



Student/Parent Handbook

2009-2010 School Year

www.grav.k12.ca.us

Gravenstein Elementary School
3840 Twig Avenue
Sebastopol, CA 95472
(707) 823-5361
Preschool and Grades K – 5

Hillcrest Middle School
725 Bloomfield Road
Sebastopol, CA 95472
(707) 823-7653
Grades 5 – 8

Linda J. LaMarre, Superintendent
Gravenstein Union School District

District Website: www.grav.k12.ca.us

Gravenstein Union District Office
3840 Twig Avenue
Sebastopol, CA 95472

Gravenstein Elementary School
3840 Twig Avenue
Sebastopol, CA 95472

Hillcrest Middle School
725 Bloomfield Road
Sebastopol, CA 95472

Dear Students: Welcome to the 2009-2010 school year! This student planner also serves as a student handbook containing information you will need to know to help you have a successful year at school. It is also an organizational tool to help you keep track of your assignments and homework. Should you have questions or concerns, please feel free to contact teachers or school staff at any time. Each Monday the district newsletter “Monday Messages” is sent home. It is filled with the latest dates and information about school and parent events, meetings, and other happenings. Here’s looking forward to a wonderful 2009-2010 school year!

GENERAL INFORMATION

LINES OF COMMUNICATION

BOARD OF TRUSTEES

Jim Horn, President jhorn@grav.k12.ca.us
Sandra Wickland, Clerk
Kay Crocker, Member
Matthew Heath, Member
Jeff Weaver, Member

DISTRICT OFFICE----- 823-7008
Fax-----823-2108

Linda J. LaMarre, District Superintendent
llamarre@grav.k12.ca.us

Web Site: www.grav.k12.ca.us Our website has an abundance of information about the district and schools.

Mardi Hinton, Business Manager
Tracy Munson, District Speech Therapist
Phyllis Fitzgerald, School Psychologist
Anne Wilson, RN M.S. District Nurse

GRAVENSTEIN SCHOOL OFFICE-----823-5361
Fax-----823-0478

Linda J. LaMarre, Gravenstein Principal
Barbara Oakley, Gravenstein Elementary School Secretary

HILLCREST MIDDLE SCHOOL OFFICE-----823-7653
Fax-----823-4630

Keri Pugno, Hillcrest Principal/REACH Program Director
kpugno@grav.k12.ca.us
Cheryl DeMarta, Hillcrest Middle School Secretary

GRAVENSTEIN PRESCHOOL-----823-8655
GRAVENSTEIN DAYCARE-----823-1552
BUS TRANSPORTATION-----206-9988

EMERGENCY OR DISASTER INFORMATION: Tune your Radio to KSRO AM 1350 for official school information, school closures and disasters.

TEACHING STAFF

HILLCREST MIDDLE SCHOOL

Katrina Latham - Grade 5 REACH
Allison Rich - Grade 6 REACH
John Collins - Grade 7 REACH
Kelly Sporrer - Grade 8 REACH
Daniel Dexter - Grade 6
Linda Helton - Grade 6
Justin Pell - 7/8 Social Studies/History
Sergio Blanco - 7/8 Science
Vanessa Nordstrom - 7/8 Language Arts
Kate Follin - 7/8 Mathematics (Jackie Jex-Lewis on 1 yr. leave)
Maryann Michalowski - Computer Lab
David Fichera - Band, Music Technology, Drama
Alison Malisa - Spanish
Erin Saunders - Spanish
Simon Lewis - 6/7/8 - Physical Education/Health
Kassidy Poet - Learning Lab/ Special Education

GRAVENSTEIN ELEMENTARY SCHOOL

Grade Kindergarten - Kory Briggs
Grade Kindergarten REACH – Amanda Olivares
Grade K/1 REACH - Kate Crandall
Grade K/1 - Sally Redfern / Meagan Cutler / Kristi Murnin
Grade 1 - Michelle Sprinkle
Grade 1 REACH - Kelley Lannon
Grade 2 REACH - Shannon DeBolt
Grade 2 - Paula Cole
Grade 2/3 – Kasey Hillier
Grade 3 - Patti Carlson
Grade 3 - Laura Clark
Grade 3 REACH - Suzi Mattish
Grade 4 REACH - Allison Simpson
Grade 4 - Amie Lands
Grade 4/5 – Joshua Cutler
Grade 5 - Megan Gorman
Special Education - Nancy Clum
Learning Lab - Barbara A. Oakley
Spanish - Erin Saunders
Band and Music - David Fichera

