

Gilroy Unified School District

RUCKER ELEMENTARY SCHOOL



Student/Parent Handbook 2019-2020

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RUCKER SCHOOL PLEDGE

I Will Be Safe. I Will Be Courteous. I Will Do My Personal Best.

WE ARE A CHARACTER COUNTS SCHOOL!

Responsibility Caring Trustworthiness Citizenship Fairness Respect

WELCOME TO RUCKER ELEMENTARY SCHOOL

Welcome to Rucker Elementary School and Gilroy Unified School District. We are looking forward to the 2019-2020 school year and working with you and your child. This year we celebrate our 125th anniversary of teaching and learning at Rucker. Our goal is to provide an engaging learning environment that supports all students to perform at their highest potential. We strive to deliver instruction that nurtures the whole child and meets the diverse needs of our learners through standards-aligned, developmentally appropriate and culturally responsive methods. We are proud of our Rucker community and the dedicated staff at Rucker. We provide many opportunities for families to be involved and strongly believe that for students to succeed home and school must work together.

This handbook gives parents/guardians and students important information on academics, school policies and schedules. Detailed policies for Gilroy Unified School District can be found on the website. It is important that there is home to school cooperation in supporting our behavior expectations. At Rucker, we use a PBIS (positive behavior intervention support) model to ensure the social and emotional growth of our students. Our school pledge is to “Be Safe, Be Courteous and Do Your Personal Best”. These will be reviewed with all classes during the first days of school, but we encourage you to take some time to familiarize yourself with these rules and review them at home with your child.

We hope that your child has a joyful and successful year of learning at Rucker. Please do not hesitate to call the school office with any questions or concerns you may have.

The school telephone number is: 669-205-4800

On behalf of the Rucker Team, I welcome you to the 2019-2020 school year!

Jean Southland, Principal

PARENT INVOLVEMENT AND VOLUNTEERS

We have many opportunities for parents and community members to be involved at Rucker. Parent involvement is important to the success of our school and students. When we work together our school becomes a joyful place for learning and it helps students make more academic gains. Our Home and School Club and ELAC are easy ways to become involved. Teachers welcome volunteers to help in and outside of the classroom and to chaperone field trips. We have Arts Alive, Los Dichos, Rucker garden, theater arts and many other school programs that can't run without the support of our volunteers.

2019-2020 SCHOOL YEAR BELL SCHEDULE

School begins at 8:00 a.m. Students need to be in their classrooms ready to learn when the bell rings. Students should not arrive earlier than 7:30, unless they are enrolled in a before school program. All students who do not ride the bus must be picked up promptly at dismissal time. Please note that each Wednesday is an early release day for all grades.

Grade	Start Time	Morning Recess	Lunch Time	Afternoon Recess	Dismissal Time	Wednesday Early Release
Kindergarten	8:00	10:00-10:20	11:00-11:45	1:10 – 1:25	2:13	1:15
1st Grade	8:00	10:00-10:20	11:00-11:45	1:10 – 1:25	2:13	1:15
2nd Grade	8:00	10:05-10:25	11:25-12:10	1:15-1:30	2:13	1:15
3rd Grade	8:00	10:05-10:25	11:25-12:10	1:15-1:30	2:13	1:15
4th Grade	8:00	10:30-10:45	12:00-12:45	No Recess	2:18	1:20
5th Grade	8:00	10:30-10:45	12:00-12:45	No Recess	2:18	1:20

CLASS PLACEMENTS

We work hard to ensure that we create classroom groupings that optimize the learning experience for our students. All of our teachers are dedicated and highly qualified. Students are placed in classes according to several criteria to ensure a balance of academic and social emotional needs. Final placements are approved by the Principal. If you have a specific concern regarding your child's placement please address these concerns with the principal. Changes can not be made within the first ten days of school. Please be aware that classrooms are subject to change, due to enrollment numbers. If changes are necessary, the Principal and/or staff will contact parents before any changes are made.

