Regular Bell Schedule	
PER 1	8:00-9:00
PER 2	9:05-10:03
Nutrition	10:03-10:13
PER 3	10:18-11:17
PER 4	11:22-12:20
Lunch	12:20-1:00
PER 5	1:05-2:03
PER 6	2:08-3:06

Wednesday Early Release	
PER 1	8:00-8:48
PER 2	8:53-9:39
Nutrition	9:39-9:49
PER 3	9:54-10:41
PER 4	10:46-11:32
Lunch	11:32-12:12
PER 5	12:17-1:03
PER 6	1:08-1:54

Minimum Day	
PER 1	8:00-8:44
PER 2	8:49-9:32
PER 3	9:37-10:19
Nutrition	10:19-10:29
PER 4	10:34-11:16
PER 5	11:21-12:03
PER 6	12:08-12:50

Assembly Schedule	
PER 1	8:00-8:51
PER 2	8:56-9:45
Assembly	9:50-10:40
Nutrition	10:40-10:50
PER 3	10:55-11:44
PER 4	11:49-12:38
Lunch	12:38-1:18
PER 5	1:23-2:12
PER 6	2:17-3:06



## General Information

### **Accidents**

The school carries no insurance on pupils. This requires that all students have adequate insurance coverage in the home. Insurance waivers, or student purchased insurance is required for participation in any student athletic program.

### **Adult at 18**

GHS is still required to continue working with parents/guardians in matters of attendance, discipline, and reporting for any student who reaches the age of 18 during their attendance at GHS. Students wishing to request legal responsibilities must schedule an appointment with the principal.

### **Athletics**

Gridley High School offers a robust athletic program which may include the following interscholastic sports: Baseball, Basketball, Cheerleading, Cross Country, Football, Swimming, Golf, Soccer, Softball, Tennis, Track and Field, Wrestling, and Volleyball. Participation in school athletics may be contingent upon students not carrying outstanding fines or fees. A 2.0 GPA and no Fs must be maintained.

### **Athletic Eligibility:**

1. Student athletes must meet NSCIF (Northern Section CIF) and Gridley High School eligibility.
2. Student athletes may not compete on outside teams in the same sport during the season of sport.
  - a. (i.e. AAU basketball during basketball season)
3. Student athletes must earn a minimum GPA of 2.0 on a 4.0 scale with no "Fs" at each quarter grading period. When a semester grade is given, that grade must be used.
  - a. If a student does not earn a minimum 2.0 GPA and/or has no more than 1 "F" at the end of a quarter grading period, they may be placed on probationary status. The student athlete may stay on probationary status for one quarter grading period provided they meet the requirements of the contract. If the student is on probationary status and fails to meet the requirements of the contract they will either be ineligible to compete in contests for 1 week or will be deemed ineligible and removed from the roster.
  - b. If a student has 2 or more "Fs" they are not eligible for probationary status. The only exception is for incoming freshmen for the 1st quarter of their freshman year.
  - c. If a student is on a team and deemed ineligible, they will be removed from the roster and cannot practice or participate in any team functions.
  - d. Once a student is on probationary status or is deemed ineligible, they must regain their eligibility by earning a minimum 2.0 GPA with no "Fs" in a quarter grading period before being allowed to go on probationary status again.
4. All student athletes fall under the GHS Discipline Plan the entire school year inclusive of holidays and breaks. They must follow all rules and will be disciplined according to the student handbook.

### **Athletic Code**

The Athletic Code is a part of the athletic clearance process for sports participation. A copy of the Athletic Code must be read and signed by the student and parent/guardian and turned into the school office before the student participates in a sport, including practice. The Athletic Code will be discussed at a

pre-season team meeting for each sport. If a student misses this meeting, it is the student's responsibility to meet with the coach or athletic director to receive the information. Participation in school athletics may be contingent upon students not carrying any outstanding fines or fees.

### **Bulletin**

The Daily Bulletin contains important news of club meetings, athletic events, student activities, etc. Students should check their email daily for notification of upcoming events and important information. Important information is also available at [ghs.gusd.org](http://ghs.gusd.org).

### **Bus Transportation**

Riding the bus to and from school is a privilege, not a right. Bus transportation is provided for students who live in rural areas and for students involved in school activities. It is important to remember that the bus drivers are in complete charge of the pupils on their buses and their instructions must be followed at all times. There are consequences for inappropriate behavior on the bus, or at the bus stops, including temporary and permanent bus suspension.

### **Clubs and Organizations**

Gridley High School offers a variety of clubs and classes for student involvement. We believe it is important for students to make connections to our school and the student populations. This promotes positive social interaction and skill building.

ASB (Associated Student Body)	Leadership
Yearbook	Media Club
CSF (California Scholarship Federation)	Choir
FFA (Future Farmers of America)	FNL (Friday Night Live)
Art Club	Pride Club
Fun and Games Club	E-Sports
Drama	Floral Club
Clay Target Club	

### **Chromebooks**

Students will be assigned a chromebook for personal use and it will be checked out to them similar to a textbook. This will facilitate the completion of school related work. The chromebooks give access to Google Drive which allows students to work offline should wifi not be accessible and it will still save their work until they are reconnected to the internet at which time they can share their work. Students will sign usage agreements and internet agreements. Students will be responsible for the safe keeping of this device as well as charging it daily. This will be part of their daily preparation for courses. Please see the District Chromebook Policy for further information.

### **Dances**

The Associated Students and campus organizations sponsor dances throughout the year. In addition to published school rules, rules for sponsored dances are as follows:

1. Dances are sponsored by GHS for the enjoyment of currently enrolled students in good standing. Students may be required to produce a valid GHS identification card before being admitted.
2. Eighth grade and younger students are not permitted at GHS dances. Adults 20 years of age and older are also not permitted. All guests must have an approved guest pass.
3. Students leaving the dance will not be readmitted.

4. All dances end at no later than 12:00 a.m., but formal dances may end earlier due to venue regulations.
5. Students must adhere to school dress code standards. Admittance may be denied if clothing is too revealing.
6. Students dancing inappropriately will be directed to leave the dance floor immediately, and he or she may be directed to leave the dance.
7. Students behaving inappropriately will be asked to leave the dance.
8. All bags and outerwear may be searched upon entry to the dance.
9. Students may NOT bring food or drinks into the dance.
10. ***GHS staff members may administer a breath analysis test to ticket holders upon entry in a predetermined pattern. In addition to the random use of breath analysis, staff may also administer the breath analysis on reasonable suspicion of use.***

### **Deliveries/Messages**

Gridley High School values focused class time with few distractions. Therefore, distractions must be kept at an absolute minimum. Please plan ahead for appointments, after-school pick up, etc., and let your child know about these plans *before* he/she leaves the house in the morning. If there is an emergency, please call the Main Office and school staff will retrieve the student from class.

Deliveries of lunches, money, flowers/balloons etc., will not be made during class time, nor will classes be interrupted to deliver messages of a non-emergency nature. Notifications will be sent to the student and these items may be picked up from the Main Office during lunch or after school.

### **Dress Code**

Students shall dress appropriately for daily attendance at school. The type and style of clothing and hair is individual and personal. The school shall only be concerned when these are extreme and could cause distraction, disruption, or be unsafe. Shoes must be worn at all times for safety reasons.

Inappropriate clothing includes (but is not limited to):

- Buttons, backpacks, or any clothing that shows obscene words or pictures, slurs, sexually suggestive statements, or language that promotes illegal activities including the use of alcohol, marijuana, tobacco, and other drugs.
- Gang attire or paraphernalia related to gangs such as bandanas, belt buckles, shirts, socks, pants, or shoelaces that have a direct connection to Sureños or Norteños or any other gang. Other items considered to be gang affiliated include, but are not limited to: large red “stars,” all red or all blue shirts, and the numbers 13 and 14.
- Intentionally revealing clothing. All tops for students should cover the chest, midriff, and back areas. Pants and shorts should not sag below the waistline revealing undergarments, and pants, skirts, and shorts must cover the buttocks.
- Any accessories that might be harmful to other students and pose a threat to the physical well-being to any student such as, but not limited to, spiked bracelets, dog collars, chains attached to wallets, etc.

School administrators have the right to require students to change their clothing. The school maintains a lendable wardrobe for this purpose. Students may also contact a parent to bring more appropriate clothing.

- *First Offense*: Warning will be given and the student will be required to change. Documentation in Aeries.

- Second Offense: Student will be required to change, one lunch detention will be assigned.
- Third Offense: Student will be required to change, two lunch detentions will be assigned. Documentation in Aeries.
- Fourth Offense and/or further offenses: Repeated offenses may result in suspension. Documentation in Aeries.

### **Enrollment Requirements**

Students must enroll online, and must be a resident within the boundaries of Gridley Unified School District. Any students wishing to enroll in Gridley High School living outside Gridley Unified boundaries must have an interdistrict form approved by both GUSD and the student's resident school.

### **Emergency Cards**

Emergency information for all students must be on record from the time of enrollment. The information must be kept current as the student cannot be dismissed from school due to illness or accident unless the parent/guardian or other designated person is notified. We strongly encourage the inclusion of cell phone numbers and email as we utilize them heavily for communication.

### **Immunizations**

California Law requires that all students attending school must have current immunizations. All students entering the 7th through 12th grades will need proof of an adolescent whooping cough booster shot (DTap) before starting school. The High School nurse or health aide will notify parents/guardians if their student's vaccinations need to be updated. When immunizations are not current, the student will not be allowed to attend school until the requirements are met. It is the parent/guardians' responsibility to keep their student's vaccinations current.

### **Insurance**

California State Law requires that every member of an athletic team, Clay Target team, modern dance, or the Powder-Puff Football team must have medical and hospital insurance. Gridley High School is not responsible for coverage of student injuries. Student insurance is available through the school, if needed. Insurance information is available in the Main Office.

### **Internet**

Before a student may use the internet at the school, the student and parent/guardian must agree to the *Terms and Conditions* described in the Gridley High School Internet Agreement. When signed, the student understands that he/she will abide by the provisions and conditions of the contract. The student also agrees that a violation of the regulations may result in disciplinary action and/or revoked networking privileges.

### **Field Trips**

Educational opportunities related to classroom instruction programs are provided through field trip experiences. A signed parent/guardian permission form is required for a student prior to the trip. Outside of co-curricular activities, to participate in a field trip a student must have maintained a 2.0 and no Fs. It is the responsibility of the teacher to do a grade check for students attending the trip. Teachers will also provide students, parents and administration an itinerary of the trip.

### **Food/Nutrition Services**

Every school day, breakfast and lunch are available for all Gridley Unified School District students. These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child

Nutrition Programs that include the School Breakfast Program and National School Lunch program. We look forward to offering student meals that emphasize fruits, vegetables and whole grains.

All students will receive free breakfast and lunch thanks to the Community Eligibility Program (CEP). There is no need to fill out a meal application, however; in order to qualify for other low cost or free services and increased funding for education families will need to fill out an Alternate Income form. *If you receive this form, please complete and return it to your student(s) school site as some of the District funding is based upon these forms.* Any questions can be directed to the Director of Child Nutrition. Please call the District Office at 846-4172 to contact the director.

#### **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### **Library**

Students may check out school required textbooks from the library. Students may also check out novels and other items from circulation for a three week period. All students are required to maintain their library accounts with no overdue or lost books in order to check out new materials. Printing stations are available before school, during breaks and after school for student use.

#### **Lockers**

Limited lockers are made available for student use at the beginning of the school year. Lockers may be requested by the school attendance secretary. Students are also issued a lock with the locker and are advised to keep their locker locked. *Unauthorized locks will be cut* and the contents of the locker removed. The school assumes no responsibility for the loss of any items left in a locker. It is recommended that locker contents be removed during extended school breaks. All lockers must be cleaned out at the end of



the year. **Lockers are the property of the school and will be opened and inspected by school personnel periodically. If contraband is found, the person to whom the locker was assigned will be held responsible. Keep your locker locked and your combination to yourself!**

### **Lost and Found**

Lost and found articles are located in the Main Office. Unclaimed items will be donated to a charitable organization at the end of every semester.

### **Main Office Hours**

Main Office hours are Monday–Friday 7:30 a.m.–4:30 p.m. **The Main Office will be closed for Thanksgiving, winter and spring breaks, on all school holidays, weekends, and the month of July.**

### **Medications**

No Gridley High School Staff member may issue aspirin or any other drug to a student. Prescription medication must be kept in the nurse's office along with a physician's note.

### **Off-Limits Areas**

During the school day, certain areas are off limits to students, unless under the direct supervision of a teacher/staff member. These areas include: All fields (unless with a class/teacher), road leading to the Ag barn, Ag barn/fields, behind Ag buildings, fairgrounds property, and the bus yard.

### **Open Campus**

Gridley High School is an open campus. This means students may leave campus for lunch only. **Students are not permitted to leave during break or passing periods.** Except for lunch, students are not permitted to leave campus during the school day unless they are excused through the Attendance Office and are issued an Outside Pass. Outside Passes are issued only on the authority of a parent's note or phone call and must specify the exact time and reason for leaving campus. Students who return to school must check back in with the Attendance Office. If an outside pass is issued for an appointment with a doctor, dentist, etc., students are required to bring a signed note back from the office where they attended their appointment. **Students must get an Outside Pass before leaving campus, including for illness. If a student will be out following the lunch period they must obtain a pass prior to leaving for lunch.** Any absence initiated by a student leaving campus without obtaining an Outside Pass will be treated as a cut. Failure to obtain an outside pass may result in disciplinary action.

\*\*\* (Education Code 44807.5) The governing board of a school district may adopt reasonable rules and regulations to authorize a school to restrict for disciplinary purposes the time a pupil under their supervision is allowed for recess and lunch. Students are able to receive lunch through the school, but will not be allowed to leave campus if assigned detention.