COMMUNITY DAY SCHOOL (located at Gravenstein School) – Kevin Parsons

MAINTENANCE/CUSTODIAL/TECH SUPPORT

Brian Sposato, Lead Custodian, Maintenance

Santiago Onofre, Custodian
Elia Rivano, Tech Support and Custodian
Robert Valentino, Custodian

INSTRUCTIONAL SUPPORT, LUNCH, LIBRARY, DAYCARE and PRESCHOOL STAFF

Sue Insko, Kelly Peters, Brenda Evans, Karen Mansergh,
Robin Durrie, Denise Ziskin, Dianne Stone, Sally Begley,
Elizabeth Glueck, Anita Dannenbring, Rene Slay, and
Adrienne Hegge

2009-2010 Information

After-School Athletics: To participate in extra-curricular athletics, you must have a minimum 2.0 Grade Point Average on your last report card (and maintain a 2.0 on your next report card if the sport continues after report cards are issued) and have had a physical exam within the last year. You may NOT try out, participate in practice, or play in competitions until you have submitted your physical exam to the coach and a copy has been filed in the School Office. The following sports are scheduled throughout the school year depending upon the availability of coaches: Co-ed Flag Football, Girls' and Boys' Basketball and Volleyball.

A student who is issued an administrator-assigned detention may be suspended from one game. A student becomes ineligible to participate in sports while under a suspension. A student who has been suspended from school and/or demonstrates unsafe or disruptive behavior may be removed from the team depending on administrative review.

Coaches interested in supporting Hillcrest Middle School's after-school athletics program (including volunteer coaches) must have current First Aid and CPR certifications and be fingerprinted through the Gravenstein Union School District Office. Coaches must also complete specific coaches' training at their own expense. For information on coaches' training see the principal or Athletic Director. Parents or guardians who drive students, other than their own, to or from games must meet the Gravenstein Union School District's requirements for insurance. Forms are available in the School Office.

After School Detention: This detention may be assigned by your child’s teacher as a consequence for incomplete assignments or less severe classroom behavior problems. After school detention may be up to one hour in length. The parent/guardian will be advised of such a detention 24 hours in advance by phone call, conference, or written notice which is given to the student. If a written notice is given to the student, a parent/guardian must sign the note so the teacher has verification that the parent/guardian has received notification of the detention. Parents/guardians must provide any needed transportation for after school detention.

Attendance and Absences: The California Education Code requires school attendance for minors. Daily classroom attendance is critical to your success in school. All absences (without independent study plans) result in the loss of funding for our school. According to School Board Policy, 30 days or more of absence may result in consideration for retention. Your parent or guardian should verify all absences by a phone call before 10:00 A.M. on the day of absence or you must provide a written note on the first day that you return to school.

- Phone or written verification must include date, duration and specific reason for absence.
- You may not attend dances or participate in athletic practices, competitions and other extracurricular activities on days when you have been absent from school.

Please see Independent Study – page 8.

Bell Schedule for Hillcrest Middle School

Regular Day 8:45 AM – 3:05 PM
Early Release Days 8:45 AM – 1:15 PM

Bell Schedule for Gravenstein Elementary

Regular Day Kindergarten 8:55 AM - 2:00 PM
Regular Day Grades 1-5 8:55 AM - 3:20 PM
Early Release Days 8:55 AM - 1:30 PM

Bell Schedule for Hillcrest REACH Magnet Program

Regular Day 8:30 AM – 3:30 PM
Early Release Days 8:30 AM – 1:00 PM

Bell Schedule for Gravenstein REACH Magnet Program

Regular Day Kindergarten 8:25 AM - 2:15 PM
Regular Day Grades 1-4 REACH 8:25 AM - 3:35 PM
Early Release Days 8:25 AM - 1:00 PM

Bicycles and Walking: Students may ride bicycles to and from school, provided they follow safe riding practices and obey bicycle (and helmet) laws. When you arrive on campus you must get off your bike and walk it to the bike rack. Students must have signed parental permission to ride bikes to and from school. Students who walk to or from school must have a permission form on file with the school office. **SKATEBOARDS, ROLLERBLADES, AND SHOE SKATES ARE NOT PERMITTED ON SCHOOL CAMPUS.**

Bus Fees: The fees for the 2009-10 school year are as follows--1st child \$50.00 per trimester, 2nd child \$40.00 per trimester, 3rd child \$25.00 per trimester and 4th child is free.

Citizenship and Conduct: All students need to feel safe, respected, and welcomed on the Hillcrest and Gravenstein campuses. In the Gravenstein district we honor each person’s individual uniqueness and appreciate each person’s contribution to the learning community. So that all can learn and thrive academically, socially, and emotionally, each student is expected to **be safe, be respectful, and be responsible** for following all classroom and school rules, and procedures.