TELEPHONE NUMBER FOR ABSENCES
669-205-4800 Option #1

ATTENDANCE

Attending school regularly and on time is important for the success of your child. When they attend regularly and on time they feel better about school and themselves. Being tardy or absent frequently can create learning gaps that are difficult to make up. Start the school year right by building the good habit of learning that attending school every day is important. It will help them do well in school, college and work.

To help build this habit set a regular bedtime and morning routine, lay out clothes and pack backpacks the night before. Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home. If you feel your child is anxious about attending school set up a meeting with your child's teacher to get advice on how to make them feel more comfortable and excited about school. Develop a back-up plan for getting to school if something comes up.

Attendance is monitored on a daily basis. Students that have chronic issues with attendance or tardiness will be referred to the Student Attendance Review Board (SARB). Students who have three or more days of unexcused absences and three tardies over 30 minutes are considered legally truant and may be referred to SARB.

Schools must follow California Education Code to excuse all absences and tardies. Parents have five (5) school days to excuse an absence. According to Education Code Section 48200, children between the ages of 6 and 18 must be in school. The only excused absences are student illness, medical appointments, quarantine or a death in the immediate family. Other absences are considered unexcused.

ONLY STUDENTS WITH NO ABSENCES OR TARDIES
CAN EARN PERFECT ATTENDANCE AWARDS
(unexcused early-check out affects qualification for perfect attendance)

Excused tardy is when you are late to school due to sickness, injury, death in your immediate family, medical or dental appointments with a note from the physician, school sponsored activities or a court date.

Unexcused tardy is for events like oversleeping, missing the school bus, car problems, items forgotten at home, dropping siblings off at other schools and traffic.

Excused absences (per California Ed Code) are only for illness (after 3 days, needs medical verification), medical/dental appointment with note from doctor, religious observance, bereavement (immediate family only)

ILLNESS

If your student becomes ill at school, parents/guardian will be called to pick him/her up. When a child has a fever of 99.9 or higher, has diarrhea, vomiting or what appears to be a contagious illness, the school is required to call parents.

If there is a medical emergency at school, every effort will be made to reach the parents or guardians first, and then the emergency contacts listed on your child's information (only). For head injuries, we always call the parents. If we are unable to contact parents, we will send a letter home with the child. In the case of severe injury, if we are unable to reach parents and it's a medical emergency needing immediate medical attention, an ambulance may be called. A staff member will accompany the child to the hospital. **It is critical for all emergency cards to be updated often, so that we are able to contact parents immediately if needed.**

Here are some simple guidelines for parents:

When symptoms are mild and vague — “I don't feel good” or “My tummy hurts” — they will probably perk up once they get to school ... when in doubt, send children to school. Children with a temperature of 100 degrees or higher should stay home from school. They should not return until they have had a normal temperature for 24 hours (normal temperature should be without medication, i.e. Tylenol, Motrin).

Children who have been prescribed an antibiotic for contagious illness such as strep throat, tonsillitis, bronchitis or pneumonia should not return to school until they have taken medication for 24 hours. Children vomiting or with diarrhea should stay home (24 hour rule is a good idea). **Parents should make sure “sick days” are not appealing.** Staying home sick should mean staying in bed — sleeping, resting, reading or playing quietly.

EARLY SIGN-OUT

If a child must leave before regular dismissal time, the parent or guardian is required to sign out the child in the office. Your child will only be released to those listed on the Emergency Card. Identification may be required. We ask that you wait in the office until your child arrives from the classroom. **For the protection of all of our students, pupils may not be picked up at the classroom door during the school day.** Students with any unexcused early check out will not qualify for perfect attendance awards.

SHORT TERM INDEPENDENT STUDY CONTRACTS

Students are highly discouraged from missing school for reasons other than illness or family emergencies. We understand that special events sometimes necessitate an extended absence. In order to not fall behind and receive credit for missed work students must contract to do work during the period of the absence. Independent Study Contracts must meet strict California State guidelines in order to result in excused absences.

- Short term Independent Study (IS) needs to be a minimum of 5 days and maximum of 10 days.