### **Parking**

Students are allowed to drive vehicles to and from school and to lunch. **Parents may not drop off their children in the staff parking lot.** Responsibilities for this privilege are as follows:

1. All vehicles are to be parked upon arrival at campus and left parked until lunch or after school. Students will not drive to Farmers' Hall for P.E. classes, rallies, or assemblies.
2. All vehicles are to follow all posted signs, posted speed limits, drive appropriately and follow all CA vehicle laws.
3. No student or visitor parking is allowed in the staff parking area at the west end of the school or in the bus loading (yellow curb) zone in front of the Guardian building. *The green curb area in front*

*of the school is for visitor parking only.* No parking is allowed in the crosswalk areas, the outside weight room area, baseball fields, or in front of gates.

4. Parking is not allowed in the area behind the auto shop or Ag. Department.
5. Cars driven by underage and/or unlicensed drivers will be towed at parental expense.

Students who violate these rules habitually will be referred to Gridley Police Department for Vehicle Code violations, and face possible school suspensions.

### **Personal Property**

The school assumes no responsibility for any personal property brought to school or taken on school sponsored events, including cell phones. It is recommended that all valuable items be left at home. Students should not bring large amounts of money to school. Valuable items should never be left unattended. Thefts should be reported to the office or a campus security officer.

### **PE Uniforms**

PE uniforms are sold at the beginning of the school year. PE uniforms will be provided to any student who is unable to pay for their uniform. All students taking PE classes will be required to provide their own gym shoes.

### **Posters/Printed Materials**

All posters, signs, printed material, etc., must be approved by the Administration or Club Advisor at least one day before being displayed or distributed on campus.

### **Scheduling Events or Activities**

Class, clubs, or organizations wishing to schedule activities and/or fundraising events are required to receive approval from the District Office. Please see the secretary in the Main Office for assistance.

### **Skateboards/In-line Skates**

Skateboards and in-line skates are not to be used on campus. The use of skateboards on campus is a cause of concern in that unsupervised use presents an unwarranted risk of harm not only to those who use skateboards but also to other people who may be present while such use takes place, and to school property. Students are to use the provided skateboard lockers, and not carry them on campus. Such action may result in confiscation of skateboard or in-line skates.

### **Student Participation in Extracurricular Activities**

Participation in any school activity is a privilege which may be revoked if the student fails to comply with the school rules or fails to demonstrate good citizenship in any of the following areas:

1. *Behavior:* Any student who fails to conduct him/herself in an appropriate manner is subject to exclusion from activities.
2. *Grades:* Athletics, performing arts, fine art productions, FFA showing, Student Body Class Officers, and club participation require a minimum grade point average of 2.0 and no Fs which must be maintained in order to participate.

Gridley High School students are ambassadors of our school and our community and are held to a higher standard of behavior. Students who violate these rules or commit an act warranting suspension are required to temporarily forfeit representing GHS. Rules apply to students during school days and winter and spring breaks.



### **Student ID Cards**

All students are provided with a student ID card free of charge at the beginning of the school year. Current student ID cards often allow for discounts to events. If a student loses his/her ID card, they are required to obtain a new card. Replacement cards can be obtained through the Activities Office. There is a nominal charge for replacement cards. Students can also purchase ASB stickers allowing access into all sporting events. Please see the Activities Coordinator for more information.

### **Telephone Numbers**

District Office	846-4721
Attendance Office	846-4791 ext. 6055
School Office	846-4791 ext. 6053
Counseling Office	846-4791 ext. 6070
Activities Director	846-4791 ext. 6054
Athletic Director	846-4791 ext. 6054
School Fax	846-3412

Gridley High School utilizes an automated telephone system which answers calls when staff members are occupied and before/after office hours. In addition, each staff member has a voicemail.

### **Textbooks**

It is each student's responsibility to keep all textbooks in good condition and to return them on time. Textbooks are checked out in the library. If textbooks or any required materials are lost and/or damaged, the student must pay for the cost of the item. Report cards/diplomas will not be issued until all outstanding fines are paid.

### **Visitors**

*Students may not bring visitors to school during the regular school day.* Additionally, to ensure the safety of students and to avoid disruptions to the educational process, all visitors including parents and guardians shall register by signing the visitor's form, and obtaining a visitor's pass immediately upon entering any school building or grounds when school is in session. If a teacher conference is requested, an appointment should be set with the teacher during non-instructional time or through the school secretary.

### **Work Permits**

Work permits may be obtained in the Counseling Office along with procedures for completing the work permit application process. Administration will have the final approval.

To obtain a work permit, a student must:

- Have a 2.0 grade point average or better for the previous grading period.
- Have earned the number of credits to graduate with his/her class when he/she becomes a high school senior.
- Have passed 30 or more credits in the previous semester.
- Must have a valid work permit contract on file.

### **Attendance Prerequisites**

Students who have been sent a third truancy notice will not be issued a work permit for the remainder of the school year, or it will be revoked for the remainder of the year.

**Website**

We encourage parents and students to view our GHS Website at <http://ghs.gusd.org>. It contains information regarding athletics, departments, activities, the SARC (School Accountability Report Card) and much more.

**Where to Find It**

Absences	Attendance Office
Athletic Insurance	Main Office
Attendance Records	Attendance Office
Calendar of Activities	Main Office or Website
College Information	Counseling Office
Dance Guest Passes	ASB Office
First Aid	Main Office/Nurse/Health Aide
Graduation Requirements	Counseling Office
Lost and Found	Main Office
Outside Passes	Attendance Office
Peer Counseling	Counseling Office
Personal Counseling	Counseling Office
State/Local Testing	Counseling Office
Student Body Cards	ASB Office
Work Permits	Counseling Office

## Academic Information

### **Academic Letters**

To recognize academic excellence, the Academic Letter will be awarded to Gridley High School students who have earned at least six semester "As" or five semester "As" and one semester "B" for two consecutive semesters. Each semester thereafter, when the grade criterion has been met, the student will be awarded book inserts. A "B" earned in an honors class will be counted as an "A."

These awards will be presented to seniors in the spring for those who qualified the previous fall semester. Academic letters will be awarded only for grades earned while in attendance at Gridley High School.

### **Advanced Placement Courses**

The Advanced Placement Program affords students the opportunity to complete college-level courses in high school. Colleges participating in this program may grant credit and appropriate placement based on the scores that students achieve on the AP examination. Students choosing AP courses will be expected to pay any associated costs of the exams, although fee reductions and fee waivers are available to students who qualify. Please speak with your counselor if you have further questions regarding AP courses. ***In addition, students signing up for AP courses must commit to the course for a minimum of the first quarter of instruction.***

### **Aeries Parent Portal**

Aeries is an online program that allows parents and students access to:

- View the events calendar, nightly homework and class assignment scores for all of their children
- View standardized test scores
- View report cards and progress reports
- Point-and-click access to teachers' email addresses
- Graduation status reports and unofficial transcripts
- Live period or daily attendance allows parents to know right away when their student is not in class
- Student information
- Class schedules
- Fees and fines

We highly recommend that parents and students initiate their login for Aeries immediately. To set up your account, please contact Cristina Coats, Counseling Secretary at 846-4791 x.6070.

### **Alternative Programs and Alternatives to the High School Diploma**

***Early Graduation*** - Students who have completed all graduation requirements required by the Gridley Unified School Board are eligible to graduate after the first semester of their Senior year. Students and parents/guardians choosing this option should understand that the student will no longer be eligible to participate in Gridley High School activities as they will no longer be considered a student at GHS. The student may walk in the Spring Graduation Ceremony.

For other graduation options, please visit the Counseling page at  
<http://ghs.gusd.org/Counseling/index.html>.

### **College Entrance Requirements**

While completion of the requirements for high school graduation will allow admittance to a community college, it does not ensure entrance into all colleges, trade schools, state schools, etc. Anyone planning on higher education should determine the entrance requirements of the school he/she plans to enter.

Regular meetings with your counselor will help you plan for your goals. Please see the Counseling page on Gridley's web page <http://ghs.gusd.org/>.

### **Counseling**

School counselors work with students, parents and teachers to ensure a successful and enjoyable high school career for each student. Counselors guide students to create plans for the years following high school. Counselors monitor academic programs and progress very closely. Students having difficulty in their classes can benefit from SST (Student Success Team) Meetings and individual meetings with their Counselors. Students are invited to visit the Counseling Office before and after school. If a counselor is not immediately available, students may make an appointment for a later time. Parents who wish to talk with a counselor or wish to discuss a particular situation regarding a specific class are encouraged to phone the Counseling Secretary to schedule an appointment, 846-4791, ext. 6070.

### **Courses Taken Outside of GHS**

There are typically three reasons students take courses outside of Gridley High School. These include courses for remediation, advanced courses needed to fulfill graduation requirements when all of the Gridley High School courses in a subject area have been met, and courses for acceleration. Courses taken for remediation will be recorded on the students' high school transcript when using the credit to meet subject/credit requirements for the Gridley High School Diploma. Advanced college level courses that fulfill non-elective graduation requirements may be added to a transcript pending pre-approved by administration.

### **Credit Recovery/Acceleration - Cyberhigh**

Cyberhigh is Gridley High School's official student credit recovery program and in certain circumstances, acceleration for students. During the academic school year, students make up credits during and after school. All classes taken via Cyberhigh in the Spring semester for a class failed in the Fall semester must be the same class. For example, taking a General Math course to make up an IM 2 course would not be allowed. This is a very important consideration for Seniors. Taking a non-equivalent course can only be done during summer school. We require all students who are credit deficient to enroll in Cyberhigh. Students are paced and parents will receive a progress report in the mail, detailing how many credits their student has earned. It is our goal to ensure that all students have the opportunity to graduate with a high school diploma.

### **Dual Enrollment**

Dual Enrollment courses offer a unique opportunity to earn high school and college credit through our partnership with Butte College. College courses are offered during the regular school hours, during the school day, with support from Gridley High School teachers. College credit is awarded upon successful completion of the course with a grade of C or better. Students taking dual enrollment courses always qualify for a grade bump. See the master schedule and/or your school counselor for more information on which courses qualify as dual enrollment.

### **Grade Scale**

Gridley High School uses the following grade scale, with the exception of the mathematics department:

100 - 90 A  
89 - 80 B  
79 - 70 C  
69 - 60 D  
59 - 0 F

### **Mathematics Grade Scale:**

100 - 90 A  
89 - 80 B  
79 - 65 C  
64 - 50 D  
49 - 0 F

### **Graduation Requirements**

In order to earn a diploma of high school graduation, the Gridley Unified School District requires that each student meet credit and subject requirements.

1. Subject to administration approval and meeting the requirements of AB 1012. Students may take up to 20 credits of Teacher Aide, Instructional Aide, Attendance Aide, Library Aide, Office Aide, or any combination of these courses during their junior and senior years. A maximum of ten (10) credits per year will be allowed for these courses.
2. **In order to participate in the commencement exercises**, a student must have completed all diploma or certificate of completion requirements and have paid all outstanding fines/bills.

**Note:** Math department policy recommends a “C-” or better in order to advance in our college math track. This is important to ensure the process of successfully advancing through each level of math.

<b>GRADUATION REQUIREMENTS</b>	
English (10 credits each year)	40 credits
Math (Required in 9, 10, & 11)	20 credits
Integrated Math 1	10 credits
Life Science	10 credits
Physical Science	10 credits
Science Elective	10 credits
Geography/AP Geography	10 credits
World History	10 credits
United States History	10 credits
Government/Economics	10 credits
Foreign Language or Fine Art	10 credits
Physical Education/sport waiver	20 credits
Electives	50 credits
<b>Total credits required to graduate</b>	<b>220 credits</b>

### **Certificate of Completion**

A Certificate of Completion may be obtained in lieu of a Diploma when the following conditions are met:

- The student has an Individual Education Plan (IEP).
- The IEP team determines that a COC is the best option.
- The student, parent, and special education teacher develop a plan for graduation with a COC, typically developed upon entering high school.
- The student completes the following requirements (though some courses may be modified to meet the needs of the student):
  - Four years of English
  - Four years of math
  - Four years of study/living skills
  - Two years of science
  - Two years of PE
  - One year of health
  - Three years of social studies (World History, American History, and Economics/Government)
  - Electives

### **English Language Development (ELD) Course Graduation Requirements**

One year of an ELD Language, ELD Writing or ELD Reading course will be considered for one year equivalent (10 credits) of an English course in order to meet GHS 40 credit diploma requirements in English when the student is required to take a regular English course based on the ELPAC (English Language Proficiency Assessment for California) and limited language acquisition. Each year, 10 credits may be applied to the 40 credit English requirement each year as needed.

### **Financial Aid For College**

To be considered for federal student aid for the 2024-2025 award year, a student must complete a Free Application for Federal Student Aid (FAFSA). Please ensure you meet with your counselor to get all applicable deadline information. The application opens December 1st and it is due by March 2. However, it is recommended to submit the application before January.

Anyone who plans to fill out the current FAFSA form should create an FSA ID as soon as possible.

- If you are required to provide parent information on your FAFSA form, your parent should create an FSA ID too.
- Because your FSA ID is equivalent to your signature, parents and students each need to create their own FSA IDs using their own, unique email address and phone number. Parents should not create an FSA ID for their child and vice versa.

Students who are undocumented and/or Dreamers are invited to complete the California Dream Act application (CADAA). The California Dream Act allows undocumented students, DACA recipients (valid or expired), U Visa holders and students under Temporary Protected Status (TPS), who qualify for a non-resident exemption under Assembly Bill 540 (AB 540), Senate Bill 2000 (SB 2000) and Senate Bill 68 (SB 68), to receive certain types of financial aid such as: private scholarships funded through public universities, state administered financial aid, university grants, community college fee waivers, and Cal Grants. Please visit the following website for more information: <https://dream.csac.ca.gov>



### **Homework Make-Up**

The responsibility for making up class assignments and/or homework missed during absences rests with the student and parent. Assignments missed because of EXCUSED absences (see Attendance Information, p. 28, section B) shall be made up within a period of time equal to one day per each day of absence, unless other arrangements are made with the teacher. A report card mark of "incomplete" will be converted to an appropriate letter grade as determined by the teacher unless the work is completed within the specified time. Students are expected to keep up with their studies during a suspension.