Each teacher will outline the expectations for classes during the first week of school. Students will bring home a classroom discipline agreement that discusses these rules and expectations. Each form must be signed by a parent and the student and returned to the teacher to signify that everyone has read and understands individual class expectations. The BEST Program (Be Safe, Be Responsible Be Respectful), the Empower Program, and Second Step are programs utilized by district staff to assist students in maintaining a respectful “anti-bully” environment.

Clean Campus and Recycling: The appearance of our campus has a great deal to do with our school pride. It is the responsibility of all of us to keep our campuses neat and clean. Recycling used paper, plastic bottles, and aluminum cans is an ongoing service project. We all need to do our part to take care of our campus and protect the environment.

You can help to make sure school is safe and clean and continues to have a positive, family feeling by following these rules:

- ✓ Eat and socialize in designated areas.
- ✓ Place all trash in containers and aluminum cans in recycling barrels.
- ✓ Respect and follow directions of yard duty supervisors and other school staff.
- ✓ Respect the rights of others, as you want others to respect your rights.

Closed Campus: If you are going to leave school for any reason during the day, you **MUST** have the person picking you up come into the school office to sign you out. The person checking you out **MUST** be on your emergency card. You may **NOT** leave

campus during the day without following this checkout procedure. Cutting school or cutting class may result in detention, loss of privileges, or referral to the District Attorney's Office in severe cases.

Curriculum: The state standards-based curriculum at our schools is a master plan for your future success in high school and beyond. The program is constantly evolving in response to state-of-the-art practices and State and District level standards. We offer Accelerated Math Classes as well as a Learning Lab for extra services.

Course of Study: At Hillcrest Middle School, sixth grade is primarily self-contained with additional Spanish, band and physical education teachers. Students receive year-long courses in Language Arts, Mathematics, Social Studies and Science. They also receive Physical Education, Health, Computers, Spanish, Band and Art. Seventh and eighth grade students complete year-long courses in Language Arts, Pre-Algebra 7 and Algebra 8; World Civilization 7, U.S. History 8, Science and Physical Education/Health. All students may elect to take a full-year course in Band. All students will have Spanish two days a week. Students have the opportunity to have art and computers in addition to Spanish.

Daily Schedule:

At Hillcrest, you should not arrive on the school campus until 8:25 AM or 8:15 for the grades 5-8 REACH Magnet Program. The traditional school day consists of seven (7) class periods, morning break and lunch. Students must be in class and seated by 8:45 AM. There are three (3) minutes to pass between classes. You will be dismissed from your last class of the day at 3:05 PM and at 1:15 PM on early release days (REACH classes at 1:00). You should leave campus immediately or when the bus leaves, unless you are participating in after-school sponsored activities.

At Gravenstein, you should not arrive on the school campus until 8:35 AM (8:15 AM for K-4 REACH), unless you are going to daycare, which opens at 7:00 AM.

Gravenstein District Community Day School is located on the Gravenstein School campus and begins at 8:00 AM. Community Day School follows its own schedule (360 minutes), which is given to the student and parent/guardian at the time of entrance to the school/program.

Dances and Special Events: Hillcrest Middle School dances and special activities are held throughout the school year. Specific dates are announced at school and in the weekly "Monday Messages" newsletter. Current Hillcrest Students only in sixth, seventh, and eighth grades are invited to attend. The Graduation Dance is limited to Hillcrest seventh and eighth grade students. All dances and activities are open to current HMS students ONLY. You MUST be picked up immediately after the dance. Admission is charged to cover costs and raise funds for student activities. Each grade level is asked to provide refreshments for one dance. Students who are "ineligible" may not attend dances or participate in other special events. The district dress code and rules must be adhered to at all school activities, dances and fieldtrips. Students who are absent the day of the dance may not attend the dance. (See eligibility for dances.)

Drama: Drama is a very popular extra-curricular activity at Hillcrest Middle School. It is also a school day activity in some grade levels and programs in the district. Mr. David Fichera is the band and music teacher at Hillcrest and Gravenstein as well as the Director of Productions.