- Written request must be made at least two weeks in advance and given to the teacher. Parent is responsible for requesting the contract and may be required to meet with the principal.
- Contracts will not be approved if:
 - Student has received notices of truancy
 - Student has failed to complete prior contracts

EMERGENCY CARDS/ CHANGE OF ADDRESS

Emergency cards and address must be current. In the event of an emergency it is important to be able to reach a parent as soon as possible. Also emergency contact information should include all persons that you may wish to pick your child up from school. If they are not on the card we cannot release the child to that person. To ensure your child's safety we may require a photo identification before releasing a student. If you need to have someone pick up your child who is not listed on the emergency card, you will need to send in a hand-written note, email or fax stating the name of the person, date and time, along with your signature. We cannot accept any requests made over the phone. Email can be sent to: mary.hernandez@gilroyunified.org.

An email will be sent to each family at the start of the school year to complete emergency information online. It is important that this step is done as soon as possible. Paper emergency cards will be sent home for families not completing this step in the first few weeks of school or who may not have access to the internet. After September all changes must be made in person at the school office. Parents need to notify the school immediately of any changes to address, home/work numbers and individuals listed as emergency contacts.

All restraining orders need to be on file in the office and kept current. Please realize the school will abide by any court orders, with the best interest of the child and least disruption of the learning environment as our focus.

If a child moves out of Rucker's attendance area, a "School of Choice" application must be completed. School of Choice is generally approved if space is available. Please review the form for reasons relating to attendance or behavior, which may cause school of choice status to be either revoked or denied.

MEDICATIONS

Education Code #49423 states that: "Any student, who must take medication while at school, must first bring a written order from his/her doctor, and a written request from his/her parent for school personnel to help the child take his/her medication. **A new order and permission form needs to be obtained each year.** No student is to keep medication on his person. It must be kept in the nurse's office.

Prescribed medication needs to be sent in the prescription bottle. A written order from the doctor for over the counter medications such as Tylenol and aspirin is required.

TRANSPORTATION

TELEPHONE NUMBER FOR TRANSPORTATION
669-205-7900

Bus Riders

- Gilroy Unified School District will begin bus service on the first day of school.
- Please call **TRANSPORTATION** for any information regarding bus schedules.
- If you bring your child to school on the first day, please write a note to tell the teacher if you plan to pick him/her up.
- Students may not change bus routes to go another student's home.
- Students must remain in their seats and follow all safety rules.
- Students who cannot follow the rules may be suspended from riding the bus, either for several days or the remainder of the year.
- If parents fail to pick-up their child, and he or she is returned to the office by transportation, parents or emergency contacts will be called. If we are unable to locate someone, the Sheriff's office must be called to pick up the child.
- **All students must take the bus unless we have a written permission note specifically stating that the student is not to ride the bus, how he/she is to get home, and how many days this will occur. For final permission this note must be turned into the teacher or office before school.**
- Students are to remain in the bus area lines when waiting for the bus. Students need to follow all directions from the bus supervisor and drivers. Safety is important.
- Students who are not in the bus area on time and miss the bus will have their parents called to pick them up. Parents are expected to pick their child up from the office promptly.

STUDENT DROPOFF AND PICKUP

There are two pick- up and drop-off locations. Kindergarten through 2nd grade students should use the Sixth Street parking lot. Grades 3rd – 5th students should use the 4th Street parking lot. For families with students in multiple grades, please use the area for the lowest grade in your family.

BE A ROLE MODEL – BE SAFE – BE COURTEOUS

Please be patient and courteous to staff, parents, and students. They are working to ensure the safety of all children and to maintain a safe and orderly drop off and pick up.

Please Read Carefully:

- PLEASE, all parents utilize the parent pickup and drop off area at Rucker.
- The red zones on Santa Clara Avenue are for buses only. Parents parking in the bus zone can be cited by the Sheriff Department.
- Parents parking across any street at Rucker need to walk their child across the street. Please do not motion any child to cross the street; parents must accompany students to prevent accidents.
- Please, no U-turns in the middle of the road around Rucker.
- Students should not arrive before 7:30, when we begin supervision. This is for your child's safety.
- We have supervision in the parent pickup area. If children are not picked up in a timely manner, they are then brought to the office, where we will call home and you will need to enter the office and sign the late pick up binder.