### **Honor Roll**

Students will receive their honor roll certificates at the end of each grading period (or the following fall for the last quarter of the school year). The honor roll will be based on the following scale:

4.0 or higher: Principal's Honor Roll

3.5-3.99: Honor Roll with Distinction

3.0 - 3.49: Honor Roll

### **Independent Study**

Short-term Independent Study may be requested **with a minimum of 5 days notice**, as there is a process students, parents, teachers and administrators must complete in order for the student and the school to receive no absences. The first step includes contacting the Attendance Office to set up an appointment with the Assistant Principal to review the process and sign the contract. It is imperative that students and parents understand that students must complete all assigned work in order to receive attendance credit.

### **Outside Credit Limitations**

There is a limit of forty (40) credits a student can earn outside of Gridley High School in order to receive the Gridley High School diploma. Summer school is not considered part of the 40 outside credits. Students wanting to take an outside course in lieu of a Gridley High School course on their high school transcript will need pre-approval by Administration. Examples of programs in which students might take courses in lieu of the GHS courses may include Butte College or Yuba College. Board Policy (AR 6146.11). Credits applied to transcripts cannot be removed.

### **Report Cards (report of academic progress)**

Report cards are mailed home to all students four times during the year to inform students and their parents of student progress and accomplishments in classes. Students earning a **D** or an **F** at mid-reporting periods will also receive a progress report card in the mail. Each school semester is divided into two quarters which reflect approximately nine weeks of classes. Quarter report cards will indicate the grade students have received at that point in a particular class. The semester report card will indicate a student's final grade and credit received. The student is advised that the provisions of Education Code 48904, authorizing the withholding of grades, diplomas or transcripts will be enforced. Participation in school activities and/or athletics may be contingent upon students not carrying any outstanding fines, fees or being on the library's overdue list. **If a parent/guardian is not receiving report cards in the mail, please call the school to verify address information. Parents are strongly encouraged to use Aeries to view their child's grades.**

### **Schedule Changes**

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed during the time in which course selections are made. Once these selections are finalized, we will honor them to the extent possible.

***Students select class schedules (for the next school year) in the Spring. A student who drops a course after six weeks of the semester shall receive an “F” grade on his/her permanent record. Students inappropriately placed may make changes with administrative approval to their schedule during the first two weeks of the 1st semester only, based on course availability.***

### **Scholarships**

There are two basic types of scholarships students can apply for: **National Scholarships and Local Scholarships**. National scholarships are open to any grade level student. National scholarship information can be located in the Counseling Office posted on the “Scholarship Wall.” Students are encouraged to sign up at [www.fastweb.com](http://www.fastweb.com) for a free scholarship search service for National Scholarships. **Students and families should NEVER pay for a scholarship search or scholarship application.** Be aware of scams! Seniors have the opportunity to fill out Local Scholarship applications beginning in March of their senior year. Students have approximately four weeks to complete the Local Scholarship Applications and submit letters of recommendations. Local Scholarship Applications can be picked up in the Gridley High School Counseling Office. Local Scholarships are given to our Gridley seniors from local businesses. Students receiving a local scholarship will be invited to the Gridley High School Awards Night in late May. We encourage students to communicate with the Counseling Department well in advance to ensure they are prepared for the individual scholarship requirements. GHS will offer a scholarship writing workshop once a year in late January.

### **Student Success Team (SST)**

#### **What is the purpose of an SST?**

The Student Success Team was established to provide a positive, problem solving process to identify strategies and programs that may resolve or alleviate academic, attendance, or behavioral difficulties that students are having. The SST process is a regular education responsibility that must be considered prior to a referral for special education services.

#### **Who is involved in the SST?**

The SST members may include the student, parents/guardians, counselor, classroom teachers, and a school administrator. The team could also include other agencies whenever appropriate.

#### **Should I ask for an SST if my child is having problems in class?**

Not necessarily. Please discuss any specific problems or concerns with your child’s teacher first. If this is unsuccessful, please contact your child’s counselor. If the problem is pervasive across many settings, we may need to hold an SST meeting.

#### **What is the SST process?**

1. School personnel (teacher, counselor, administrator) or the parent may request an SST by contacting the student’s counselor. This referral includes the collection of information regarding specific concerns and previously attempted interventions and accommodations.
2. The team collects information relevant to the student’s progress. The information could include: report cards, tests, homework, attendance, parent information regarding the student’s academic

and health history, parent/teacher observations, teacher reports and the results of state/district academic assessments.

3. The team establishes a meeting time when all members can participate and be actively involved in the problem solving process.
4. The SST meeting is held to summarize concerns and to discuss and develop an action plan with academic or behavior interventions.
5. If the plan is unsuccessful, a follow-up meeting is held within 4-6 weeks to discuss other alternatives.

### **Support Services**

School support services are provided to meet students' special needs.

- Tutoring/Math Academy - Each year, hours are set after school to assist students with their school work.
- Counseling Services - School counselors can offer short term support to students academic and emotional needs. They can also connect students with needed resources, and more in-depth emotional support.
- Special Education - Gridley High School provides a variety of programs to serve the many different needs of the special education community, from the mildly learning disabled to the severely handicapped.

### **Valedictorian/Salutatorian Selection**

***The Valedictorian will be the academic title conferred upon the highest ranked student among those graduating from Gridley High School, based upon the highest grade point average. The Salutatorian will be the academic title conferred upon the second highest ranking student in the class.***

In addition, Gridley High School will recognize High Honors and Honors in the following way. The **High Honors** will be those students who have a 4.0 grade point average (GPA) or higher at the end of the first quarter of the eighth semester. The Honors will be those students who have a 3.9 grade point average (GPA) at the end of the first quarter of the eighth semester. The grade point average included when calculating the GPA includes:

1. All high school courses
2. All pre-approved college courses
3. Courses transferred to Gridley High School from outside sources and accepted by WASC for credit

The grade point average is calculated to the nearest hundredth. All college classes pre-approved by the counselor receive a credit value of 5 regardless of the number of college units the course is worth. Grades earned in Gridley High School Honors courses (H), Advanced Placement courses (AP) and transferable pre-approved college courses will be weighted when calculating GPA.

#### **Regular GPA**

A= 4 points  
B= 3 points  
C= 2 points  
D= 1 point  
F= 0 points

#### **Weighted GPA**

A= 5 points  
B= 4 points  
C= 3 points  
D= 1 point  
F= 0 points

## Attendance Information

Regular attendance and classroom participation are essential to the educational process. Missing class presentations, discussions, lectures, demonstrations and laboratories can be detrimental to the student achievement, grades and even to the progress of the class itself because students with poor attendance slow down the pace at which the class can advance.

### ABSENCES

#### A. PROCEDURE FOR CLEARING AN ABSENCE

When a student is absent from school, the parent/guardian can clear an absence by phone call, email or by sending an ink written note on the day the student returns to school. The following information should be provided:

- a. Date of the note
- b. Student's name
- c. Exact date(s), or hours of a day, missed
- d. Nature of illness or other reason for absence
- e. Parent/Guardian signature

The parent and student will be held responsible for **clearing the absence within two days**. After two days, the absence will become unexcused. **An unexcused absence cannot be cleared after 5 school days from the date of absence.**

An anticipated absence should be reported to the Attendance Office by the student's parent or guardian. It is the student's responsibility to make homework arrangements with each individual teacher to minimize the impact of the absence. See "Extended Absences" for extended absences. The Attendance Office telephone number is 846-4791 ext. 6055.

#### B. Excused absences

Note: **Ten (10) excused absences are considered excessive.** Education Code Section 48260 - Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse more than three (3) days or **tardy or absent for more than a 30-minute period during the school day without a valid excuse or three occasions in one school year**, or any combination thereof, is truant and shall be reported to the attendance administrator or superintendent of the school district. **Parents are responsible for a child's attendance from age 6 until age 18 (Ed Code 48200).**

Students are excused for justifiable personal reasons including, but not limited to:

- health reasons (may need to be verified)
- appearance in court (must be verified)
- DMV appointments
- religious observance or ceremony (must be prearranged)
- employment conference (must be verified)
- student is the custodial parent of a child who is ill

At the discretion of the administration, students may be excused for other personal reasons. These include, but are not limited to: visits to colleges (must be verified), family necessity (must be explained), and personal emergencies (must be described).

#### **C. Unexcused Absences**

Unexcused absences are those which do not come under any definition of excused absences. This includes absences in which a student stays out of school for reasons that are not legal. These include, but are not limited to: oversleeping, being too tired to attend, hunting, fishing, travel out-of-town, personal business, shopping, or skiing. While permission for these absences may be granted by the parent, there is no legal right to allow a student to miss school for these reasons.

GHS takes great pride in the education of our students. Students who purposely do not report to their assigned classes will be reported as a cut. Leaving the classroom prior to dismissal by the teacher is to be referred to administration for discipline. Consequences may include loss of lunch time off campus privileges, Saturday School, or further discipline

Students who continue to have habitual absences, either excused or unexcused, may be referred to SARB (Student Attendance Review Board).

It is also important to note that students suffer by not being present to receive the academic instruction which could result in loss of credit.

#### **D. Outside Passes**

Except for lunch, students are not permitted to leave campus during the school day unless they are excused through the Attendance Office and are issued an Outside Pass. Outside Passes are issued only on the authority of a parent's note and must specify the exact time and reason for leaving campus. Students who return to school must check back in with the Attendance Office. If an outside pass is issued for an appointment with a doctor, dentist, lawyer, etc., students are required to bring a note back from the office where they attended their appointment. Students must get an Outside Pass before leaving campus, including for illness. If a student will be out following the lunch period they must obtain an outside pass prior to leaving for lunch. Any absence initiated by a student leaving campus without obtaining an Outside Pass will be treated as a cut. Failure to obtain an outside pass may result in disciplinary action. Doctor's notes must be turned into the attendance office upon return to school.

#### **E. Attendance Policy**

The Board of Trustees and the faculty and staff of Gridley High School District believe that attending classes is the fundamental requirement of a successful education, and is held by all to be the highest degree of importance.

Specific attendance policy regulations are as follows:

1. Being tardy more than thirty (30) minutes is considered to be an unexcused absence.
2. Students leaving class without permission will be marked with a cut, and lose off-campus lunch permissions.
3. Students attending school-sponsored field trips, activities, or traveling with athletic teams during the regular school day are considered to be in attendance.
4. Absences due to suspension shall be considered unexcused absences.

5. **Parents must clear their student's absences immediately. After 5 days, the absence can no longer be cleared due to Attendance rules.**
6. After a 3<sup>rd</sup> consecutive absence due to illness in a semester, verification of the student's illness by a doctor may be requested.
7. Nothing in this policy shall prevent a teacher from considering class participation in the determination of a class grade, especially in the case of unexcused absences.
8. When a student's absence has been requested in writing by the parent or guardian and approved in advance by the principal and/or the principal's designee, a student may be excused for court appearances, personal emergencies, family necessity, visits to colleges, employment conferences, and/or school-approved conferences. Students will have full make-up privileges although the school does not receive state funds for these absences. To avoid issuance of unexcused absences, permission for such absences is to be requested in writing and in advance whenever possible.
9. Students with excessive unexcused absences are subject to referral to the SARB Board.
10. Students cannot leave campus without an outside pass from a school official.
11. Parents will be notified following the third absence of their student. Notice will be by regular United States Postal Service mail service.
12. **Students that purposely cut a class or are not present without a valid excuse from their legal guardian shall not participate in extracurricular activities such as FFA, Athletics, CTE experiences on the day of the cut or the following school day.**

#### **Teachers' Absence Policies:**

Teachers are expected to inform students in writing of their grading policies. Students should pay careful attention to these policies and to the ways attendance might affect their grades in class. In many courses, the academic goals set by the District and by the individual teacher cannot be met by students with large numbers of absences, whether these absences are excused or not.

#### **GUSD SARB (Student Attendance Review Board) PROCESS SUMMARY**

<b>Days/Periods Absent</b>	<b>Letter Sent</b>	<b>Outcome</b>
3 truant absences	Letter 1	Copy to permanent record Copy to SARB folder
6 truant absences	Letter 2	Copy to permanent record Copy to SARB folder
9 truant absences	Letter 3	Copy to permanent record Copy to SARB folder Attendance meeting District SARB referral made
Continued truant absences	Referral to SARB DA referral	Copy sent to School Welfare office, BCOE Copy to permanent record Copy to SARB folder



**TARDIES**

Any student who enters the classroom or instructional area after the bell rings is tardy. Students arriving late to class interrupt the instructional process and cause a delay in beginning instruction. Students are given a five (5) minute passing period between classes. A backpack will accommodate carrying books for more than one class and minimize the need for being tardy. Unexcused tardies, occurring during school, regardless of the reason, will result in disciplinary action as follows\*:

<b>Days/Periods Tardy</b>	<b>Letter Sent</b>	<b>Outcome</b>
4 periods	Letter 1	1 Lunch Detention/loss of Off Campus Privileges
7 periods	Letter 2	2 Lunch Detentions/loss of Off Campus Privileges
10 periods	Letter 3	3 Lunch Detention/loss of Off Campus Privileges/Meeting with Administrator
13 periods	Letter 4	1 Saturday School OR 4 After School Campus Beautification
15 periods	Letter 5	Consequences determined by Administration

**\*Refusal to serve lunch detention or Saturday school will result in defiance of authority and could result in a suspension. This is an administrative decision.**



# Student Responsibilities and Expectations

Gridley High School is committed to providing an orderly, safe, caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations are encouraged. School officials recognize the need to take appropriate action whenever the safety and order of the campus is threatened. In accordance with Education Code 35291.5, the school may, at its discretion, adopt rules and procedures on school discipline applicable to the school. For schools that choose to adopt rules pursuant to this article, the school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline.

## **Academic Integrity**

Cheating is the intentional fraud or deception for the purpose of improving a grade or obtaining course credit and includes all behavior intended to gain unearned academic advantage. Cheating includes either helping or attempting to help another person cheat. Plagiarism is using someone else's words or ideas without properly citing them. The CSU academic integrity policy distinguishes between misuse of sources and intentional plagiarism. If a student makes an attempt to identify and credit his or her source, but does so improperly, he or she will not be penalized according to our policy. However, students should make every effort to learn the proper format for correctly citing sources, since this is an essential aspect of academic work.