Dress Code: The purpose of student dress and appearance regulations is to encourage students to dress appropriately and attend school properly prepared for participation in the educational process. Guidelines also serve to prevent disruption of the classroom atmosphere, to eliminate disturbances and distractions among students and to protect the safety, health and welfare of the individual student. Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is: **unsafe, disruptive, unhealthful, obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous, exposing undergarments, provocative or revealing, advocating unlawful behavior or illegal substances, or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.** Current examples of inappropriate dress include but are not limited to the following:

Unsafe

Inappropriate shoes (for Physical Education or playground) or no shoes

Oversized pants/shorts (must fit at waist without a belt)

Unhealthful, Unsafe and Advocating Unlawful Behavior or Gang Affiliation or Illegal Substances

Clothing or personal articles displaying references such as tobacco, alcoholic beverages, marijuana, etc.

Any clothing or articles considered gang-related (with guidance from law enforcement) such as bandanas, hairnets, chain accessories, slippers, etc.

Disruptive, Provocative or Revealing

Clothing considered undergarments

Clothing exposing undergarments

Clothing exposing midriff, upper torso, etc., halter tops (exposing front or back) and swimwear
Shorts or skirts that are too short (administrative determination)

In accordance with this policy, **administration will make the determination of the appropriateness of the clothing/article at school.** The administration may ask that an item be removed, request that more appropriate clothing be brought from home, schedule a student–parent conference or take any necessary disciplinary action.

Legal Reference: Education Code:

32210 Disturbance of School
35181 Student Responsibilities
35183 Gang-Related Apparel
35291.5 School Rules, Adoption
35294 School Safety
44806 Duties of Teacher-General
44810 Interference with School
48900 Grounds for Suspension and Expulsion
48908 Duties of Pupils

Eighth Grade Graduation Requirements: To be eligible to take part in the graduation activities (which includes any fieldtrips or dances) and receive a certificate of promotion you must:

- 1.) Maintain a minimum 2.0 overall Grade Point Average during your eighth grade year. Students with special needs will be evaluated individually through the school’s Student Study Team or the I.E.P. process.
- 2.) Have attended at least 85% of the total school days for the year. Home teaching or an Independent Study Program shall constitute attendance. For special circumstances, an administrative exception may be granted if a student has a Doctor’s verification of illness and/or assigned work is completed.
- 3.) Have achieved at least a “basic” score on the California Standards Test in math and language arts (Students with special needs will be evaluated individually through the school’s Student Study Team or the I.E.P. process.).
- 4.) Discipline issues may eliminate a student’s ability to participate in Graduation activities. This will be decided by the administration.

A Student Study Team meeting (to include the student’s teachers, at least one administrator or designee and the parents) may be held at the end of each trimester that the student is in jeopardy of not participating in the graduation ceremony. The student study team shall have the authority to waive any of the above criteria with cause. This decision may or may not coincide with promotion to 9th grade or retention in 8th grade. (See the Promotion/Retention Policy on page 8). If the parents/guardians are in disagreement with the Student Study Team decision they may appeal to the Superintendent and the School Board.

All students participating in the graduation ceremony are required to wear graduation gowns as specified by the administration. Students who are financially unable to pay the necessary cost for the graduation gown will be given assistance. Third trimester Community Day School students do not participate in graduation activities. (See Community Day School Policy on the district website.)

Electronics: Personal electronics (cell phones, portable game players, iPods, MP3 players, etc.) are NOT allowed at school. The school is NOT responsible for the loss/damage to any of the above mentioned items and students need to keep them at home. As discussed in the “telephone” section, cell phones for students are **not** allowed at school except with parent request and administrative approval. Even when an exception is granted, cell phones are not to be seen in the classroom or around campus. They are **NOT** to be turned on or brought out during school hours. (Education Code 48901.5)

Eligibility for Dances at Hillcrest Middle School: Students will not be eligible for a dance if they fit into any of the following categories:

- 1.) Any student absent from school the day of the event
- 2.) Any student who has received 3 or more Administration-assigned lunch detentions during the trimester in which the activity is held or the next event
- 3.) Any student who has been suspended (in school or out of school) during the trimester in which the activity is held or the next event
- 4.) Any student owing money from lost books, instruments, sports uniforms, etc. at the time the event occurs
- 5.) Any student attending Gravenstein Community Day School during the trimester in which the activity is held

Eligibility for Reward Activities at Hillcrest:

Students must have a 3.0 GPA for the trimester in which the activity takes place.
Student must have no D or F grade in any class for the trimester in which the activity takes place.
(Consideration will be given to students with Special Needs – IEPs or 504 plans)

Students must have had no detentions from the Principal in which the trimester takes place.