- **The right lane is for student to exit and enter cars, accompanied by a staff member**
- **The left lane is for cars to exit the line, please drive slowly to the exit**
- **No student will be allowed to exit from the left side of the car. This is dangerous since they will be stepping into oncoming traffic**
- **Never leave your vehicle unattended in the Drop-Off/Pick Up areas**
- **Please be mindful of moving forward so that cars can easily flow into the drop off/pick up areas**
- **Obey all traffic laws**

CLASSROOM DISRUPTIONS

In order to create and maintain distraction free learning environments we ask your help in minimizing classroom disruptions.

- We will not deliver forgotten lunches, musical instruments, homework, etc to the classroom during class time. [Please refer to the District's new policy on food delivery during the instructional day.](#)
- Teachers will not receive outside phone calls during the instructional day. Calls will be directed to their voicemail which may not be checked until the end of the day.
- When possible, please schedule medical appointments outside of the school day. When this is not possible, send a note with your child for the teacher giving the time when your child will be picked up. That way the teacher can be prepared for your child to leave. In order to maximize classroom learning time, children will remain in their classrooms until parents have checked the child out in the office.
- Should any visitor be disruptive they will be asked to leave the campus.

VISITORS/VOLUNTEERS ON CAMPUS

We warmly welcome parent and community volunteers. For the safety of our students and staff, **All persons visiting the campus during school hours shall report directly to the school office to sign in and obtain a visitor's pass.** This pass must be worn in a visible location the entire time you are on campus. Person's not wearing a visitor's badge will be asked to return to the office to sign in and obtain one.

Volunteers

Parent volunteers are welcome after they have submitted a TB Clearance at the District Office. We ask that our volunteers follow the procedures and policies established by the school and district. At no time should a non-staff member be with children if they are not supervised by credentialed staff. Volunteers work under the supervision of a credentialed staff member.

Adult Restrooms

During the school day, no adult may use the student restrooms. Please use the restroom in the nurse's office. Students are not allowed in adult restrooms at anytime.

Classroom Visits

Parents are welcome to visit their child's classroom. All classroom visits must be scheduled in advance with the child's teacher and approval of the principal. Requests must be made at least one day in advance. Time visiting in the classroom may be limited at the discretion of the principal.

Lunch Time

For the safety of our students parents/visitors are not allowed to eat lunch with students on campus, unless it is a pre-planned special activity, such as an end of year picnic, that has been organized by the school or classroom teacher. If there is an emergency situation that requires you to meet with your child during the school day, we will make a space available in the office.

Younger Siblings

We ask parents not to bring younger brothers and sisters to campus while school is in session. Bringing younger children during school hours is can be distracting to the students and staff. Having young children in workrooms is a safety concern.

Outside Counseling/Therapy Services

All counseling and therapy services that are not provided at the recommendation of Gilroy Unified may not occur during the school day.

MEDIA/PHOTOS

At times during the school year, the media (both newspapers and TV) may request permission to write an article about and/or take pictures of a program or an activity taking place at the school site. This means that your child's picture, quotes and name may appear in the newspaper or on a television station. Teachers may also take pictures to use on classroom webpages. If you **DO NOT** want your child's picture, quote and name to appear in the media, please check and sign the portion on the emergency card information indicating you do not want your child to receive any media attention, which could include pictures in school programs, yearbooks, and other school documents or webpages.

CELL PHONES AND ELECTRONIC DEVICES

According to Education Code 48901.5, students are allowed to have cell phones on campus, provided there is no disruption to the learning environment. In accordance with Education Code 48901.5, no student shall be prohibited from possessing or using an electronic signaling device, including cell phones, that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee will use best judgment and determine which of the following options to exercise.

- Confiscate the device until the end of the school day.
- Confiscate the device and turn it over to the administration.

A student who violates this policy is subject to discipline in accordance with Board Policy, administrative regulation, and site rules. Students bring cell phones and electronic signaling devices on campus at their own risk. The school is not responsible for lost, stolen, or damaged phones and/or electronic signaling devices.