Intentional plagiarism occurs when the student “deliberately uses someone else’s words, ideas or other original material without acknowledging its source” and in doing so, represents them as his or her own. This includes borrowing another’s phrases or citations, cutting and pasting paragraphs or sentences without acknowledgement, or borrowing ideas from someone without citing them.

## **Examples of Cheating**

- Copying from another student’s test.
- Allowing another student to copy from your test.
- Using unauthorized notes or electronic devices during quizzes or exams.
- Using your cell phone or Chromebook to text answers to other students during quizzes or exams.

## **Examples of Plagiarism**

- Downloading sections of a paper from a website without acknowledgment.
- Copying sentences or paragraphs from a book or website without citing them, without quotation marks when appropriate, or both.
- Turning in a paper someone else has written, and representing it as your own work.
- Having someone else write a portion of your paper (even a sentence).

## **Consequences**

Any incidence of cheating/plagiarism will result in loss of credit for the assignment in addition to possible other sanctions imposed by the teacher as outlined in their class policy. If multiple cheating/plagiarism incidents continue, the teacher may refer the student to the administration.

**Classroom Rules Policy**

Teachers have discretion for establishing classroom rules, which all students are expected to follow. Refusal to follow class rules will be considered defiance. Classroom management policies are to be included in the teacher's course syllabus.

**Conduct at School Activities**

Students are expected to exhibit proper behavior at all school-sponsored activities. This includes no heckling or inappropriate signs, posters, gestures, language or littering.

**Coming and Going Rule (Education Code-44807):**

Students may be held to strict account for their conduct on school campus, as well as for their conduct on the way to and from school, during breaks, and during lunch.

**Disciplinary Referrals:**

All of the following infractions of school rules and policies may result in immediate suspension from school for a period to be determined by the nature and severity of the offense. Depending upon the nature of the offense, first offenses may require a conference with a parent/guardian and other appropriate actions may be determined by the referring school official or administrator.

Referrals will be issued for (but not limited to) the following infractions:

- Confronting/disrupting behavior in class
- Gambling
- Gang related activity
- Inappropriate language
- Inappropriate writing
- Refusal to surrender confiscated device
- Racial slurs

Ed. Code 48900 Infractions (suspendable offenses):

- Defiance
- Fighting
- Tobacco
- Vandalism
- Habitual Profanity
- Obscene or vulgar acts
- Possession or use of alcohol
- Possession of drugs or paraphernalia
- Stealing
- Possession or brandishing a weapon
- Possession or use of explosive devices
- Selling drugs
- Possession or use of a firearm
- Hazing
- Sexual harassment

**Due Process in School Discipline (Education Code-48911-48914)**

Before a student is suspended, a conference with the student, and the teacher, supervisor or school employee who recommended the discipline referral must occur. At the conference, the pupil must be

informed of the reasons for disciplinary action and the evidence against him or her. The pupil will be given an opportunity to present his or her side of the story and any evidence in defense of actions leading to the recommendation of suspension. Anytime a pupil is suspended from school, a school employee must make a reasonable effort to contact the pupil's parents in person or by telephone, and the parents must be handed or mailed the necessary documentation related to the suspension. Parents have the right to request a meeting to review the suspension, policies, and other matters related to the suspension.

**Electronic Bullying (Penal Code): 528.5.**

(a) Notwithstanding any other provision of law, any person who knowingly and without consent credibly impersonates another actual person through or on an Internet Web site or by other electronic means for purposes of harming, intimidating, threatening, or defrauding another person is guilty of a public offense.

**Extra/Co-Curricular Activities – Code of Conduct**

Extracurricular activities are those student activities which generally take place outside of the classroom setting which students voluntarily attend and for which no grade is assigned. (Athletics, activities, dances, etc.). Co-curricular activities are those which generally take place outside of the classroom setting in which students are required to attend and for which class credit is given. (Conferences, fairs, meetings, class performances, etc.).

All activities, if conducted under the name of Gridley High School or any G.H.S. school class or organization, shall be regulated by the same rules that apply at school and found elsewhere in this handbook. Participation in extra-curricular/co-curricular activities may be contingent upon students not carrying any outstanding fines or fees.

**In-house Suspension (Education Code-48911.1-48911.2):**

This section allows a suspended student to be assigned to a supervised suspension classroom for the entire period of the suspension instead of being sent home, if the pupil poses no imminent danger or threat to the campus, pupils, or staff. Each pupil is responsible for contacting his or her teacher to receive assignments to be completed.

**Lunch and Recess-Restriction of (Education Code-44807.5):**

The governing board of a school district may adopt reasonable rules and regulations to authorize a school to restrict for disciplinary purposes the time a pupil under their supervision is allowed for recess and lunch. Students are able to receive lunch through the school but will not be allowed to leave campus if assigned detention during lunch.

**Posting and/or Distributing Signs/Flyers On Campus**

All signs and flyers must be approved by the principal or the principal's designee before being distributed or posted on campus.

**Public Displays of Affection**

Overt public displays of affection are to be avoided. Good judgment should be used to avoid embarrassing situations and the possibility of disciplinary actions. This rule applies at school and at school-sponsored events. A student should never place his or her hands on another student's breasts, genitals, or buttocks. A determination of any inappropriate display of affection will be determined by school officials.

### **Questioning and Apprehension by Sheriff's Office**

School officials have a responsibility for students on campus. School officials are also required to immediately notify parents whenever the police remove a student from campus, except in the case of suspected child abuse (EC 48906). School officials also have a need to obtain basic information about why an officer or detective will be contacting a student, in the event parents ask. They may not interfere with a criminal investigation.

### **Search and Seizure**

School officials may conduct searches of students, without a warrant, based on a reasonable suspicion that a student or students are, or have been, in violation of a school rule or regulation or a criminal law (Ed Code 49050).

School Officials may also periodically conduct "health and safety" inspections of all lockers in order to dispose of old food and other discarded items. School officials may seize any weapons, drugs or paraphernalia discovered in the search. Property that is a threat to the safety and security of students and/or staff may be seized. Items used to disrupt or interfere with the educational process may be removed from a student's possession and returned to parents/guardians or given to law enforcement officials.

### **Site Safety Plan:**

As required by law, the school maintains a site safety plan. This is available for review at the site. For safety reasons, this is not posted publicly on our website.

### **Student Community Service (Education Code-48900.6):**

Administration or designee may require a student to perform community service on school grounds during non-school hours, or, with parent/guardian permission, on or off school grounds. Such community service may include, but not limited to, work performed in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

### **Suspension/Expulsion (Ed. Code 48915)**

Suspension means the exclusion of a pupil from regular classroom instruction. A pupil will be suspended for any of the reasons enumerated below, upon a first offense, if the Principal or his/her designee determines that the pupil's presence causes a danger to persons or property or is a threat to disrupting the instructional process.

The school Principal must refer a student for expulsion or explain in writing to the Board of Trustees the reason why expulsion is appropriate for the following offenses:

- Causing serious physical injury to another person, unless the student was acting in self-defense
- Possession of a weapon, explosive, or other dangerous object
- Possession of a controlled substance
- Robbery
- Extortion
- Assault or battery against a school employee

Students who are suspended off campus must remain away from school grounds and any school activity and be under the direct supervision of a parent or guardian for the duration of the suspension.

If a student is in possession of a firearm or explosive, brandishes a weapon at another person, sells a controlled substance, commits or attempts to commit a sexual assault, or commits a sexual battery, the school principal **must** suspend that student and refer him or her for expulsion and the Board of Trustees **must** expel.

**Suspension by a Teacher (Education Code - 48910-48913):**

A teacher may suspend a pupil from class for the day of the act plus one day following (two-day maximum). Immediately after suspending a pupil from class, the teacher will report the suspension to administration and send the pupil for appropriate action. As soon as possible, the *teacher must ask the parents to attend a parent-teacher conference regarding the suspension*. If practicable, a school counselor or psychologist should attend the conference, and if the parent so requests, a school administrator should be present. In lieu of suspending the pupil, the teacher may refer the pupil to the Principal or Principal's designee for consideration of a suspension from school.

## Notices and Appendices

### **Title IX Policy:**

It is the policy of Gridley Unified School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de Gridley Unified School District no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

### **Initiation/Hazing/Harassment/Intimidation**

Physical or verbal harassment, physical abuse, profanity, slurs and any other actions or works, actual or perceived, are not permitted and could result in a school suspension. Harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Students who feel they are victims of harassment of any type may file a formal written complaint in the office. "Pantsing" will result in an automatic suspension and possible expulsion.

### **Gridley High School Anti-Harassment Policy:**

1. Everyone at GHS has a right to feel respected and safe. Consequently, we want students to know that our policy is to prevent sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation or disability:
  - a. Name calling, teasing, derogatory comments, slurs or gestures
  - b. Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
  - c. Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - d. Graffiti, offensive or graphic posters or book covers
  - e. Derogatory notes or cartoons
  - f. Unwelcome touching of a person or clothing, grabbing, fondling
  - g. Violent acts or threats
3. Any student who engages in the sexual harassment of anyone within the school community may be subject to disciplinary action up to and including expulsion. Prohibited sexual harassment includes, but is not limited to "unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature" (Education Code 212.5, 48900.2). Other types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to, unwelcome leering, sexual flirtation/propositions, unwelcome sexual slurs/epithets/threats/verbal abuse, sexually degrading descriptions, graphic verbal comments, sexual jokes/stories/drawings/pictures/gestures, spreading sexual rumors, touching an



individual's body or clothes in a sexual way, cornering/blocking of normal movements. If students believe that they or someone else has been the victim of harassment or intimidation they should report the alleged acts to a teacher, counselor, principal or any other staff member.

4. Gridley High School takes seriously all reports of sexual harassment and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation or disability and will take all appropriate action to investigate such claims, to eliminate the harassment and to discipline any persons found to have engaged in such conduct.
5. GUSD will also take action if anyone tries to intimidate the students or take action to harm them because they made such a report.
6. This is a summary of this District's policy against sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability. A complete copy of the policy is available at the school office upon request.

### **Non-Discrimination**

The Governing Board of the Gridley Unified School District is committed to equal opportunity for all individuals in education. Gridley Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, gender expression, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities. The following individuals represent the appropriate titles for communication purposes:

1. Title IX Officer: Justin Kern: 530-846-4393
2. 504 Coordinator: Jeneé Corum, Ed.D.: 530-846-4791

### **Mental Health Services**

Gridley Unified School District has compassionate, well trained counselors to help students and their families with mental health concerns. **Should you desire to reach the mental health counselor for confidential counseling, please email Jasmine Ramos at [jramos@gusd.org](mailto:jramos@gusd.org). You may also contact any teacher, secretary, or administrator on campus to assist you in connecting with our counselor.**

<p><b>988 Suicide &amp; Crisis Lifeline</b> (formally known as the National Suicide Prevention Lifeline) Call or text 988 or chat <a href="https://988lifeline.org">988lifeline.org</a></p> <p><b>24-Hour Crisis Services</b> 1 (800) 334-6622 OR 530-891-2810 560 Cohasset Rd. Suite 180 Chico, CA 95926</p> <p><b>Stabilization Line</b> 530-891-3277</p> <p><b>Resource needs in Butte County</b> Dial 211</p>	<p><b>En Español- Línea de Prevención del Suicidio y Crisis</b> Llama o envía un mensaje de texto 988</p> <p><b>Crisis Text Line</b> Text HOME to <b>741741</b> anywhere in the US</p> <p><b>North Valley Talk Line (Warm Line)</b> 1-855-582-5554 NON-CRISIS, PEER SUPPORT Open 4:30 p.m.-9:30 p.m. Every Day</p> <p><b>Behavioral Health Youth Screenings</b> <b>*By appointment only*</b> Chico Youth 530-891-2945 Gridley Youth 530-846-7305</p>
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<b>Drug &amp; Alcohol Screenings</b>		Oroville Youth	530-538-2158
Chico	530-879-3950	<a href="http://suicideispreventable.org">suicideispreventable.org</a>	
Oroville	530-538-7277		

### **Gridley Unified School Counselors**

Some of our district counselors provide short-term individual and group counseling for students who are struggling with at-risk behaviors, provide behavioral techniques for teachers, parent consultations, education and resource linkage. If your student is in need of a mental health referral, please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.

### **Uniform Complaint Procedure**

*Gridley High School* has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Gridley High School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

**Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:** Mrs. Rikki-Lee Burresch, Principal, Gridley High School, 300 East Spruce Street, Gridley, CA 95948.

**GRIDLEY UNIFIED SCHOOL DISTRICT  
COMPUTER SYSTEM / INTERNET / E-MAIL  
ACCEPTABLE USE AGREEMENT**

Gridley Unified School District provides technology resources to its students and staff in the furtherance of its educational and business purposes. It is the District's goal to promote educational excellence in the District's schools by providing technological resources, facilitating innovation, and improving communications with the support and supervision of parents, teachers, and staff. The use of these technology resources is a privilege, not a right.

Access to the computers and people all over the world through the District's Computer System entails potential access to material that may not be considered to be of educational value in the context of a school setting. The District believes that the value of the information, interaction, and research capabilities available through computer technology outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of School District activities. All users are expected to use the District's Computer System in a responsible, ethical, and polite manner. Computer hardware needs to be handled in a safe and secure manner. Parents are strongly encouraged to be involved in their children's computer use and to guide them in ethical and proper use. This document is intended to clarify the terms and conditions of access to the Computer System and expectations as to its proper use.

**TERMS AND CONDITIONS**

**1. COMPLIANCE WITH EXISTING LAWS, REGULATIONS AND POLICIES**

The Gridley Unified School District's computer system is to be used for purposes consistent with the District's business and educational processes. All persons using the Computer System shall comply with all applicable laws and District policies including, without limitation, laws and policies regarding freedom of speech, profanity, obscenity, privacy, copyright, and misuse of computers generally. Persons using the Computer System are required to comply with student and employee conduct requirements generally as well as with the provisions of the Agreement. Users shall report any security problem or misuse of the network to the Superintendent or designee.