Emergency Information Cards: You must have an Emergency Information Card on file in the School Office. If your parent /guardian cannot be reached in an emergency situation staff will notify emergency contacts listed on your Emergency Information Card. **You will ONLY be released to persons listed on your Emergency Information Card.** If you change your address or phone number, or your parent/guardian has a new job, or you are going to be left in the temporary care of someone who is not on your Emergency Information Card, please have your parent/guardian notify the School Office to change the emergency card. **Notes brought to the school office asking for release to a person not on the emergency card will not authorize release.**

Emergency Procedures: The staff understands that in an emergency situation, your parent or guardian will be concerned about your welfare. However, to ensure the safety of ALL students, the following procedures must be followed:

- You will be released ONLY to your parent/guardian OR someone listed on your Emergency Information Card. They may be required to show identification to authorize release. Notes brought in by students or other people will not authorize release.
- Parents/guardians must check in the School Office for information and directions concerning the emergency situation before going on the campus.
- Parents or guardians must sign you out when leaving campus, so that staff can accurately account for all students.
- The school will make every effort to notify parents or guardians in the event of an emergency. However, limited phone lines will make this a slow process. Please listen to KSRO AM 1350 for updated news or for school closures.
- Arrange with your parent or guardian how and where you can reach them in an emergency.

Empower and Second Step Programs: Teachers (and many other staff members) have been trained in the EMPOWER and Second-Step programs to help work with students to create safe and healthy social communities.

Extracurricular Activity Eligibility: After-school athletics, drama, and extracurricular field trips enrich Hillcrest Middle School's program. However, they are not part of the core curriculum. In accordance with the California Education Code, you must maintain a minimum 2.0 G.P.A. in order to participate in extracurricular activities. Excessive Behavior Infractions or a suspension may also restrict your participation. Activities and sports sign ups will be announced in the school bulletin. Sign up in the school office.

Field Trips: Teachers or administrators may plan a field trip or special activity to support units of study, (Instructional Trips) or to recognize students for citizenship and conduct, (Reward Trips). They enrich the curriculum, build school spirit, improve students' social skills and foster positive working relationships between students and staff. Eligibility for reward trips will apply. All field trips or activities off campus require written permission from parents or guardians and authorization for emergency medical treatment. **Any guardians who chaperone overnight field trips must be fingerprinted for GUSD with clearance through the Department of Justice (DOJ) and tuberculosis testing (at parent/guardian's expense) prior to the field trip.** See BP/AR 1240.

Fund Raising: Gravenstein Schools Foundation (GSF) is a very active group dedicated to enhancing every child's school experience. This parent/teacher group raises funds to help the schools, among many other activities. Every parent and interested citizen is urged to join and participate in GSF. The REACH Magnet Program Foundation (MPF) raises funds and provides parent support for the Magnet Program. The two foundations provide some funding for the Spanish Classes at Hillcrest Middle School among many other activities.

GATE Program: We have three Gifted and Talented Education (GATE) programs in the district. An accelerated math program is an option at the 4th through 8th grade level. The REACH Creative Arts Magnet program (K-8) is our full-day GATE program. Before school Spanish is available at the Gravenstein campus for traditional program kindergarten through fifth grade students. Please contact Superintendent Linda LaMarre for further information or check the district website under "Publications".

Grading System and Honor Roll: The system for evaluating students in grades 4th-8th at Gravenstein Union School District is A, B, C, D and F (A = 100% to 90%, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, F = 59% to 0%). Grade Point Average (GPA) is calculated by adding grade values (A=4 points, B=3, C=2, D=1, F=0) and dividing by the total number of weighted grades. Each student is graded by the teacher according to the quality of work, in relation to established state and district standards. Students who earn a 3.0 GPA or better will be placed on the Honor Roll for that trimester. Eighth grade students who have achieved Honor Roll all three years will be recognized at graduation.

Grading Period, Progress Reports and Report Cards: Hillcrest and Gravenstein have 3 (trimester) grading periods to ensure close communication between school and home about academic progress. Each trimester is approximately twelve weeks long. Progress Reports for students in grades 4-8 are given out halfway through each trimester.

Homework - Why is it assigned? The School Staff assigns homework because it:

- ✓ Provides an important way of communicating with your parent or guardian about school.

- ✓ Develops self-discipline and responsibility.
- ✓ Reinforces and enriches school learning by providing necessary practice and application.
- ✓ Allows teachers to make the best use of instructional time in class.
- ✓ Completes work that was begun in class.
- ✓ Teaches you how to gather and organize information through research.

Homework Partners: Many successful high school and college students use study partners to help strengthen what they are learning. Think about choosing a Homework Partner in each of your classes. Be sure he or she is someone you can call to get assignments or help when you need it. Keep a list of your Homework Partners in your Assignment Planner.