Cellular phones and/or electronic signaling devices may not disrupt the learning environment in the classroom; phones must remain in backpacks and should not be used except after school hours. If a cell phone is confiscated, it may be brought to the office, parents will be called to pick up the phone. A gentle reminder to parent volunteers to not use your cell phone when volunteering in classrooms.

LOST AND/OR DAMAGED INSTRUCTIONAL MATERIALS

Students will be charged for lost/or excessively damaged textbooks, library books or other instructional materials.

LOST AND FOUND

Make sure all lunch boxes, sweaters, jackets, coats, etc. are marked with your child's name using a permanent marker. This will help us reunite items with students. For items that are not labeled we have an outside lost and found area near the front gates by the office. If your child has lost an item please have them check the lost and found. Parents may also check for items before or after school. **All unclaimed items will be discarded on the last school day of each month beginning in September.**

LUNCH AND MILK PROGRAM (prices subject to change)

These programs will start on the first day of school

- Breakfast - \$1.25 ▪ Hot Lunch - \$2.90 (includes milk) ▪ Milk Only - \$.50 cents
- Families should set up their lunch accounts online via the school webpage. This allows you to prepay meals so that students do not have to bring cash to school. Students will not be allowed to charge lunch if they do not have money on their accounts or cash for lunch.
- Free and Reduced Lunch applications will go home the first week of school or when child enrolls .
- If your child has a documented medical condition and needs to eat at a certain time or has a special diet, please contact the school at 669-205-4800 Press 3 and we will make the necessary arrangements
- Please mark all bag lunches and lunch boxes with your child's name.
- Do not send any glass containers, high energy drinks or carbonated beverages to school. If your child brings a lunch from home, please follow the district's Wellness Policy.

According to State Regulations parents are not allowed in the food service building. No food may be taken off of the campus. Food is provided for your children attending Rucker, not other family members.

At times, we may have students with severe peanut allergies. When this is known by our school nurse, signs are posted to advise parents. Please follow district policy regarding

allergies, for some students it can be a life threatening matter. Students should only be eating the food provided by his/her parent or the school lunches.

STUDENT WELLNESS POLICY

Every school district is required by law to develop and implement a Student Wellness policy. The Gilroy Unified School District Board of Trustees adopted the first policy in March 2006. In August 2008, our School Board approved revisions to the policy which were implemented in the 2008-2009 school year. Listed below are important facts for your information:

- Under Section 204 of the Child Nutrition Reauthorization Act, all school districts participating in the National Lunch Program must have a Wellness Policy in place.
- Studies show that nutrition is related to physical well-being, growth and development, positive learning and risk of diseases.
- The GUSD policy is based on the eight component model of coordinated school health. These components are:
 1. Health Education
 2. Physical Education
 3. Nutrition Services
 4. Health Services
 5. A Safe and Healthy School Environment
 6. Parent and Community Involvement
 7. Health Promotion for Staff
 8. Psychological and Counseling Services

As we enter the new school year, it is once again time for the Gilroy Unified School District and our community to recommit ourselves to providing a school environment that encourages nutritious eating habits, appropriate physical activity, and healthy behavior as a means of promoting academic success.

Parents/guardians are requested to support the District's nutrition efforts by selecting nutritional quality when purchasing snacks or treats donated for special school or classroom events. **Foods with high sugar content will not be allowed; i.e. candy, cupcakes.** *In addition, as of August 2010 all fundraisers must conform to GUSD's Wellness Policy.* Principals and teachers will support the nutrition guidelines by ensuring that healthy options are provided at all school functions. A brochure outlining the wellness policy can be obtained from the school office.

Birthdays and Special Class Events

In order to comply with the district's Wellness Policy we are asking parents NOT to bring unhealthy food or food that is cooked at home to school. We have children with various food allergies. GUSD's Wellness Policy prohibits the following food items: candy, cakes/cupcakes, fried potato chips, ice-cream, soft drinks, nuts,(Including peanut butter). Teachers are aware of the wellness policy requirements and have been asked to enforce this in their classrooms. Please understand that if our front office staff or teachers reject food items not meeting this policy that we are doing it in the best interest of our students' health and well-being. There are many healthy alternatives that can still be used to celebrate special days and events at school.