**2. DEFINITIONS**

- 2.1. District Computer System.** All hardware, software, operating systems, data, data storage media, networks and related devices, and data transmission and communications equipment and services (including internet access and e-mail). This includes our Google domain, Aeries, Chromebooks and the google app features within it.

- 2.2. **User Area.** A user area comprises that portion of the District Computer System reserved for the personal use of an individual user including, but not limited to, user data files, programs, dynamic system work areas, or any other storage or processing resources dedicated to the user.

3. **COMPUTER SYSTEM ACCESS AND USE**

- 3.1. **Student Email.** The Gridley Unified School District provides students with their own Google Gmail account under our domain. This email is used to communicate course projects and assignments with teachers and other students. Students are expected to be respectful and use appropriate language.
- 3.2. **System Etiquette.** Users are expected to be courteous while using the Computer System. Users shall not send or display material that is obscene, rude, offensive or hate-based, or that could be construed as harassing to others based on their race, national origin, gender, sexual orientation, age, disability, religion, political, belief or other protected characteristic. This applies to all email and computer programs.
- 3.3. **Messages.** Users should not indiscriminately address messages to broad audiences. Message addressing should be narrowly tailored to the purpose at hand. Messages should only be sent to known recipients or locations. Messages or other materials should not be sent with misleading titles.
- 3.4. **System Modifications.** Users may not modify or alter the Computer System in any way except under the express direction of the District's System Administrator. Modification and alteration of the Computer System does not include ordinary operations involving saving and deleting user-generated files created in the furtherance of District business or education purposes.
- 3.5. **Disclosure of Personal Information.** Disclosure of users' own or others' home address or telephone number information on the Computer System is prohibited.
- 3.6. **Privacy / Computer System Monitoring.** User information, data, and communications, including emails, transmitted over the Computer System or contained in any part thereof is not private or subject to privacy.

**Williams Complaint Classroom Notice for 2022-2023**  
**Gridley Unified School District**



***Notice to Parents, Guardians, Pupils, and Teachers***

Pursuant to California *Education Code* § 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, or if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.gusd.org>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

**Williams Complaint Classroom Notice for 2022-2023**  
**Gridley Unified School District**



Notificación para padres de familia, tutores legales y maestros

Derecho de presentar quejas  
Formulario muestra de quejas uniformes

Padres de familia, tutores legales, alumnos y maestros:

Según el Código de Educación de California Artículo 35186, se le notifica que:

1. Debe haber suficientes libros y materiales de instrucción. Eso significa que cada alumno, incluyendo a los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.
2. Los predios escolares deben estar limpios, seguros, y deben mantenerse en buen estado.
3. No debe haber falta de maestros ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la certificación apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a alumnos que aprenden inglés, si es que están presentes en la clase.

Falta de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación al principio del año escolar y por todo un año, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y por un semestre completo.

Una asignación incorrecta significa que un empleado con certificación es colocado en un puesto de maestro o proveedor de servicios sin tener una certificación o credencial legalmente reconocida, o colocado en un puesto de maestro o proveedor de servicios que el empleado no está legalmente autorizado a ocupar.

4. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o por medio del sitio Web que se indica a continuación: <http://www.gusd.org>. También se puede imprimir una copia del formulario del Departamento de Educación del Estado de California del sitio de la Web que se indica a continuación: <http://www.cde.ca.gov/re/cp/uc/>.

Preguntas: Departamento de manejo de quejas de los programas categóricos (916) 319-0929

# ESPERANZA PARENT & STUDENT HANDBOOK

## 2023-2024

### Gridley Alternative Education Complex

581B Jackson Street

Gridley, CA 95948

**Phone: (530) 846-6721**

Fax: (530) 846-2435

Home of the Eagles



### GRIDLEY UNIFIED SCHOOL BOARD MEMBERS

President  
Clerk  
Member  
Member

Eric Waterbury  
Art Cota  
Cheryl Argetsinger  
Sonia Zarate

Member  
Member  
Member

Stacy Anthony  
Brandon Oakley  
Kirsten Storne-Piazza

### ESPERANZA ADMINISTRATION

Superintendent      Justin Kern  
Principal              Maggie Daugherty

### COUNSELING

Savannah Welz

### SUPPORT STAFF

Secretary/Registrar Emma Ceballos

### TEACHERS

Chuck King  
Beth Miller

*Please keep this manual for future reference.*

*Approved, Board of Trustees,*

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## **ESPERANZA VISION AND MISSION**

**Vision Statement:** The basic goal of Esperanza High School is to provide a positive environment where all students are encouraged by administration, teachers, staff, and parents to become life-long learners, to earn a high school diploma or its equivalent, and to be responsible members of the community. In order to accomplish this basic goal, emphasis is placed on assessment of individual needs and pursuit of individual goals. We are a united, committed school community driven to...

- CONNECT all students to our positive school culture;
- ACCELERATE all students' interpersonal and academic skills;
- LAUNCH all students into their post-secondary goals.

**Mission Statement:** The mission of Esperanza Alternative High School is to provide students with a nurturing learning environment that promotes academic achievement, fosters personal growth, respect for the rights and diversity of others, and cultivates the attitude, skills and values necessary for students to become lifelong learners, responsible citizens, and productive members of society.

### **EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR's)**

All students will be life-long learners and demonstrate higher order thinking skills of application, analysis, synthesis and evaluation in their assignments and class activities. All students will demonstrate their personal sense of striving for quality by setting, pursuing and accomplishing realistic and challenging goals for themselves.

In order to accomplish this, all Esperanza students will:

#### **SHOW COMPETENCY IN BASIC ACADEMIC SKILLS**

This may be demonstrated by one or more of the following:

- Meeting district graduation requirements and attributes
- OR passing the GED or the California High School Proficiency Exam

#### **DEVELOP PERSONAL MANAGEMENT SKILLS**

This may be demonstrated by:

- Accountability for personal decisions and behaviors
- Problem solving and adapting to changing situations
- The ability to establish immediate and long term goals
- Utilization of available campus/community resources
- Effective personal organization techniques

#### **DEVELOP EFFECTIVE COMMUNICATION SKILLS**

This may be demonstrated by:

- Effective listening, speaking and writing skills
- Ability to use clear, understandable and appropriate language in their communication, including the use of social media and other 21st century technologies.
- Ability to establish and maintain healthy relationships

#### **DEVELOP GLOBAL AWARENESS**

This may be demonstrated by:

- Understanding and acceptance of diverse cultures, values and points of view
- Awareness of their role as a citizen in the local, national and global community
- work cooperatively and collaboratively with others using 21st century skills and abilities to achieve vocational and personal goals
- Understanding the personal responsibility of offering their time, talents, and energy to improve the quality of life at home, in school and the community

#### **BE PREPARED FOR EMPLOYMENT**

This may be demonstrated by:

- Completing a job skills program
- Understanding employer expectations and create clearly and neatly written job documents
- Punctuality reliability, preparedness
- Appropriate dress, hygiene, language and self-presentation
- Self-initiative and motivation
- Ability to take/follow directions and work with others

Dear Students and Parents/Guardians,

Welcome to the 2023-2024 school year! All of us at Esperanza High School sincerely hope that this school year will be rewarding and successful. The purpose of this handbook is to acquaint you with the policies, regulations, and procedures of our program.

In keeping with the goal of Gridley Unified School District, it is the purpose of Alternative Education to provide a safe, nurturing environment that promotes a positive learning experience for academic success, effective citizenship, and constructive student conduct. Students on school grounds or in places within the school's jurisdiction are expected to abide by the rules and regulations that are established to achieve these objectives.

In 2021, Esperanza High's full accreditation was renewed by the Western Association of Schools and Colleges (WASC). Not only does this status increase future educational opportunities for your student, but additional programs and coursework will be developed for students enrolled in Esperanza.

Our program continues to change and evolve to best meet the needs of our student needs.

If you have any questions regarding the information contained in this handbook, please give me a call.  
Sincerely,

Maggie Daugherty, Ed.D  
Esperanza Principal  
maggiedaugherty@gusd.org  
(530) 846-6721

**Non-Discrimination: The Governing Board of the Gridley Unified School District is committed to equal opportunity for all individuals in education. Gridley Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.**

- **Title IX Officer: Superintendent, Mr. Justin Kern: 530-846-4721**
- **Special Education Coordinator: Maggie Daugherty: 530-846-6721**

# **Electronic Device Policy**

## **STUDENT PHONE POLICY & GUIDELINES**

Students are expected to bring their Chromebooks charged every day to school. Replacement of charging cords for Chromebooks is \$15. Students may only check in & out Chromebooks or chargers with collateral before school, at break, or at lunch. If students habitually need to check out chargers or Chromebooks due to being unprepared for school, consequences may occur. Students will be provided with one set of wired earbuds for use while completing credit recovery on Edgenuity. Students may use their own wired earbuds but no wireless earbuds or headphones will be allowed.

In the school environment, cell phones have become a distraction, interruption, and a method of illegal exchange of information. We believe that phones have great utility. We have also found that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates. As such, we will be ***cell phone free during instructional time and work experience time.***

Students and parents are encouraged to see this as an opportunity for students to be “cell phone-free” for the bulk of their day, a desire that many parents have shared with administration of what they want of their students in the home setting. Students will have the opportunity to improve their soft skills employers and higher education institutions are looking for, including social and face-to-face communication and problem-solving skills. We appreciate your support as we hope to facilitate a more active, engaged, and productive student body.

**We will be making our school a phone-free space to improve teaching and learning** using a system called [Yondr](#). Yondr has been implemented in over 1,000 schools across 21 countries to facilitate an engaged learning environment. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student’s responsibility to keep their Pouch in good working condition.

### **DAILY PROCESS**

As students **Enter the Building**, they will:

1. Turn their phone off and collect their Yondr pouch.
2. Place their phone inside their Pouch and secure it in front of school staff.
3. Store their Pouch in designated location in each classroom.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and return it to the appropriate location. Students leaving early must come through the front office to drop off Yondr pouches.

If students arrive after 8:20 M-F or after 1:05 on M & F afternoons, they will need to lock their cell phones in the provided cell phone lock box in the main office the end of the day.

### **VIOLATIONS**

If a student is found to be in violation of the policy it will be processed in the following way:

#### Using Phone During School

If a student damages their Pouch or is caught on their phone, Administration will collect the cellphone/Pouch and call home.

A \$24 dollar fee will be owed in the event of any tampering or damage to the pouch.

#### The consequences will be as follows:

1st offense:

- Device will be held in the office until the end of the day.
- Student will sign for the device at the end of the day in the office.

2nd offense:

- A parent or guardian must collect the device at the end of the day in the office.
- The student will also be issued detention.

3rd offense:

- A parent or guardian must collect the device after a meeting with the student and principal or designee.
- The student will be required to sign-in the device into the office each morning and may retrieve it at the end of each day, or left at home per parent/admin agreement.

Additional offenses will be considered an act of defiance and may result in suspension. A student that refuses to comply with a request to surrender their electronic device by any member of the faculty and/or administrator will be considered defiant. Rules governing defiance will apply as outlined in the student handbook.

## How Yondr Works



### **POUCH**

As you enter the phone free space, your phone is placed in a Yondr pouch by our staff.



### **SECURE**

The pouch is closed and secured. It is handed back to you. You'll keep it throughout the event.



### **EXIT**

When leaving the space, you'll tap the pouch on an unlocking base to release your phone.

## Frequently Asked Questions

### **What if I want to reach my child during the school day?**

We want our students to be engaged in their learning. If you need to contact your child during the school day, contact the main office at (530) 846-6721. The office will relay any messages that may be urgent in nature to students for school hours.

### **What if there is a school emergency?**

In case of a school emergency, we direct our students to safety first, following our school emergency preparedness protocol. We do recognize that cell phones can be a safety/security tool as mentioned; however, they can be a detriment in the event of a real building emergency. They often can impede our protocols to manage such emergencies in a safe and effective manner. With this said, student phones can be accessed quickly in case of an emergency.

### **Will my student's phone be safe?**

Students are in possession of their phone - in their Yondr pouch - for the entire school day. We will advise students to store the pouch in their backpacks where it is completely safe.

### **What if the Yondr pouch gets damaged or a student is caught on their phone?**

The Yondr pouch is property of Esperanza High School. If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home for a Parent Pickup.

- In the event of any tampering or damage to the pouch, a \$24 fee will also be owed.

Examples of damage:



- Ripped
- Cut
- Torn
- Pen/pencil marks
- Bent/cut pin
- Signs of force to black button on flap

Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff.

## **NOTICE TO PARENTS AND STUDENTS:**

**OFFICE HOURS:** Office hours are Monday – Friday 7:45 a.m. to 4:00 p.m., and closed on legal and school holidays and the month of July. Please check with the Secretary.

### **SCHOOL HOURS:**

Esperanza High School

8:15 AM – 12:15 PM daily

1:00 pm—3:00 PM M & F credit recovery

**ENROLLMENT PROCEDURE:** Not all students are appropriate candidates or eligible for our programs. An advisory (counseling) meeting is scheduled with the principal for each potential applicant to review current and future academic and programmatic placements for appropriateness. Both parent and student must be present at this meeting. If you are enrolled at another school, continue attending until your enrollment is authorized at the counseling meeting with the Principal, and a start date is determined. You must remain continuously enrolled and attending school, without an unapproved gap in attendance.

Students wishing to transfer to Gridley High School from Esperanza High School must meet with the counseling staff at GHS. You can schedule an appointment by calling 846-4791 ext 229.

### **Admission Criteria**

Students are referred to through their Academic Counselor and/or Administrator. Priority for admission goes to credit deficient GHS students who:

- Are in the 11th and 12th grade (priority to 12th graders)
- Have attended an orientation meeting and completed required paperwork
- Are committed to earning credits by completing coursework and attending class
- Are willing to participate in job shadows, internships, work experience, and service learning

**PARENT RIGHTS & RESPONSIBILITIES:** The Superintendent recognizes that parents/guardians have certain rights as well as responsibilities related to the education of their children.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians may support the learning environment of their children by monitoring attendance, discipline, classroom behavior and conduct by supporting the adherence to school policies for conduct, ensuring that assignments are completed and turned in on time, following academic progress and contacting the school with any questions or concerns.