Homework and Long-Term Absences: After an absence of three or more days, your parent or guardian should request assignments you have missed. Requests received in the School Office will usually be available for pickup within 24 hours. Parents or guardians are advised to phone to confirm that there is specific work to be picked up before coming to school.

Honor Roll: At the end of each grading period the names of students who have achieved a grade point average of 3.0 or better are placed on the Honor Roll. Superintendent's Honor Roll is given to students who earn a GPA of 4.0, or all A's. Gravenstein students may also earn a place on the Effort Roll.

Honors at Assemblies, Eighth Grade Graduation Dinner and Graduation: During assemblies students are recognized for academic achievement, attendance and/or citizenship. Golden Hawks (at Hillcrest) and Golden Grizzlies (at Gravenstein) are awarded to students to acknowledge the outstanding accomplishments and good deeds they perform. At Hillcrest Middle School subject awards are given out at the final assembly of the school year. Eighth grade students who have maintained their Honor Roll status for three full years or who have distinguished themselves in other ways will be recognized at the Eighth Grade Graduation Dinner and at the Graduation Ceremony.

Houses: Sixth, seventh, and eighth grade students are divided into "Houses" (activity groups) for the purpose of friendly competitions during the lunch period and throughout the year. Each House is named after someone famous from our community's history. The Houses elect student leaders who help organize teams for each of the events. The events range from sports, such as basketball, table tennis, and volleyball, to board games or jeopardy competitions, as well as service activities like canned food drives. Points are earned for participation and winning. At the end of the school year, the House with the most points earns a special reward.

Illness or Injury: It is important that you inform the school office of any special health matter. In case of a serious accident or injury on campus, the paramedics will be contacted to administer medical aid to you and your parent or guardian will be notified immediately. A District Nurse is available to administer screening tests and maintain health records.

Independent Study: If a student is going to be absent 5 days or more he/she may be counted in attendance by state regulations if an independent study is requested ahead of time and the assigned work is completed in the designated time. The request should be made to the school office at least a week ahead of time if at all possible.

Lost and Found: You are responsible for loss or damage to any personal property or school property that has been issued to you, such as textbooks or music instruments.

Unclaimed personal items, not picked up in 30 days, will be donated to charity. To be sure items are returned, have your name in permanent ink on all articles of clothing and other personal property. If you find something that does not belong to you, please turn it in to the school office. If you keep something you find without turning it in it is considered stealing. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform the principal or school office personnel. Reports will be confidential.

Lunch Fees: Lunch is available to be purchased at Gravenstein Elementary for \$3.25 per lunch and Hillcrest Middle for \$3.75 per lunch. **Students are not allowed to "charge" a lunch and will not be able to order a lunch until the account is paid in full.**

Make-up Work: Class and homework assignments missed during an absence must be made up. It is your responsibility to find out about missed assignments from a homework partner or to request make up work from your teachers and make sure it is completed within the time allotted. Your teacher may decide upon a suitable alternative assignment if the work you missed cannot be made up because it involved special instructions or classroom activities.

Medication: Any medications, including over-the-counter medication (includes aspirin or cough drops), must be turned in to the School Office with a note from your parent/guardian **and** physician. The note must include specific directions from your physician. The forms are in the school offices.

Monday Messages: *Monday Messages* is the main venue of communication between the school district and home. Look for it each Monday coming home with your child and on the district website www.grav.k12.ca.us. It is filled with important dates and activities. If you are involved in the school community and want to get the word out about an upcoming school event, you may submit information by emailing the Superintendent, Linda LaMarre at llamarre@grav.k12.ca.us.

Music: Gravenstein and Hillcrest offer exceptional music opportunities as an important part of the instructional program. It is expected that students who participate in the Intermediate or Advanced Bands will make a commitment to such extracurricular activities as evening concerts at school, performances in music festivals, parades or other community events. Fourth grade students are eligible for band! We offer 4th/5th grade Band, 6th grade Band, 7th/8th Band, Jazz Band and Strings ensemble.

Parent Groups: Our parent foundations' activities are organized through our two non-profit foundations. The Magnet Program Foundation supports the REACH Creative Arts Magnet program. Gravenstein School Foundation (GSF) is the parent group which helps support the schools with funding for music, Spanish, drama, art and much more!

Passing Times: The passing period between each class at Hillcrest is three (3) minutes.

Passes: You must obtain a PASS from the staff member who is excusing you from class and sign the "In/Out" log before leaving the classroom. If you wish to meet with school office staff, you will need a PASS to verify that you have your teacher's permission to be out of class.

Promotion/Retention Policy: Students and parents need to be aware that California State Law mandates a promotion/retention policy at each school district. Students have grade proficiency levels that need to be attained to move on to the next grade. For a copy of this policy please check the district website or the district or school office.

Promotion Ceremonies: During the final week of school, promotion ceremonies for some grade levels will be held for students who have successfully completed the requirements of the Gravenstein Union School District. At Hillcrest Middle School, all 8th grade students wear robes for a uniform appearance. This is an informal family and community celebration held on campus. It is not an occasion for formal gowns, tuxedos or limousines.

REACH: This is a full-day Creative Arts Magnet Program for grades Kindergarten through 8. Please contact Superintendent Linda LaMarre or Keri Pugno, REACH Program Director, for more information.

Restrooms: We are pleased that we have newly renovated restrooms for our students at both campuses. Graffiti, writing on restroom walls or intentionally clogging plumbing are considered vandalism and will result in disciplinary consequences. A bill may be sent to you and your parents or work detail required. Please be considerate and keep restrooms clean for everyone to use.

Rules and Discipline Procedures:

1. **Be Safe...**and on time and prepared for each class.
2. **Be Respectful...** of others, their property, and the property of the school.
3. **Be Responsible...**by obeying all rules and laws.

Most discipline consequences involve restrictions or loss of privileges or free time. Other discipline may include, but is not limited to, warnings, counseling with teachers or the superintendent, phone calls to parents, after school detention, administrative (lunch) detention, in school suspension, at home suspension, or recommendation for expulsion.

Administration-assigned lunch detentions count against your eligibility to participate in dances and certain grade level field trips or activities. Written notice will be sent home (with your child) if he/she has received lunch detention. A parent must sign the note so the school office has verification that the parent has received the notification of the lunch detention. Students are expected to sit quietly and eat lunch in the assigned room. They may be required to write rules they have forgotten or a letter of apology when appropriate—or do homework. There are few valid excuses for missing a lunch detention or an after school detention. Family emergencies are valid reasons—athletic practice, shopping, etc. are not. Failure to attend detentions and meet consequences may result in suspension from school for defiance of authority. Any exception for a detention needs to be requested from the administration. **When a student receives his or her third lunch detention, he/she is no longer eligible for the next dance or other school reward activity.**

Teacher Suspension: A student may be suspended from a class by his/her teacher for the rest of a period and from that class the next day for inappropriate behavior. The teacher will be contacting the parent if this occurs and a conference will be scheduled. The student may be assigned administrative detention time (lunch detention) in addition to the period he/she sat out.

Grounds for Suspension and Expulsion (California Education Code Section 48900)

Under California Education Code Section 48900, a student may be suspended and/or recommended for expulsion by the superintendent or the principal of the school in which the pupil is enrolled, if it is determined that the pupil has committed an act as defined below:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) willfully used force or violence upon the person of another, except in self-defense.
 - (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
 - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, and betel.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen property or private property.
 - (m) Possessed an imitation firearm.
 - (n) Committed or attempted to commit a sexual assault.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the drug SOMA.
 - (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050
- Ed Code Section 48900 refers to acts related to school activities or school attendance within a school and not limited to the following circumstances:
- while on school grounds
 - while going to or coming from school
 - during the lunch period, whether on or off the school campus
 - during, or going to or from a school sponsored activity
- Ed Code 48900.2 Sexual harassment, sexual assault, or sexual battery, conduct which is severe or pervasive enough to have a negative impact upon the individual's educational performance or to create an intimidating, hostile, or offensive educational environment.
- Ed Code 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- Ed Code 48900.4 Harassment, threats or intimidation
- Ed Code 48900.7 Terroristic threats
- Ed Code 48901.5 Possession or use of any electronic signaling device--including but not limited to, pagers/cellular telephones/ lasers

Site Council: The Gravenstein Union School District Site Council is a team of administrators, school personnel and parents selected from their respective groups to create an improvement plan for the schools utilizing the district's categorical funding. The council meets at least 5 times a year and all community members are invited to attend.

School Office Information: The school office is an important place of business where all are welcome. The school office staff is happy to answer questions about school procedures or policies or deliver a forgotten lunch. However, the school office can become very busy, especially at the beginning and end of the day. Please try to see the school office staff at other times during school or be patient if you must come into the school office during the busy times. **Student use of the school office phone is limited to school business. Arranging social schedules among students is NOT allowed.** Again, if you are coming to the school office once class time has begun you must have a PASS.

Special Occasions: Receiving flowers, balloon bouquets, or other gifts during school hours disrupts instruction; therefore, you will be asked to leave balloons and other gifts in the school office until after school. It would be preferable to ask those who want to celebrate your special occasion to simply wait until after school.