GILROY UNIFIED SCHOOL DISTRICT DRESS CODE

We strongly encourage parents to play an active role in determining how their children dress for school. Students should wear clothing that is appropriate for school activities. Clothing should not present a safety hazard or distraction to learning. Athletic/tennis shoes are recommended. The school will operate within the bounds of state laws, specifically section 302, Title 5, of the California Administrative Code which states:

“All pupils who go to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare themselves for the schoolroom before entering.”

The GUSD Dress Code Policy will be enforced for grades K-5. For more detailed information Please refer to the district parent handbook.

On Fridays, students and staff are encouraged to wear their Rucker wear to support school spirit and pride.

SCHOOLWIDE DISCIPLINE PLAN

Students are not to bring toys, balls, electronic games, etc. from home. The school is not responsible for personal items that are lost, stolen, broken and destroyed. These items disrupt the learning environment. Students should not bring any objects that can be viewed as dangerous or disruptive.

Rucker uses a PBIS model for school discipline and adheres to the GUSD discipline policies. PBIS is a tiered approach to creating a positive culture through consistent expectations, rewards and interventions. Our PBIS handbook can be found on our school website. Our goal is to help students learn the behaviors needed for school and beyond. There will be times when more traditional discipline measures need to be taken to ensure a disruption free learning environment and the safety of students and staff. All serious matters are referred to the principal when needed. We make every effort to understand and investigate the incident and take appropriate steps towards disciplining and improving behavior. For all major discipline matters parents/guardians will be contacted. It is important for school and home to work together when a discipline issue happens. Due to confidentiality and student rights it is not appropriate for parents to discuss discipline issues with other parents or children other than their own. We are not allowed to provide parents with information about discipline measures that have been taken with students other than their own child.

CODE OF CONDUCT

RUCKER PLEDGE

I will be safe. I will be courteous. I will do my personal best.

The students at Rucker School are expected to behave in a manner that supports a safe and supportive environment in which students can focus on learning in the classroom, and safely interact with others on the playground. Teachers review expectations with all students during the opening week of school and as necessary thereafter. Detailed board policies for discipline can be found in the Gilroy Unified Parent Handbook.

At Rucker we strive to create a safe environment where students feel comfortable in and outside of their learning environments. We expect that all students exhibit kind and respectful behavior. Our school incorporates the OLWEUS bullying prevention program into our classroom instruction and each grade uses the Second Step program to build strong social/emotional and conflict resolution skills. We expect our students to exhibit respect and show kindness to everyone. Please notify school staff immediately if there are concerns.

ADDRESSING CONCERNS/PROBLEMS AT SCHOOL

If you or your child has a concern or problem at school there is an established protocol to follow to address the issue.

1. **Try to resolve the problem first with the classroom teacher.** They usually know your child best and are familiar with any problem they may have.
2. If you don't come to a mutually agreeable solution; call the office for an appointment to meet with the principal. **A meeting will be set up with you, the classroom teacher and the principal to help resolve the issue.**

AWARDS AND INCENTIVES

Rucker holds monthly PBIS assemblies where students are recognized for a variety of things. Each assembly is focused on one of our PBIS themes and students who have shown exemplary traits based on the theme are recognized. Students are also recognized for both academic and attendance. As part of our PBIS program students have the opportunity to earn Cougar Paws in and outside of class. These Cougar Paws may be used at the student store or towards a special activity.

FIELD TRIPS

Permission slips for each field trip will be sent home prior to the field trip to allow children to get them signed and returned to school in a timely manner. Children will not be able to call home on the day of the field trip for forgotten permission slips. Students who have prior discipline issues may be excluded from field trips. Only those students who have turned in completed field trip permission slips [GUSD WRITTEN PERMISSION SLIP, Form #22] at least one (1) day prior to field trip will be allowed to attend the field trip. Handwritten notes or phone calls are not acceptable.

Volunteer chaperones must be at least 18 years of age. All chaperones must meet our TB and Fingerprinting requirements that have been established by Gilroy Unified School District. Chaperones should sign in at the office as a volunteer before leaving on the field trip. Younger siblings may not go on field trips, even if their parent is a chaperone.

The faculty sponsor is responsible for the control and direction of students and for their health and welfare. The sponsor will clearly define and communicate all trip expectations to students, parents and chaperones prior to the trip. School sponsored trips originate and end at the school site. All school sponsored trips involving students will have proper supervision at all times by school employees and other authorized by the principal. Any request to remove a child prior to the end of a school sponsored trip must be submitted in writing to the Principal at least three days in advance. Approval for such requests may only be granted for extreme and unusual circumstances.

BAND/CHOIR

Students in grade 5 may choose to participate in instrumental band. The classes meet during school hours. Students in grades 4 & 5 may choose to attend choir, which occurs during their lunch period.

THEATER ARTS

Rucker's Theater Arts Program at Rucker School is another after school enrichment opportunity. Students in grades 3-5 are welcomed to join audition and participate in the theater arts programs held two times per year. Academics grades, attendance and homework need to be maintained. If your child stays home sick, he/she cannot participate in the theater arts program for that day.

STUDENT LEADERSHIP/SAFETY PATROL

Students in grades 3-5 have the opportunity to participate in our student leadership. They plan events and special activities that support a positive school climate and culture. The goal

is to help them to develop leadership skills and take an active role in our school and local community. Safety patrol is another option for students in grades 3-5 to support a safe school climate by helping families during morning and afternoon carpool.

PARENT AND SCHOOL COMMITTEES

School Site Council

The Rucker School Site Council works together to ensure Rucker School is focused on constant improvement in all areas of the school environment. This committee, which consists of the parents, teachers, the principal, and representative of the English Learners Advisory Committee (ELAC), review the school plan (SPSA) and instructional program. Members meet once a month to establish operational procedures and update and review our school plan as needed. The team's goal is to increase school-wide effectiveness, improve student achievement, and better prepare Rucker students to be successful and responsible citizens.

English Learners Advisory Council (ELAC)

The English Learners Advisory Council meets regularly to discuss and make recommendations concerning the needs of our English Language Learners. Spanish translation is always available at these meetings. These meetings include information on the current programs for English Learners, review of laws and attendance procedures, and often offer information on how students are learning, including in-depth and fun lessons for parents to demonstrate how their children are learning.

GATE Advisory Council

The Rucker Gate Advisory Council meets quarterly, plus a yearly GATE Open House is held. GATE topics are discussed with parent input. In addition, the district holds informative GATE District Advisory Council (GPAC) meetings monthly. Parents are encouraged to attend all meetings.

Rucker Home And School Club

This organization is open to all Rucker parents and staff. All parents are encourage to attend the monthly meetings and to support the many activities that they provide for our school. Announcements will be sent home regarding activities for the year. Without their efforts we would not be able to provide field trip and many of the extras that our staff and students enjoy. Please support the Rucker Home and School Club!!

FINGERPRINTING

Policy Statement:

As stated in BP 1240, the GUSD Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Gilroy Unified School District adheres to California State statutes pertaining to supervised volunteerism in schools. Fingerprinting clearance by the FBI and DOJ is required in certain situations which are outlined below.

- Parents must be fingerprinted if they are going to accompany students on an overnight field trip.
- Parents must be fingerprinted if they are going to be alone with students (other than just their own children) at any time, e.g. walking a student to the office, supervising students on the playground and not within the view of a certificated employee, chaperoning a group of students at a museum and not within the view of the teacher.
As much as possible, these situations should be avoided.
- Parent volunteers in the classroom do not have to be fingerprinted as long as they are directly supervised by a teacher or other certificated employee at all times.
- Parents may drive students without being fingerprinted, if their own child is in the vehicle and they have written permission of the other students' parents to ride in their vehicle. Parent drivers must also follow the attached guidelines to be cleared to drive students.
- Parents will only need to be fingerprinted once during their volunteer service within the district.
- If a parent has been fingerprinted through their place of employment e.g. police dept., government agency, etc., the District will accept an official letter from the parent's employer stating the date that the fingerprint clearance was received and agreement that if there are any "hits" on the parent's record, they will notify GUSD.

Megans' Law Website Check

By law (Penal Code §290(a)(2)(A)-(E)), parents must disclose if they are a registered sex offender and/or listed on the Department of Justice Meghan's Law web site at <http://www.meganslaw.ca.gov>. Any parent volunteer applicant whose name appears on the Megan's Law online database is prohibited from serving as a volunteer in any capacity for any length of time, including for one-time activities. Site administrators or designees will check the names of parent volunteers on the Meghan's law website in September and January each school year.

TB Guidelines

Beginning January 1, 2017, all parent volunteers and parents that have contact with students must submit clearance of TB in order to volunteer at a school site. Parent volunteers must complete the T.B. Risk Assessment Questionnaire which must be administered by a licensed

health care provider. If there are no risk factors identified, a Certificate of Completion will be provided to the parent volunteer by the health care provider. If risk factors are identified, further examination through TB skin or blood tests, and/or chest X-rays may be required. Once the health care provider determines that the individual is free from infectious TB, a Certificate of Completion will be issued; and the prospective volunteer must submit a copy of it to the District Office H.R. Department. Parent volunteers may be able to obtain TB screenings at a reduced cost through the Foothill Clinics located at Glen View School and next to St. Louise Hospital.

This process must be repeated every 4 years.

Procedures:

- Parents must complete the GUSD Parent Volunteer Form
- Site principals must submit a list of parents that need to be fingerprinted based on the guidelines outlined above *no later than one week in advance* of when the parents will report to the District Office Human Resources Department. This list must include name and phone number of the parent who is authorized for Live Scan fingerprinting.
- Fingerprint authorization forms will be provided to parents on the following days and times at the District Office (or by appointment): Tuesdays, 3:00 p.m. – 4:00 p.m., and Wednesdays, 8:30 a.m. – 9:30 a.m. Parents must provide government-issued picture identification.
- Fingerprint authorizations will be processed by the District Office. After District Office staff process the fingerprinting form, parents will be provided with the locations of Live Scan fingerprinting services. Parents must take the form to a fingerprint facility and pay the fee for fingerprinting (DOJ & FBI one-time fee = \$69. Note: This fee is subject to change by the two agencies.) Where available, funds provided by a parent club/association and/or charitable donations may be used to cover the cost of fingerprinting. The District has allocated a small budget per school (based on the number of students eligible for free and reduced price lunches) which may be used for parents to be fingerprinted who cannot afford to pay the fees.
- The District Office's Human Resources staff will notify the site principal when the fingerprint Live Scan results are received.

GUSD NEW POLICY ON FOOD DELIVERIES TO SCHOOLS

As of August 2019, for student safety reasons and to control disruptions of school operations and the learning environment, the District cannot allow outside food delivery, including professional delivery and food brought from home, to students during school hours.

The increasing number of attempted deliveries is disruptive to both the school operations and the learning environment. The State legislature has directed school districts through Education Code Section 32212 to control interruptions during school hours. District Board Policies 1250 and 6116 require school staff to ensure that disruptions to school operations and classrooms are kept to a minimum. In keeping with these directives, the District has

determined that food delivery causes a major disruption to the campus as it takes school staff away from essential duties.

Please know that we will refuse delivery of any food items delivered to campus. Gilroy Unified School District will not be held responsible for any costs associated with the ordering of food in violation of Board policy. This applies to any food brought from off campus including food brought from home. Accepting such deliveries not only disrupts campus operation, but also would require us to keep all items in facilities required by health code. These facilities are not available in our offices and storing food improperly poses a health risk to students. The District asks for your cooperation in not ordering food to be delivered or bringing food to your child.

Students are allowed to bring their lunch from home or purchase food from the cafeteria.

Thank you for your understanding and support.