**NOTICE TO PARENTS & STUDENTS:** At the beginning of each school year, the principal or designee shall notify students and parents/guardians in writing with this handbook regarding school rules and expectations. Transfer students and their parent/guardian will also receive the same handbook at the time of enrollment. ALL parents and students sign an Acknowledgement of the Receipt of this Handbook.

**STUDENTS WHO TURN 18 YEARS OLD:** Eighteen year old students are considered as legal adults and are held accountable as such. Further, the Education Code no longer compels you to attend school—therefore, continued misconduct and/or lack of acceptable academic progress or attendance may be considered as grounds for your disenrollment from school.

## Esperanza Work-Based Learning Alternative Education Program

### Attendance

Required school attendance Daily 8:15am - 12:15 M&F 1- 3:00pm. All learners come to campus daily. Once learners have completed their onboarding and secured a “Leave to Learn” placement, learners only need to come to campus Mondays, Wednesdays, and Fridays. The “Leave to Learn” placement is considered their school coursework and follow under the same attendance guidelines.

### M/W/F Schedule

Period	Time	Class
1	8:15 – 9:00	Academic period
2	9:00 - 9:45	Academic period
Break	9:45 – 10:00	Break
3	10:00-10:45	Academic period
4	10:45 - 11:30	Academic period
4	11:30 - 12:15	Academic period
Lunch	12:15	Lunch
M/F	1:00-3:00	Credit Recovery

T/Th: Campus schedule (Leave to Learn schedule may be different for each student).

Period	Time	Class
1	8:15 – 9:00	Team building/credit recovery
2	9:00-10:00	Credit recovery
Break	10:00 – 10:15	Break
3	10:15-11:15	Credit recovery
4	11:15-12:15	Credit Recovery
Lunch	12:15	Lunch

### In-Class Instruction

Students will attend five Academic periods each day they are on campus. Students will be able to earn .1 credit per period per day. There will be 10 grading periods with a total of roughly 50 potential credits.

### Leaving to Learn

Students will earn 10 elective credits per semester by completing learning experiences on Tuesday’s and Thursday’s. Most students will earn these credits through participating in internships, job shadowing, or work experience. Some learners may earn credit by taking community college courses or participating in extensive service learning. The requirement is that students participate in learning outside of the classroom for a minimum of **8 hours per week**.

## Personal Wellness Course

All students will complete a 5 credit course on personal. Students must meet with their counselor a minimum of 4 times each semester and participate in at least one small group led by the counselor, along with additional requirements.

## Semester Credit Breakdown

In-Class Instruction	25
Leaving to Learn	10
Total (before credit recovery)	35 per semester/70 per school year

## Additional

If students do not embrace this program, they will attend Esperanza in the traditional manner (5 days a week, 8:15-12:15, 1:00-3:00 M&F). Esperanza has the right to not place students within the work-based learning program for any reason they deem appropriate. Parent support is mandatory for program participation. Students and families may be responsible for transportation to and from work sites.

## Program Description

- Blended instructional model on campus with a personal learning facilitator **three days per week** and participate in **job training, shadowing, internships, work experience, service learning, or community college courses two days a week, per the discretion of the Esperanza team.**
- Credit requirements to earn a diploma are aligned with GUSD

## Program Components

- **Direct Instruction** - Students come to school M/W/F for their core courses **8:15-12:15**
- **Credit Recovery** - Students must return to campus **1-3:00 PM** on M&F to work on Edgenuity. Role will be taken. This is mandatory time on campus. If students are not progressing adequately on credit recovery, T & Th from **1:00-3:00 PM** may become a mandatory class time for students.
- **Leave to Learn** - Internships, community college courses, or employment
  - Career interest inventory, reflection, and goal setting
  - Soft skills training
  - Potentially earn job related certification
- **Personal Wellness** - Individual and small group counseling
  - All students are required to meet with counselor at least once per month
  - All students participate in at least one group per semester. Groups will last 6-8 weeks. Topics include soft skills, anxiety, depression, healthy relationships, managing anger, drug and alcohol use.

## Work-Based Learning Goals

- All students are assigned to a Learning Facilitator who will remain with them throughout their time at Esperanza.
- Each learner works closely with their Learning Facilitator or School Counselor to identify areas of interest and potential career paths.
- Learning Facilitators will average **15** learners assigned to their cohort. In most cases, students that enter Esperanza as an 11th grader, will remain with the same Learning Facilitator, in the same cohort, for two years.
- Students will develop healthy habits and mindsets that will help them be successful as they transition out of high school.
- Students will benefit from partnerships with local community colleges and businesses so that they have a variety of viable options after high school.
- Students will practice professionalism (norms and behaviors,) and understand and apply personal and professional boundaries.
- Students will demonstrate confidence and appropriate self-expression by facing fears, overcoming resistance, building resilience, and working as a team.
- The aim is for students to earn all of the credits they need for a high school diploma while also preparing them to enter the workforce after graduation.



## **Community Partnerships**

By partnering with employers in the community, Esperanza can tailor instruction to the specific skills students need to begin employment. The first few weeks of the semester focus on soft-skills like handshakes, dress code, and communication techniques, and then students are released to the industry partners to begin working.

## **GRADING POLICY IN OUR PROGRAMS:**

Esperanza utilizes four-week grading periods, rather than the traditional semester model that GHS uses. In the traditional model, credits are only granted with a passing grade at the end of each semester; students earn either five credits or zero credits. Instead, students at Esperanza receive credits posted to their transcripts every three-four weeks—once you have “earned” the credits, they remain posted to the transcript regardless of performance in subsequent grading periods. These grading cycles are used for both current Junior or Senior-year courses and credit recovery courses.

- Students will earn .1 credits per day for they are in attendance and do the class work. If students attend all school days, this allows them to earn more than 10 credits per class. If students miss more than 10 minutes of class, they will not earn their daily credit.
- If students have perfect attendance in a grade session, they will earn a credit bonus.

All courses in Credit Recovery are completed through Edgenuity Online Learning System. So courses will be broken down into 1 unit (1 credit) courses, while others may be assigned as a semester course (5 credits).

- Students scoring 90% or over on the unit will receive 1.50 credits for that unit.
- All written responses must receive a score of 70% or greater, or the assignment will be returned to you to re-submit.
- All tests must be taken at school, during credit recovery. No tests will be “opened” for students to take at home.
- **Minimum effort will be graded accordingly, and optimum effort will also be graded accordingly. The choice is up to the student.**

**ACADEMIC POLICY:** Grades are one of the measuring tools used to report to parents/guardians the student’s progress on given concepts in all subject areas. Academic grades are based on standards of achievement. Grades are based on points earned for daily classroom assignments, homework, quizzes, projects and tests. The grades will reflect the following percentages of points:

95% to 100%	=	A	90% to 94%	=	A-
87% to 89%	=	B+	83% to 86%	=	B
80% to 82%	=	B-	77% to 79%	=	C+
73% to 76%	=	C	70% to 72%	=	C-
67% to 69%	=	D+	63% to 66%	=	D
60% to 62%	=	D-	Below 60%	=	F

**ASSIGNMENTS:** For students attending Esperanza, there are two types of assignments: the daily class work and online, independent assignments or projects for semester credit. Class work must be handed in at the end of the period to receive credit. Students who are not in school that day on an APPROVED absence (see

Attendance Policy) will have the same number of days they were absent to turn the work in for credit. For example, if a student was absent for an approved reason (per the Attendance policy) on Monday and Tuesday, they can obtain the class assignment from the teacher on Wednesday and it is due back by Thursday at the end of school if the student wants to receive academic credit. *Online courses are all semester classes, and the final grade will be determined by the assignments and projects that are submitted for grading. Missing assignments can contribute to a lower or failing grade.*

**GRADUATION REQUIREMENTS:** In order to earn a diploma of high school graduation, Gridley Unified School District requires each student meet credit and subject requirements as outlined in the table below. Gridley High School has slightly different requirements for graduation, with 220 credits required for graduation.

In order to participate in the commencement exercises, a student must have completed all diploma credits the week prior to graduation, maintained appropriate school behavior, and paid all outstanding fees/bills owed to Gridley Unified. Students must also attend graduation practice to be eligible to participate in the ceremony. Students graduating from Esperanza with Esperanza graduation requirements will only be allowed to participate in Esperanza's graduation ceremony.

<b>SUBJECT REQUIREMENTS</b>	<b>Credits</b>
English	40 credits
Math	20 credits
Algebra 1 (Integrated Math)	10 credits
Life Science	10 credits
Physical Science	10 credits
Science Elective	Not required
Geography	Not required
World History	10 credits
United States History	10 credits
Government/Economics	10 credits
Foreign Language/Fine Art	10 credits
Physical Education	20 credits
Electives	50 credits
<b>Total credits FOR DIPLOMA</b>	<b>200 credits</b>

#### **TRANSCRIPTS:**

Instead of report cards, students will receive updated transcripts every 3-4 weeks. At parent request, a copy will be sent via email to parents. Parents can also request a weekly session log for Edgenuity, our online credit recovery program.

#### **ALTERNATIVE PROGRAMS AND ALTERNATIVES TO THE HIGH SCHOOL DIPLOMA:**

*Early Graduation* - Students who have completed all graduation requirements required by the Gridley Unified School Board are eligible to graduate once credits are completed. Students and parents/guardians choosing this option should understand that the student will no longer be eligible to participate in Esperanza High School activities as they will no longer be considered a student at Esperanza. The student may walk in the Spring Graduation Ceremony. For other graduation options, please see your school counselor.

### **COLLEGE ENTRANCE REQUIREMENTS:**

While completion of the requirements for high school graduation will allow admittance to a community college, it does not ensure entrance into all colleges, trade schools, state schools, etc. Anyone planning on higher education should determine the entrance requirements of the school he/she plans to enter. Regular meetings with your counselor will help you plan for your goals.

### **COUNSELING:**

School counselors work with students, parents and teachers to ensure a successful and enjoyable high school career for each student. Counselors guide students to create plans for the years following high school. Counselors monitor academic programs and progress very closely. Students having difficulty in their classes can benefit from SST (Student Success Team) Meetings and individual meetings with their Counselors. Student are able to meet with the counselor on a regular basis. Students are encouraged to email the counselor to schedule a meeting. Parents who wish to talk with a counselor or wish to discuss a particular situation regarding a specific class are encouraged to email or call the Counselor to schedule an appointment.

### **COURSES TAKEN OUTSIDE OF ESPERANZA:**

There is a limit of forty (40) credits a student can earn outside of Esperanza High School for remediation in order to receive the Esperanza High School diploma. Students wanting to take an outside course in lieu of Esperanza High School course on their high school transcript will need pre-approval by Administration. Examples of programs in which students might take courses in lieu of the Esperanza courses may include Butte College or Yuba College. Board Policy (AR 6146.11).

### **FINANCIAL AID FOR COLLEGE:**

To be considered for federal student aid next school award year, a student must complete a Free Application for Federal Student Aid (FAFSA). Please ensure you meet with your counselor to get all applicable deadline information. The application opens October 1st and it is due by March 2. However, it is recommended to submit the application before January. Anyone who plans to fill out the current FAFSA form should create an FSA ID as soon as possible. If you are required to provide parent information on your FAFSA form, your parent should create an FSA ID too. Because your FSA ID is equivalent to your signature, parents and students each need to create their own FSA IDs using their own unique email address and phone number. Parents should not create an FSA ID for their child and vice versa.

Students who are undocumented and/or Dreamers are invited to complete the California Dream Act application (CADAA). The California Dream Act allows undocumented students, DACA recipients (valid or expired), U Visa holders and students under Temporary Protected Status (TPS), who qualify for a non-resident exemption under Assembly Bill 540 (AB 540), Senate Bill 2000 (SB 2000) and Senate Bill 68 (SB 68), to receive certain types of financial aid such as: private scholarships funded through public universities, state administered financial aid, university grants, community college fee waivers, and Cal Grants. Please visit the following website for more information: <https://dream.csac.ca.gov>

### **INDEPENDENT STUDY:**

Short-term Independent Study may be requested **with a minimum of 5 days notice**, as there is a process students, parents, teachers and administrators must complete in order for the student and the school to receive no absences. The first step includes contacting the Attendance Office to set up an appointment with the Principal to review the process and sign the contract. It is imperative that students and parents understand that students must complete all assigned work in order to receive attendance credit.

## **ATTENDANCE POLICY:**

**ABSENCES & EXCUSES:** The Board of Trustees and the faculty and staff of Alternative Education believe that attending classes is the fundamental requirement of a successful education, and is held by all to be the highest degree of importance. Regular school attendance plays an important role in student achievement. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Superintendent shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. Specific attendance policy regulations are as follows:

1. Arriving late or leaving a class before the end of a period without permission is considered to be an unexcused absence. If students miss more than 10 minutes of class, they will not earn their daily credit. Students that are tardy more than 5 minutes will need to lock their phones in the provided locked cell phone box instead of their yondr pouches.
2. Absences due to suspension are considered as unexcused absences.
3. Students must clear all absences within two school days from their return to school. Absences will not be changed to "excused" regardless of verification if not cleared within the two school days allowed.
4. After a 5<sup>th</sup> absence due to illness in a semester, verification of the student's illness by a doctor may be requested.
5. This policy shall not prevent a teacher from considering class participation in the determination of a class grade, especially in the case of unexcused absences.
6. Students with unexcused absences are subject to school disciplinary action. If students are absent for extended periods of time, or habitually absent, Edgenuity can be shut off at staff discretion.
7. *The entire staff of Gridley Unified School District acknowledges that students who miss school for any reason are missing the opportunity to learn and advance their education.*

**EXCUSED ABSENCES:** Students are excused for justifiable personal reasons including, but not limited to:

1. Health reasons: Board policy states that a parent may excuse a student up to 10 days per school year without a doctor's note. Any absence after 10 days without a doctor's note will be unexcused.
2. Verified court appearance
3. Prearranged religious observance or ceremony
4. Verified employment conference
5. If the student is the custodial parent of a child who is ill, the child's illness must be verified by a physician.
6. Doctor's notes must be turned in to the attendance within two school days upon returning to classes. Failure to do so will result in an unexcused absence regardless if a doctor's note is turned in after the two school days of attendance.