Student Leadership: Student Leadership is an important part of the school program. Student Leadership has been designed to facilitate communication between the students, teachers, and administrators. Through representatives from each grade level, each

student will have a voice in decisions about activities, social events, community service projects, maintaining a positive school spirit, a healthy school environment and many other elements of school life.

Supplies and Textbooks: Fourth through eighth grade students at Gravenstein and Hillcrest students will use Assignment Planners. The school supplies all mandatory supplies. Any family purchase of supplies is voluntary not mandatory. Hillcrest students are expected to have paper, pencils and pens at ALL times and it is recommended to have a three ring binder to organize schoolwork. Covers are required on ALL textbooks. Students are responsible for the condition of books assigned to them. Textbooks and school materials must be returned at the end of the course or when withdrawing from school. Any student who damages textbooks or other school materials or fails to return these materials will be charged replacement costs. Bills are paid in the School Office. Unpaid bills may result in withholding of report cards, yearbooks or activities.

Tardies: It is important for you to arrive at school and to each class on time. If you arrive after 8:45 AM at Hillcrest School or 8:55 AM at Gravenstein School you must check into the school office before going to class. Tardy to school or class in excess of 30 minutes or more is considered truancy after the 3rd offense. (See Truancy under Discipline Rules and Procedures or see Truancy listed below). **Excessive tardies (3 or more in one trimester) may need to be made up through lunch detention.**

Telephone: The school phones are to be used for critical school business only. Calls to parents to arrange for social plans are not allowed. Cell phones for students are **not** allowed at school except with parent request and administrative approval. Even when an exception is granted, cell phones are not to be seen or used in the classroom or around campus. They are **NOT** to be turned on or brought out during school hours. (Education Code 48901.5)

Personal electronics (portable game players, iPods, MP3 players, etc.) are **NOT** allowed at school. The school is **NOT** responsible for the loss/damage to any of the above mentioned items and students need to keep them at home.

Textbooks: *Open Court Reading/Language Arts* is the district-adopted series for grades Kindergarten through 5. *McDougal-Littel Reading/Language Arts* is the district adopted series for grades 6-8. *Harcourt Math* is the adopted textbook for grades Kindergarten through 6. *CGP* is the Pre-Algebra and Algebra adopted textbooks for grades 7 and 8. *History Alive* is the grades 6-7-8 Social Studies/History adoption. *Harcourt* is the Social Studies adoption for grades K-5. *McDougal-Littel Science* for grades 6-8 and *Houghton Mifflin Science* textbooks for grades Kindergarten through grade 5 were adopted during the 2007-2008 school year. We also have *Glencoe* adopted texts for Spanish instruction.

Truancy: Truancy means absences without parent/guardian consent.

- School office staff will send a parent or guardian written notification of the school's concern about a pattern of chronic absences or tardies. The school's Student Study Team will meet with the student and his or her parent or guardian to resolve the problem. Retention may be considered if students exceed 30 days of absence.
- If absences or tardies continue, the student may be referred for a hearing before the School Attendance Review Board, the probation department, or the case may be referred to the Sonoma County District Attorney.
- The Gravenstein Union School District has a Truancy Policy. Tardy to school or class in excess of 30 minutes or more is considered truancy after the 3rd offense.

Vacations: Vacations are considered unexcused absences, unless arrangements for an **Independent Study** (covering an absence of five days or more) are made with school office staff. We request at least one week notice before the planned absence.

Visitors and Volunteers: Hillcrest and Gravenstein Schools welcome parent visitors and volunteers. **The district's policy/administrative regulation (BP/AR 1240) volunteer policy (on the district website www.grav.k12.ca.us) includes mandatory fingerprint and background check and tuberculosis testing for frequent or overnight chaperone volunteers.** Parents or guardians who wish to visit school must contact the principal or classroom teacher. As a matter of school safety and security, **all visitors and volunteers MUST check into the school office before going onto campus** unless the visit is to attend a group event in the gymnasium or field. **Please check the Volunteer Policy 1240 on the district website.** Students who are **NOT** enrolled at the school and want to visit between 8:00 AM to 4:00 PM must have permission from the Superintendent or Principal.

Wellness Policy: The Gravenstein Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Federal law requires a wellness policy for any school district that participates in federally funded child nutrition programs. Board Policy 5030 is on our website.

Withdrawal from School: If you are moving you must notify the school office in advance. Your parent or guardian needs to withdraw you from school. All textbooks and school materials must be returned, and, if applicable, fines for lost or damaged materials must be paid. Records will not be forwarded to your new school unless the school office has completed your checkout process.