**UNEXCUSED ABSENCES:** Unexcused absences are those which do not come under any definition of the excused absences section. This includes situations in which a student stays out of school for reasons that are not legal. These include, and are not limited to: oversleeping/being too tired to attend, parental appointments, babysitting, hunting/fishing, out of town travel, or any family or personal related reasons deemed necessary by a parent. While permission for these absences may be granted by the parent, there is no legal right to allow a student to miss school for these reasons. In addition to possible loss of graduation credits, students with unexcused absences may be denied make-up privileges, which may affect the student's

final grade. Additional disciplinary action may be taken against students with several unexcused absences then resulting in classification as a habitual truant.

**PROCEDURE FOR CLEARING AN ABSENCE:** When students who have been absent return to school, they are responsible for clearing the absence within 2 school days, or that specific absence(s) will be unexcused thereafter. Verify the reason for the absence using at least one of the following methods:

1. A signed written note (in ink) from parent with their phone number containing the following components: current date, student name, exact absence date(s), or hour(s) missed, and reason for the absence(s).
2. Conversation, in person or by telephone, between the verifying employee and the student's parents/legal guardian.
3. Written note from medical providers, court summons, employment appointment, etc.

**TARDY:** Any student who enters the school office, classroom or instructional area after the designated start time is tardy, with the clock in the school office as the official time. Students arriving late to class interrupt the instructional process and cause a delay in beginning instruction. A tardy occurring during school will result in disciplinary action. If students miss more than 10 minutes of class time, they will not receive the daily class credit. If students arrive 5 minutes after the start of the school in the morning or after lunch, they will be required to lock their phones up, in lieu of the yondr pouches.

1. Parents should call the office to advise their student is late or may escort them into the office to sign the student in, however this does not necessarily constitute an excused tardy.
2. A tardy that is not within the standards of California Education laws will not be excused.
3. Excessive and habitual tardiness will affect a student's grades due to missing crucial class time when the teacher explains assignments and are counted towards truancy absences.

**TRUANCY:** Students shall be classified as truant if absent from school without a valid excuse for three days in one school year *OR* tardy for more than 30 minutes to any period also without a valid excuse on three occasions, or any combination thereof. Parents are always informed by letter of the truancy process.

1. Upon the student's first or second truancy within the same school year, an appropriate school staff member shall make every effort to hold at least one conference with the student and parent/legal guardian to discuss resources available for achieving regular school attendance.
2. If the student earns a third truancy within the same school year, they will be classified as a "habitual truant."
3. Habitually truant students will be referred to the SARB (School Attendance Review Board) a truancy mediation program operated by Gridley Unified School District office, in conjunction with Butte County CWA (Child Welfare and Attendance), a probation officer (if applicable), and Butte County Juvenile Court, in accordance with the law.

**FIELD TRIPS:** Field trips, or excursions for the purpose of furthering a class's study of a particular subject, are recognized as an integral part of our instructional program. In planning such trips, teachers will take into consideration distance from school, transportation requirements, safety of students, adequate supervision, and expense. In cases where students are leaving campus, specific parental approval for individual children to participate will be obtained. All field trips will receive prior approval from the principal.

The option may arise for Students to take walks for PE credits or brain breaks supervised by a teacher. A field trip form must be signed for permission to participate in walks.

## **DRESS & GROOMING:**

Students must dress appropriately at school and at all school events. Learning to dress and groom appropriately will enable a student to adapt productively and responsibly to the demands and expectations of society. Consistently well-dressed and neatly groomed students will gain self-confidence in their ability to present themselves in a mature and respectful manner in a variety of social contexts. Personal fashion choices such as extremes in make-up, hair styles/colors, piercings, tattoos etc., may detract from a student's appropriate demeanor in the school setting.

Under the state constitution and applicable statutes, school authorities have the right and obligation to adopt rules and regulations governing the conduct and operation of the school, including those relating to student dress and grooming. The subject of appropriate dress and grooming is always a sensitive issue. It is our sincere hope that you will use the standards found within the following code as a guide in the spirit as they are intended. ***If you aren't certain, carry in the clothing item and check with the principal.***

***VIOLATIONS MAY RESULT IN THE REQUEST FOR YOUR PARENT TO BRING APPROPRIATE CLOTHING FOR YOU TO CHANGE IN TO, OR SUSPENSION FOR CONTINUED INFRACTIONS.***

**Modesty and Appropriateness:** Enough clothing must be worn to adequately cover the student's undergarments and areas of the body that clothing normally covers so as not to be unnecessarily distracting or revealing.

1. **Hoods, beanies or hats are up the discretion of the teacher if allowed to be worn during class.** *Persistent violations can result in confiscation for the remainder of the school year.*
2. Garments must be properly fitting (includes length and size).
3. Slacks/pants/jeans/shorts must not bare too much skin on the upper mid-thigh region, and worn at the waist, riding absolutely no lower than the student's hipbones, or 2" below the waistline, whichever is the highest.
4. Shorts, dresses, skirts are to be no shorter than mid-thigh.
5. Bib overalls must be worn as designed with the suspenders over both shoulders and secured.
6. Tops: Tops may reveal no more than 1.5 inches of midriff. Braless outfits, tube tops, strapless garments, see through clothing, H-straps, butterfly backs, open back/sides, and/or spaghetti strap tops are not permitted.
  - a. Ladies are not permitted to exhibit any observable cleavage greater than one inch
  - b. Gentlemen must wear shirts at all times (this includes the P.E. period) and cannot wear sleeveless shirts or tank tops.
  - c. Wearing a zippered sweatshirt or jacket to cover an inappropriate top does not circumvent this policy.

7. Belts: Entire belt must be inside the belt loops. No metal buckles or buckles with initials.
8. Lengths of pants must be appropriate to the length of your legs. Pants cannot cover shoes completely.
9. Clothes must be neat and clean
10. Footwear must be worn at all times. It is advisable to wear shoes that cover the toes and with reasonable heel height.
11. Leggings and spandex bottoms are permissible only when worn with a top that is at mid-thigh.

**ITEMS NOT PERMITTED:**

12. Bandannas of any color; Hairnets
13. Any type of sleep wear (pajama pants) including slippers.
14. Work clothing, such as styles worn in prison.
15. Clothing or jewelry with inappropriate words, pictures, or references to drug, alcohol or tobacco products, sex, racism or anti-ethnicity (Nazi symbols, white/black/brown pride, etc.); portrayal of weapons; vulgarity or obscenities; sexual activity; inappropriately dressed pictures of male/female models; drug, alcohol or tobacco use; and/or depicting degradation of any person or group
16. Wallets with chains and/or belt loop chains.
17. Sunglasses may not be worn in school.
18. Dangerous Objects: No student shall wear clothing, jewelry or accessories which, in the opinion of school administration, pose a threat to the physical wellbeing and safety of the student or other students.

**GANG ASSOCIATED APPAREL:** The principal 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 campus. As the styles, colors or other “identifiers” change often, law enforcement keeps the school updated.

In respecting a student’s personal style, only one of the following items is permitted to be worn at any given time at school. The following examples count as ONE item: solid red or blue colored shirts, pants/shorts, hats, belts, shoes, socks, shoelaces, jewelry, bandanas, etc.

Any attire containing messages or logos that refer to, but are not limited to, the following gang related cultures: NorCal, 8-ball, homies, happy/sad/joker/clown, excessive gang colors (i.e. red, blue), excessive attire of professional sports teams and others as identified by law enforcement or school administration.



## **NUTRITION SERVICES:**

***Every school day, breakfast and lunch are available for all Gridley Unified School District students.*** These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child Nutrition Programs that include the School Breakfast Program and National School Lunch program. We look forward to offering student meals that emphasize fruits, vegetables and whole grains.

***All students will receive free breakfast and lunch*** thanks to the Community Eligibility Program (CEP). There is no need to fill out a meal application. In order to qualify for other low cost or free services and increased funding for education, families will need to fill out an Alternate Income form. If you receive this form, please complete and return it to your student(s) school site as some of the District funding is based upon these forms. Any questions can be directed to the Director of Child Nutrition, 846-4172.

**FOOD/DRINK:** California Education Code prohibits the sale or consumption of soft drinks, sugary beverages and candy during school hours. As such, these items are not allowable in the classroom. Water is the only beverage that is allowed during school, and is not to be consumed while using a school computer. Any unfinished food or beverage items, other than water, that were being consumed during break may not be brought into the classroom to finish. Food in class is at the discretion of the teacher. Door dash or other food delivery services are not permitted at school. Food dropped off for a student during school hours will be given to the student during break times.

### **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **STUDENT HEALTH and SAFETY:**

**CHILD ABUSE:** Every student has a right to live in a safe environment without fear. Child abuse can be physical, emotional or sexual. All employees of the school are mandated reporters.

- Tell a trusted staff member if you, or someone you know, are being abused. We want to help!
- You or your friend will get the help and support you need.

**CAMPUS SAFETY:** Anyone who is not a student cannot be on or near the school at any time during the school day. This includes the morning break, lunch period, or during any off campus school activity. All visitors are required to check in with the office before entering a campus, NO EXCEPTIONS. If you see any strangers on campus, report them to any available staff member.

Students may not drive other students in a vehicle at any time without a valid license and auto insurance as required by California DMV law. This includes a ride to or from school.

**LEAVING CAMPUS:** We have a closed campus policy in place which does not permit students to leave campus during school hours unsupervised by staff, for any reason, including during break. Students may leave campus M & F for lunch (12:15-1:00). This privilege may be revoked at any time due to behavior or attendance issues. Students may only leave campus during school hours when checked out appropriately. Bring a note to the office signed by a parent/legal guardian stating the time and reason for early release. If you do not have a note, contact with a parent is necessary.

**MEDICATION:** Parents must complete a medicine dispensation form prior to their child taking medicine in the school office. This form is signed by the prescribing physician and parent. The prescribed medication must have *specific* instructions for use from a licensed physician who has the responsibility for the medical management of the student.

Parents must check with the office to arrange for the dispensing of prescription to the student. Medication may not be sent in anything other than the bottle/box with the label from the pharmacy listing student name, doctor, and dispensing instructions. Students must ingest all medications in the office. Non-prescription drugs (e.g. aspirin, Tylenol) are not available at school.

**DISTRICT NURSE:** A district nurse is available on an on-call basis. There are no facilities at Alternative Education complex to serve sick/injured students for an extended period of time. Parents will be called to arrange pick up of their students that are too ill to remain in class.

In the case of serious injury or emergency, the school will call Emergency Medical Personnel (911) first and then contact parents.

**RELEASE OF INFORMATION:** Gridley Unified School District receives funds from the federal government under the *Every Student Succeeds Act*, and the law requires that the district, upon request, provide the following types of information to military recruiters, colleges and universities: access to the names, addresses, telephone listings, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended. It is important for you to know that a high school student or his/her parent or guardian may request that the student's name, address, and telephone number not be released by GUSD *without prior written parental consent*. If you would like to make such a request, please notify the school office.

**SCHOOL SAFETY & EMERGENCY PROCEDURES:** According to the Right to Safe Schools, California Constitution, Art. I (28(c): "All students and staff have the inalienable right to attend campuses which are safe, secure and peaceful." While the duty to protect the health and safety of students is well stated, it is also important to view as essential the protection of freedom to learn and to teach, thereby guaranteeing equal education opportunity for all. Students may be disciplined for acts related to school activity or attendance which occurs at anytime including, but not limited to, any of the following:

- while on school grounds
- while going to and from school
- during lunch period (whether on or off campus)
- while going to, during, or coming from a school sponsored activity. (E.C. 48925, E.C. 48900-48911)

**Fire and Emergency Evacuation:**

- Evacuation maps are posted near the door of each room.
- When you hear the fire alarm, look to your teacher for direction.
- Quietly and quickly evacuate the area and move to the designated area.
- The last person to leave should close the door.
- Stay with your teacher and remain quiet.
- Do not return to class until after the all-clear signal has been given.
- Do not leave school without permission.

**Earthquake**

- Duck down under a desk or a table.
- Cover your head with your arm.
- Hold onto the table/desk leg.
- Remain calm.

**Campus Threat/Lockdown**

- Do not leave your classroom. Remain calm, quiet, and patient.
- Help your teacher barricade the door if necessary and if possible.
- Move away from the windows and down onto the floor. Seek shelter behind whatever is available.

**SPECIAL EDUCATION:**

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Gridley Unified School District follows the education code for special education to be in compliance with IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

All students in Esperanza High School that have an IEP will participate based on the recommendation from the their IEP team and in accordance with their IEP. An IEP meeting must be held prior to enrolling in Esperanza High School.

## **STUDENT CONDUCT AND DISCIPLINE**

**STUDENT CONDUCT:** The Superintendent and staff believe that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

All students are required to abide by federal, state, local and school laws and regulations. Also, each student is expected to exhibit common courtesies of decency, morality, proper hygiene, honesty and cooperation. Student behavior that impedes the ability of other students to learn or the teachers' ability to teach is unacceptable.

### **All Students Are Expected To:**

- Arrive to school on time and attend consistently.
- Not purposely violate the dress code by bringing/wearing items to school
- Act in all instances so as not to infringe upon the rights of others or to endanger their own or another's private property or person. No physical violence or threat of physical violence is tolerated on campus.
- Be considerate in their relationships with students, teachers, and staff.
- Respect others personal property
- Respect school property by using the equipment/materials with teacher permission safely and only for educational purposes
- Keep their language and gestures respectful and free of profanities.
- Follow all rules and procedures provided in this handbook.
- Keep hands, feet, and objects to themselves. This includes roughhousing and "playing around".
- Follow classroom procedures established by each teacher.
- Ask permission from the teacher to leave the class for any personal reason(s)
- Appropriate interaction which includes excessive displays of affection; keeping self and others physically safe.
- Be prepared by bringing required materials/supplies in preparation to engage actively in the learning process.
- Not be disruptive so as to prevent the learning of others.
- Complete their own assignments by not cheating or plagiarizing (copying)

**CLASSROOM CONDUCT:** Students who display unacceptable classroom behavior or are off task are considered to be disruptive to the education process and are initially subject to disciplinary action by the teacher and/or principal.

***A student is subject to school disciplinary action while on the school grounds, going to or coming from school, during the break/ lunch period (whether on or off the school campus), or during and while traveling to or from, any school sponsored event.***

Gridley Alternative Education expects their students to respect the individual rights of their fellow students and staff, make a concentrated effort to maintain books, equipment, facilities and property, and assume a sense of pride, responsibility and accountability to their school. Any student who fails to comply with the school's student behavior standard is subject to disciplinary action.

**DISCIPLINE PLAN:** The focus of the DISCIPLINARY PLAN is to establish and maintain a safe and secure learning environment, with minimal disruption, for the benefit of both students and staff. The message to the students and to their parents/guardians is very clear: students who choose aggressive, disruptive or defiant behavior are given the option of controlling their behavior or risking removal from school.

Consequences for inappropriate behavior will be implemented first by the classroom teacher and next by the administration. The order of steps may vary depending on prior violations by the student during the current school year and the seriousness of the offense. Please refer to the full Discipline Matrix in the Appendix section of this handbook.

**Students will be redirected for disciplinary action in the following areas, scheduled for detention, parent notification and/or referral to the Principal: (Law enforcement agencies may be involved when applicable)**

- Habitual classroom disruption and/or failure to comply with the assigned consequence
- Cutting school and regular tardiness to school/class
- Serious misbehavior: fighting, theft, direct defiance, property destruction, etc.
- Use of electronic devices (i.e. cell phones, iPods). Having the device in the "ON" position (which include vibrate, airplane or silenced modes) is a violation. (ED Code 48901.5)
- drawing weapons, drugs or acts of violence
- Gang Symbolism(s)
- using drugs (illegal or prescribed), any type of nicotine (i.e. cigarettes or chewing tobacco), vaping, or alcohol
- Conspiring to haze, engage in hazing, or commit any act that injures, degrades, disgraces, and/or tends to injure, degrade or disgrace any fellow student or person attending the school.
- Dress code violation(s)
- Leaving campus/class without permission
- Use of obscenities and profane or racist language

**The Following Items Are Illegal to Possess on ANY School Campus:**

- Firearms, knives of any kind (including pocket knives) and anything that could be used as a weapon. This includes screwdrivers, squirt/toy guns, aerosol cans.
- Alcohol, tobacco, or drugs of any kind (prescription medicine, as well as over-the-counter medication, must be stored in the office). (ED Code 48900 c, h, j)
- Matches, lighters, firecrackers, or other explosives.
- Other disruptive, illegal, or dangerous objects.

**Cheating and Academic Dishonesty:** Cheating is an act involving school work with one or more of the following elements: copying, exchanging answers (verbally or otherwise), plagiarizing, using "cheat sheets", and/or claiming the work of another as their own. In situations where two or more students exchange information, the student who provides the material will be considered as much at fault as the other parties involved. Consequences for cheating on in-class assignments follow a student throughout their enrollment at Alternative Education, and are not "class-specific" or "semester-specific":

- 1<sup>st</sup> Offense: A zero grade on the assignment, test or project.
- 2<sup>nd</sup> Offense: A zero grade on the assignment, test or project and all related course work turned in for that grading period (grading terms are published at the beginning of each semester.)
- 3<sup>rd</sup> Offense: A failing grade in the course and possible removal from the course.
- Further disciplinary action may occur in conjunction with the above.

Consequences for plagiarizing on Edgenuity: If students plagiarize on Edgenuity coursework (use of AI writing tool, copy and past from online, use of other students' work, etc.), students will receive an instant F for that unit assigned and will not be allowed to retake the unit.

**Detention:** Detention hours are earned for disciplinary reasons therefore the administration or teacher may keep students after school. Students are required to serve their detention upon assignment and must be given at least one (1) day's prior notice. In case of conflict, prior arrangement may be made with the principal or teacher assigning the detention. Failure to serve detention will result in further disciplinary action. Students are expected to bring materials to study during the time of detention; new assignments will not be provided by the teacher. It is the student's responsibility to inform their parent/guardian of their earned detention hour(s).

**Suspension:** Suspension is a consequence for more severe misbehavior. Students are excluded from school for a period of 1-5 days. Parents are notified as soon as possible by telephone and a notification is mailed home. The student may not be on or near any school grounds (within 600 feet in any direction) while he/she is suspended from school. Absence from school due to suspension is unexcused, and class work is made up at the discretion of each teacher.

A teacher may suspend any student from his/her class for the day of, and the day following, any of the acts as outlined in Discipline plan section above. The principal may recommend a pupil's expulsion for any of the acts listed in the Discipline plan section above. The actual expulsion requires action by the school board.

Recent legislation (Education Code 48915) requires that the principal or superintendent shall immediately suspend and *shall recommend expulsion* for the following three offenses:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.

**Due Process in School Discipline:** Students of public schools have an obligation to conform their behavior to acceptable standards. Alternative Education's Code of Behavior and the California Education Code clearly state these standards and the consequences of breaking these standards. Failure to comply with the Code of Behavior and the California Education Code may result in suspension, expulsion from school, or possible transfer to another type of alternative educational program.

In order to insure that the student is given due process, the following steps will be taken when any consideration is given to expulsion of a student.

**Suspension Due Process:**

- Provide the opportunity for all students and parents to know the rules and regulations and the consequences of breaking the rules and regulations.
- Inform the student as to the charge(s) brought against him or her.
- If applicable, allow the student to see all the records and provide copies, or facsimiles, if requested.
- Provide the student an opportunity to confer with an administrator to tell his or her version of what occurred.
- Inform the student of the next steps of the disciplinary process and the consequences of further violations.
- Notify the parent or guardian each time a suspension occurs by mail if the suspension is "In School" and by phone if suspension is at home.

**Expulsion Due Process:** The following four offenses will result in expulsion unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person
  2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
  3. Unlawful possession of any controlled substance.
  4. Robbery or extortion.
- The student shall be entitled to a hearing to determine whether the student should be expelled.
  - Written notice of a hearing shall be forwarded to the student/parents at least ten (10) calendar days prior to the date of the hearing. The notice shall include: the date and place of the hearing; a statement of the specified facts and charges upon which the proposed expulsion is based; a copy of the disciplinary rules of the district that relate to the alleged violation; a notice of the parent, guardian, or student's obligation pursuant to Education Code 48915.1(b); and notice of the opportunity for the student or the student's parent or guardian to appear in person or employ and be represented by counsel, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the student's behalf, including witnesses.
  - A record of the hearing shall be made.
  - Technical rules of evidence shall not apply to the hearing, except that relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
  - A decision of the Board of Trustees to expel shall be supported by substantial evidence. Final action to expel shall be taken only by the Board of Trustees in a public session.

**Student Searches:** For the safety and welfare of students and personnel, and to maintain order and discipline, school administrators may physically search students and their desks, clothing, backpacks, book bags, purses, and other such containers, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school policies. Law enforcement will cite and in some cases arrest a student if illegal items are discovered. A search by a trained drug dog may also occur randomly during the school year.

**Telephone:** The school phone is for business purposes only. Student use is restricted without permission. Student cell phones are not to be used in class but students may use them before or after school hours or during break. Student cell phones shall be turned "off" during class time, and place in a Yondr pouch.



**Technology Access:** Users are expected to use technology and the Internet as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the technology and the Internet at all facilities used for GUSD purposes.

**Student Technology Use Expectations:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school grounds. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. *Students shall:*

1. **not have any food or drink near any computer**
2. not download/stream movies, videos, music or use computers for any social media purpose.
3. not access material that is obscene, pornographic, "harmful to minors", or otherwise inappropriate for educational purposes.
4. not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
5. not engage in any illegal activities on the Internet.
6. not download or install any commercial software, shareware, or freeware.
7. not copy other students' assignments or files.
8. not disclose personal information, such as name, school, home address, and telephone number outside of the school network.
9. not open any unauthorized file or application from a removable flash drive
10. not use a proxy server or other method to circumvent the web filter
11. only use electronic mail, for school-related purposes with teacher approval.
12. notify the teacher or principal immediately if they encounter materials that are inappropriate.

Any violation of school policy and rules will result in loss of the student's school-provided access to technology. Additional disciplinary action may be determined in keeping with existing school policies and procedures. Law enforcement agencies may be involved when applicable,

## **UNIFORM COMPLIANCE PROCEDURES**

The *Alternative Education Complex* has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Alternative Education shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education

- Career Technical and Technical Education and Training Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Maggie Daugherty, Principal  
Alternative Education Complex  
581 Jackson Street, Gridley, CA 95948

**Valuables:** The school will not be responsible for any personal items or personal electronic devices that are lost, damaged or stolen. Leave items that are valuable or special to you at home. ***Never*** bring large sums of money to school.

**Visitors:** School visitors should make appointments in advance. Parents are encouraged, but not required, to notify the office of intended visits to meet with staff.

**Withholding Grades, Diploma, or Transcript:** When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the school may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.

**Work Permits:** Work permits are obtained in the school office along with explanation of the procedure for completing the work permit application process. Work permits may be withdrawn by the school principal should regular attendance or academic progress at school become problematic.

## MENTAL HEALTH SERVICES

Gridley Unified School District has compassionate, well trained counselors to help students and their families with mental health concerns. **If you are in a life-threatening situation or experiencing a mental health emergency, please call 911 immediately.**

<b>24-Hour Crisis Services</b> 1 (800) 334-6622 OR 530-891-2810 560 Cohasset Rd. Suite 180 Chico, CA 95926  <b>Stabilization Line</b> 530-891-3277  <b>National Suicide Prevention Lifeline</b> call or text the National Suicide Prevention Lifeline at 988. More information can be found at 988lifeline.org.  <b>Resource needs in Butte County</b> Dial 211  <b>Drug &amp; Alcohol Screenings</b> Chico 530-879-3950 Oroville 530-538-7277	<b>Red Nacional de Prevención del Suicidio</b> 1(888) 628-9454 (Español)  <b>Crisis Text Line</b> Text HOME to <b>741741</b> anywhere in the US  <b>North Valley Talk Line (Warm Line)</b> 1-855-582-5554 NON-CRISIS, PEER SUPPORT Open 4:30 p.m.-9:30 p.m. Every Day  <b>Behavioral Health Youth Screenings (By appointment only)</b> Chico Youth                      530-891-2945 Gridley Youth                    530-846-7305 Oroville Youth                   530-538-2158
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## Gridley Unified School Counselors

School counselors provide short-term individual and group counseling for at-risk students, provide behavioral techniques for teachers, parent consultations, education and resource linkage. If your student needs a mental health referral please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.

**AMENDMENT NOTICE: The school administrator retains the right to amend this handbook. Students and their parent/legal guardian will be given prompt notification in the event that changes are made.**

*Approved by Board of Trustees On*

**WILLIAMS COMPLAINT CLASSROOM NOTICE FOR 2022-2023**  
**GRIDLEY UNIFIED SCHOOL DISTRICT**  
**NOTICE TO PARENTS, GUARDIANS, PUPILS, AND TEACHERS**

1. THERE SHOULD BE SUFFICIENT TEXTBOOKS AND INSTRUCTIONAL MATERIALS. THAT MEANS EACH PUPIL, INCLUDING ENGLISH LEARNERS, MUST HAVE A TEXTBOOK OR INSTRUCTIONAL MATERIALS, OR BOTH, TO USE IN CLASS AND TO TAKE HOME.
2. SCHOOL FACILITIES MUST BE CLEAN, SAFE, AND MAINTAINED IN GOOD REPAIR.
3. THERE SHOULD BE NO TEACHER VACANCIES OR MISASSIGNMENTS. THERE SHOULD BE A TEACHER ASSIGNED TO EACH CLASS AND NOT A SERIES OF SUBSTITUTES OR OTHER TEMPORARY TEACHERS. THE TEACHER SHOULD HAVE THE PROPER CREDENTIAL TO TEACH THE CLASS, INCLUDING THE CERTIFICATION REQUIRED TO TEACH ENGLISH LEARNERS IF PRESENT.
4. TEACHER VACANCY MEANS A POSITION TO WHICH A SINGLE DESIGNATED CERTIFICATED EMPLOYEE HAS NOT BEEN ASSIGNED AT THE BEGINNING OF THE YEAR FOR AN ENTIRE YEAR OR, IF THE POSITION IS FOR A ONE-SEMESTER COURSE, A POSITION TO WHICH A SINGLE DESIGNATED CERTIFICATED EMPLOYEE HAS NOT BEEN ASSIGNED AT THE BEGINNING OF A SEMESTER FOR AN ENTIRE SEMESTER.
5. MISASSIGNMENT MEANS THE PLACEMENT OF A CERTIFICATED EMPLOYEE IN A TEACHING OR SERVICES POSITION FOR WHICH THE EMPLOYEE DOES NOT HOLD A LEGALLY RECOGNIZED CERTIFICATE OR CREDENTIAL OR THE PLACEMENT OF A CERTIFICATED EMPLOYEE IN A TEACHING OR SERVICES POSITION THAT THE EMPLOYEE IS NOT OTHERWISE AUTHORIZED BY STATUTE TO HOLD.

A COMPLAINT FORM MAY BE OBTAINED AT THE SCHOOL OFFICE, DISTRICT OFFICE, OR DOWNLOADED FROM THE SCHOOL'S WEB SITE AT [HTTP://WWW.GUSD.ORG](http://www.gusd.org). YOU MAY ALSO DOWNLOAD A COPY OF THE CALIFORNIA DEPARTMENT OF EDUCATION COMPLAINT FORM IN ENGLISH AND IN OTHER LANGUAGES FROM THE FOLLOWING WEB SITE:  
[HTTP://WWW.CDE.CA.GOV/RE/CP/UC/UCPMONITORING.ASP](http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp)