



# ***Gregg Anderson Academy***



## **PARENT & STUDENT HANDBOOK 2019-2020**

*California Education Code 48980 requires school districts to notify parents of their rights and responsibilities. You can access this information online at: <http://www.westside.k12.ca.us> or you may request a paper copy from the school.*

*Please return the Emergency Contact Information form and the Student Annual Update form immediately. Your signature on your child's Emergency Contact Information form acknowledges that you have received this notice.*



**Superintendent**  
*Regina Rossall*

**Board of Trustees**  
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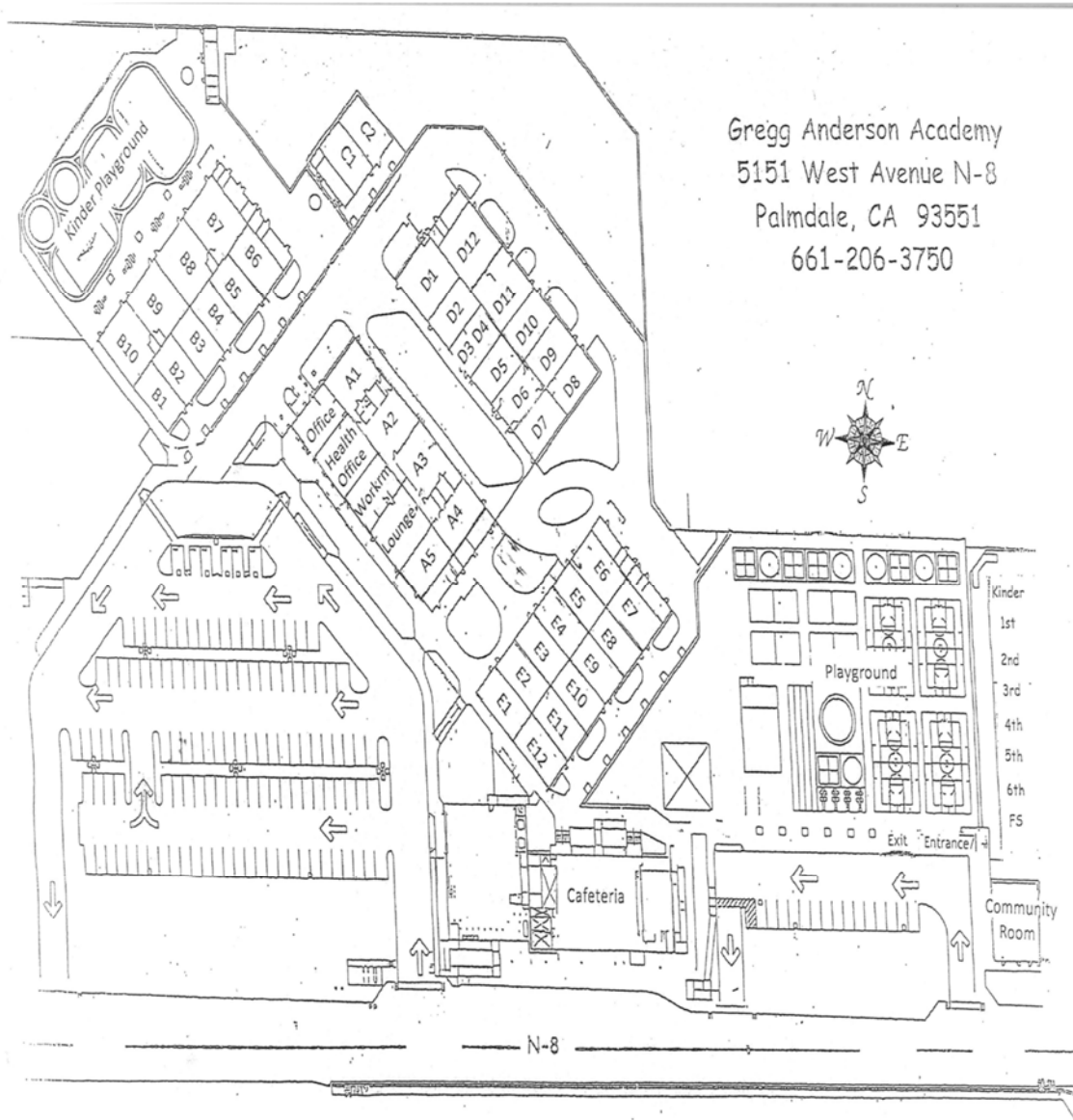
#### DISTRICT MISSION STATEMENT

Recognizing diverse academic ability or performance, family background, socio-economic status, race or gender, the mission of Westside Union School District is to create the opportunity for every student to master State Content Standards. Our purpose is to educate all students to confidently achieve high levels of academic competence while developing as positive role models and responsible citizens.

We are committed to comprehensive systems of delivery and support to assure this outcome by "pointing the way, providing the path" to success.

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## Gregg Anderson's Mission Statement

The mission of Gregg Anderson Academy is to create an environment that ensures successful learning for all students through utilization of STEM and AVID strategies. With these strategies we encourage our students to be innovators, inventors, logical thinkers and problem solvers. Our students will become contributors to their community, now and in the future.

### STEM

Project Lead the Way (PLTW) classrooms will do STEM on a regular basis.

### Vision Statement

Gregg Anderson Academy is a partnership where teachers, students, and parents collaborate with the community to create future leaders in a global society.

### Office Personnel

Jessica Kott, K-3 Principal	j.kott@westside.k12.ca.us
Kristin Kruizinga, 4-6 Principal	k.kruizinga@westside.k12.ca.us
Amanda Adamson, School Nurse	a.adamson@westside.k12.ca.us
Ivonne Gonzalez, LVN	i.gonzalez@westside.k12.ca.us
Kelly Quinlan, Secretary	k.quinlan@westside.k12.ca.us
Michele Heckenliable, Clerk II	m.heckenliable@westside.k12.ca.us
Margo Kettlekamp, Clerk I	m.kettelkamp@westside.k12.ca.us
Jassem Salami, Custodian	j.salami@westside.k12.ca.us

### Gregg Anderson Academy

5151 West Avenue N-8  
Palmdale, CA 93551  
661-206-3750  
Fax 661-206-3751

[http://www.westside.k12.ca.us/schools/info/gregg\\_anderson.htm](http://www.westside.k12.ca.us/schools/info/gregg_anderson.htm)

## GREGG ANDERSON ACADEMY

### Student Evacuation Parent Letter

Dear Gregg Anderson Parents and/or Guardians,

Please read the following rules and procedures to be following in the event of an emergency that requires student evacuation from Gregg Anderson Academy.

#### **Procedures for picking up your child in an evacuation:**

Enter the school through the gates located near the cafeteria and community building. Go to the field, students will be lined up by grade level in a "U" shape. There will be a sign for each teacher. The teacher/assistant in charge will give you the emergency card. Take the emergency card and your child to the gate you entered. Hand the emergency card to the staff member at the exit.

Refer to map on page 30.

Students not picked up will eventually be housed at either Joe Walker Middle School or Hillview Middle School depending on reason for evacuation.

Joe Walker Middle School  
5632 W. Avenue L-8  
Quartz Hill, CA 93536

Hillview Middle School  
40525 Peonza Lane  
Palmdale, CA 93551

#### **Important rules to remember:**

Students will NOT be released unless an adult shows ID and their name is on the emergency card.  
Do NOT try to pick up students unless your name is on the emergency card.  
Follow all instructions, at all times, given by staff members.  
Do NOT enter any buildings.  
Do NOT call the school.  
Please be PATIENT. We are all working together to ensure your child's safety and well-being.

In addition to the above, please be sure your child's emergency card stays updated with regard to address, phone number and emergency contacts.

Thank you for your cooperation,

Gregg Anderson Staff

## TEACHING STAFF

Teachers can be reached through email and/or phone messages. When calling school, if you receive after hours school message, enter the teacher's 5 digit extension.

### EARTHQUAKE SUPPLIES

As much as we hope an earthquake doesn't happen, we want to be prepared if it does and need your help. Please be aware that our Safety Committee may be asking for needed materials.

### LOCK DOWN

In case of a need to "Lock Down", the school uses a code that is announced over the speaker system or a portable speaker that lets the supervisors know to bring everyone into the classrooms. During a lock down, the entire campus will be secured and no students or adults will be allowed to enter or leave. This means that **NO ONE**, except required emergency personnel, will be allowed onto campus during a lock down. In the event that we need to go into a lock down, we appreciate your understanding that your child's safety is our immediate concern and that you may be delayed in your ability to enter the campus to pick up your child. Please be patient and do not stop personnel who may be working to assist in the lock down.

### PETS AT SCHOOL

Pets are not allowed on campus at anytime without specific permission from your child's teacher or the school administrator. This includes all areas of the parking lot, playground, and classrooms/building.

### SUN SAFETY

Hats are the best method of minimizing UV rays to face, nose, head, ears and neck. We highly encourage students to wear Gregg Anderson approved hats to school (see page 15). Sunglasses and sunscreen are also allowed.

## EQUAL RIGHTS & OPPORTUNITIES

It is the policy of this school to afford all students regardless of their sex, race, religious affiliation, equal rights and opportunities. You may contact the District Office, (661) 722-0716 if you have questions regarding compliance.

Kindergarten	Michelle Adams	m.adams@westside.k12.ca.us	75423
	Cindy Brand	c.brand@westside.k12.ca.us	71812
	Debra Cox	d.cox@westside.k12.ca.us	75933
	Jennifer Taylor	j.taylor@westside.k12.ca.us	75915
First Grade	Amber Howell	a.howell@westside.k12.ca.us	75924
	Katrina Knittel	k.knittel@westside.k12.ca.us	72004
	Karen Smith	k.smith@westside.k12.ca.us	71001
	Kristin Studt	k.studt@westside.k12.ca.us	76003
Second Grade	Aniko Ewart	a.ewart@westside.k12.ca.us	77705
	Janet Moser	j.moser@westside.k12.ca.us	76002
	Christine Uribe	c.uribe@westside.k12.ca.us	71005
	Marie Wheeler	m.wheeler@westside.k12.ca.us	74602
Third Grade	Sharon Ebert	s.ebert@westside.k12.ca.us	75234
	Lori Gudim	l.gudim@westside.k12.ca.us	76018
	Deidre Murphy	d.murphy@westside.k12.ca.us	71806
	Shari Nabors	s.nabors@westside.k12.ca.us	76024
Fourth Grade	Susan Hurlburt	s.hurlburt@westside.k12.ca.us	75412
	Marie Norlin	m.norlin@westside.k12.ca.us	79713
	Michelle Bruch	m.bruch@westside.k12.ca.us	75236
	Michele Sessions	m.sessions@westside.k12.ca.us	75213
Fifth Grade	Miriam Grundy	m.grundy@westside.k12.ca.us	76010
	Tracy LaRosa	t.larosa@westside.k12.ca.us	75430
	Stephan Lopez	stephan.lopez@westside.k12.ca.us	75219
	Kelly Morreale	k.morreale@westside.k12.ca.us	71017
Sixth Grade	Heather Hook	h.hook@westside.k12.ca.us	77103
	Amanda Hance	a.hance@westside.k12.ca.us	77349
	Melissa Venter	m.venter@westside.k12.ca.us	
Functional Skills	Jamie Parker	j.parker@westside.k12.ca.us	75908
	Crystal Martinez	c.martinez@westside.k12.ca.us	77142
	Rebecca Sabadin	r.sabadin@westside.k12.ca.us	75907
	Emily Curry	e.curry@westside.k12.ca.us	75906
	Karina Ortega-Reyes	k.ortegareyes@westside.k12.ca.us	77095
	Meggan Termath	m.termath@westside.k12.ca.us	77026
Resource	Diana Mansholt	d.mansholt@westside.k12.ca.us	71401
Psychologist	Sharonne Campo	s.campo@westside.k12.ca.us	77351
Counselor	Christina Parker	c.parker@westside.k12.ca.us	
Speech	Danielle Eichner	d.eichner@westside.k12.ca.us	77311
Speech	Lindsay Talbert	l.talbert@westside.k12.ca.us	77245
PE	Ralph Hicks	r.hicks@westside.k12.ca.us	
Band	Kami Whitten	k.whitten@westside.k12.ca.us	12175
Computer	Miyuki Kovacs	m.kovacs@westside.k12.ca.us	12920
Library	Kellie Wreesman	k.wreesman@westside.k12.ca.us	12970
Library	Stephanie Madison	s.madison@westside.k12.ca.us	12970

**WESTSIDE UNION SCHOOL DISTRICT**

41914 50<sup>th</sup> St. West  
Lancaster, Ca. 93536  
661-722-0716

March 15, 2019

Dear Parents:

At the Board Meeting of June 26, 2018, the Board of Trustees approved the 2019-2020 calendar. Please review the dates below to familiarize yourself with the calendar. If you have any questions, please contact your child’s principal or school secretary.

**JUNE - 2019**

7-30 **VACATION – NO SCHOOL**  
7-30 Extended Year School

**JULY - 2019**

1-31 **VACATION – NO SCHOOL**

**AUGUST - 2019**

1-6 **VACATION - NO SCHOOL**  
7 **Classes Begin – Minimum Day**  
7 First Quarter/First Semester Begins  
7 & 8 Minimum Day  
26 Minimum Day

**SEPTEMBER – 2019**

2 Labor Day Holiday – **NO SCHOOL**

**OCTOBER – 2019**

7 & 8 Parent Teacher Conference – **NO SCHOOL**  
11 First Quarter Ends  
14 Second Quarter Begins

**NOVEMBER – 2019**

11 Veteran’s Day Holiday – **NO SCHOOL**  
22 Minimum Day  
25 Lincoln’s Day Holiday – **NO SCHOOL\***  
26-29 Thanksgiving Holiday – **NO SCHOOL**

**DECEMBER – 2019**

16 Minimum Day  
20 Minimum Day

**DECEMBER – 2019 Continued**

20 Second Quarter/First Semester Ends  
23-31 **WINTER VACATION – NO SCHOOL**

**JANUARY - 2020**

1-10 **WINTER VACATION – NO SCHOOL**  
13 **Classes Resume**  
13 Third Quarter/Second Semester Begins  
20 M. L. King Holiday – **NO SCHOOL**

**FEBRUARY – 2020**

17 Presidents’ Day Holiday – **NO SCHOOL**

**MARCH - 2020**

20 Minimum Day  
20 Third Quarter Ends  
23-31 **SPRING VACATION – NO SCHOOL**

**APRIL - 2020**

1-3 **SPRING VACATION – NO SCHOOL**  
6 **Classes Resume**  
6 Fourth Quarter Begins

**MAY - 2020**

18 Minimum Day  
25 Memorial Day Holiday – **NO SCHOOL**

**JUNE - 2020**

3 Minimum Day  
4 Fourth Quarter/Second Semester Ends  
4 **Last Day of School – Minimum Day**

**MEDICAL INSURANCE FOR SCHOOL ACCIDENTS**

The Westside Union School District **does not** provide medical insurance for school accidents. This means you are responsible for medical bills if your child gets hurt during school activities. If your child has coverage through another plan, you may use this coverage toward deductibles and co-payments. **The Student Health Care Plan is recommended for students with no other coverage**, since it covers both accidents and sickness 24 hours a day.

State law requires students participating in **inter-scholastic activities** to have accident insurance coverage, which include, but are not limited to Cheerleading, Super Science Saturday, Robotics, AVID and all sporting teams.

There are several options for parents to choose from. Applications are available online at [www.healthapp.net](http://www.healthapp.net) or you may pick up a form in the school office. Available from your child’s school are plans from the companies: Myers-Stevens & Toohey & Co., Inc. and Pacific Educators Insurance Services. Please contact the company of choice directly for any questions.

Please be sure to indicate your choice regarding participating in the insurance program on the *Student Emergency Information* form.

**SAFETY**

**LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds prior to dismissal time unless they have been signed out in the office by their parent, guardian or other persons listed on the student's emergency card and have permission from school staff. We strongly urge you to send a note to school with your child so that the classroom teacher can send your child to the office at the specified time. If students return to school after being signed out, the adult needs to come into the office and sign the student back in before the student returns to class.

If your child is going to be going home after school any way other than what he/she normally does, a note must be sent to the teacher. Without a note, your child will be sent home his/her normal way. Students need to be picked **up promptly** at 1:45 PM (grades K-3) and 1:50 PM (grades 4-6). If you are unable to do this, please make other arrangements for them to be picked up on time. We do not have playground supervisors on the grounds after school, so students are not allowed on the playground while waiting to be picked up. Students are to exit campus through the exit gates, or wait at those gates for their ride. We really encourage you to either be on time to pick your child(ren) up or make arrangements for someone else to do so.

**SECURE CAMPUS POLICY**

In an effort to keep all of our students and staff safe at all times, we are a locked and secured campus. Parents, volunteers and visitors cannot enter campus from 7:20 AM - 2:20 PM without signing in through the office. With the exception of the first day of school, parents will drop their children off at the school gates in the morning without entering campus. School staff will ensure that all students report to class.

**DISASTER DRILLS**

Earthquake and/or fire drills are held monthly. You may arrive at school to find our doors locked with a sign indicating which drill is occurring. Be patient – we practice to help keep all of us safe.

Sincerely,

Regina L. Rossall  
District Superintendent

\*Holiday observed on 11/25/19 in lieu of 2/14/20  
Calendar/Narrative 19-20  
3-2019

## HEALTH SERVICES

### ILLNESS OR INJURY AT SCHOOL

Please be sure that we have an accurate address and phone number where you may be reached during the school day. Should your child become ill or injured during school, it will be necessary for us to contact you immediately. For your child's protection, it is also necessary for you to provide us with the name of three local alternate persons to contact in the event we are unable to reach you. It is important for this information to be current at all times. Remember, our ability to contact someone immediately may be the difference in obtaining appropriate medical care or attention for your child. If the parents cannot be reached, the numbers on the emergency card are not available, or the parties do not wish to take the responsibility, we will call 911 if we feel it necessary to do so. In this event, the school or the district is not responsible for the charges, and the student will be taken to the closest hospital to the school (Antelope Valley Medical Center).

### MEDICATION

It is usually possible to work out a schedule with your physician to administer the medication at home before and after school rather than during the school day. If this is possible, we encourage you to do this. However, if it is necessary for your child to take medication (over-the-counter medication included) during school hours, the following procedures must be followed:

1. A Request for Medication form needs to be picked up from the office, filled out and signed by the doctor and parent/guardian. The form needs to be returned to the school office by the parent/guardian.
2. The medication must be in the original container and properly labeled by the pharmacist.
3. Medications must be brought to the office by the parent or guardian. At no time may the student bring it.

*Thanks for helping us to safeguard your child's health.*

### PHYSICAL EDUCATION

All students are expected to participate in PE. If a student is not able to participate, a parent may excuse them from PE with a written note. A parent can only excuse a child from PE for three days, after that, a doctor's note is required. Parents and students, please keep in mind that if a child is excused from PE (or has restrictions for PE), those same restrictions will apply to recess time.

### SUBSTANCE ABUSE PREVENTION EDUCATION

Throughout the school year, students will be provided with educational opportunities that will encourage them to adopt a healthy life style. One of the main components will be programs that emphasize a "Say No!" approach to drugs, alcohol and tobacco by encouraging a strong, healthy self-concept.

Parents should remind their students that possession or use of any alcohol, tobacco products or illegal drugs will not be tolerated at school or school functions. Suspension from school, expulsion, and/or referral to an outside agency may result from such inappropriate student action.

## DAILY CLASS SCHEDULE

	7:38 A.M.	Line Up—4th/5th/6th grades
	7:40 A.M.	4th/5th/6th grades classes begin
	7:47 A.M.	Line Up—K/1st/2nd/3rd grades
	7:50 A.M.	K/1st/2nd/3rd classes begin
	8:15 A.M.	Functional Skills classes begin
9:15	A.M.-9:35 A.M.	Primary Recess (K-3)
9:35	A.M.-9:55 A.M.	Intermediate Recess (4-6)

### **Play/Lunch Times**

	1st	11:00-11:45	(play/lunch line 11:00-11:25.....eat 11:25-11:45)
	2nd	11:10-11:55	(play/lunch line 11:10-11:35.....eat 11:35-11:55)
	3rd	11:20-12:05	(play/lunch line 11:20-11:45.....eat 11:45-12:05)
	4th	11:30-12:15	(play/lunch line 11:30-11:55.....eat 11:55-12:15)
	5th	11:40-12:25	(play/lunch line 11:40-12:05.....eat 12:05-12:25)
	K	11:45-12:35	(play/lunch line 11:45-12:10.....eat 12:10-12:35)
	6th	12:00-12:45	(play/lunch line 12:00-12:25.....eat 12:25-12:45)
		11:20-12:05	Mrs. Sabadin
		11:40-12:25	Mrs. Parker, Ms. Amador, Mrs. Martinez
		11:45-12:30	Mrs. Curry

### **Dismissal**

1:45 PM	(12:45 P.M. on minimum days)	K/1st/2nd/3rd grades
1:50 PM	(12:50 P.M. on minimum days)	4th/5th/6th grades
2:05 PM	(1:05 P.M. on minimum days)	Functional Skills classes

### **Minimum Days**

Students will be released one hour early

Wednesday, August 7 (1st day of school)

Thursday, August 8

Monday, August 26

Friday, November 22

Monday, December 16

Friday, December 20

Friday, March 20

Monday, May 18

Wednesday & Thursday, June 3 & 4

## GENERAL

### Dropping Off/Picking Up Procedures

Playground supervision will be provided beginning at 7:20 AM daily. There is no supervision prior to 7:20 AM. Do not drop students off before 7:20 AM. Students must be in their rooms (or with their teacher) when the final bell rings (see Daily Class Schedule listed on page 7). The warning bell rings for 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> grades at 7:38 AM and for Kindergarten/1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> at 7:48 AM, giving the students two minutes to get to class. Otherwise, the student is marked tardy.

The lower parking lot is for buses only from 7:30-8:30 AM and 12:30-2:30 PM. Once buses are in the lower parking lot, no cars may enter or exit the lot.

Drivers should drive very slowly when approaching the school and especially when driving into the parking lot. Cell phone use is prohibited by all drivers during drop off and pick up. Please stress with your children the importance of not dashing between vehicles. We need everyone's cooperation to make our school safe.

In the morning, students must enter through the front gate. There are four dismissal areas for students in grades 1-6.

1. Front gate
2. E gate (located between Buildings A & E)
3. Twirl gate—all kindergarten siblings
4. Cafeteria gate—only for kindergarteners

Innovation Education and AV Boys and Girls Club pick up students from handball court. Individuals not listed on emergency card will not be able to pick up.

### Rules for Using Front Parking Lot to Drop Off and Pick Up

For both drop off and pick up, there are two lanes. Lane #1 is along the curb. Lane #2 is between lane #1 and parking lot. When using the front parking lot, always follow the directions of school personnel. Do not use front parking lot drop off/pick up if driver plans to get out of the car. In the AM, drop off is allowed in both Lanes #1 and #2. Always pull as far forward as possible. Students need to unload quickly to keep the flow moving. There are **NO** parking lot drop offs.

In the afternoon, loading is only allowed in Lane #1. There are 7 load spots. Students who ride together need to stand with one another and watch for ride to arrive. Staff will direct students to the correct loading spot. Do not honk your horn at any time.

There is **no** drop off or pick up on N-8 between the community building and front parking lot exit.

Do not engage staff in a conversation during drop off and pick up.

BE AWARE — If making a right turn into the front parking lot you must pull into the right lane (Lane #1). If making a left turn into the front parking lot, you must pull into the left lane (Lane #2). Many times during the school year we will have support from the Palmdale Sheriff's Department. Tickets will be issued to those who do not correctly turn into the front parking lot.

Functional Skills students who do NOT ride the bus must be dropped off and picked up in the front of the school near the grass area by the front gate. FS staff will be there for arrival and dismissal.

**The curb painted white in front of the school is our loading only zone. Do not park in the white zone during dismissal. Vehicles stopped or parked illegally on or off campus entry/exit areas, double parked, parked in the cross walks, etc. are also subject to ticketing and towing.**

### Crosswalks

Gregg Anderson currently staffs one crosswalk at N-8 & Cloudberry. This crosswalk is staffed before and after school. Cars are required to stop any time staff or students are in the crosswalk. Hefty fines are enforced for anyone violating the stop requirement or endangering the safety of students, parents, community members, or staff in the crossing zones.

### INDEPENDENT STUDY

If your child will miss school for any other reason, please contact the school so that arrangements can be made for him/her to keep up with the necessary class work through an Independent Study Program. **THIS IS VERY IMPORTANT!!!** The school needs a minimum of 5 school days notice prior to Independent Study in order to prepare materials. All Independent Study contracts require administrative approval. We cannot do this after the fact. Even though this is an option, we encourage the parents to assist the school. We lose over \$60.00 per child per day for any absence. This is the same as having a portion of the family household money decreased unexpectedly. When a district budget is cut, the school budget is cut. The result is that every student suffers because of lack of supplies.

According to state law, Independent Study must be at least 5 days long. Independent Study contracts must be signed prior to the student leaving and all work must be returned on the date the contract ends.

Students absent from school miss six hours of instruction that cannot be made up. Students who miss more than 5 days of school each year typically don't perform as well as those in attendance every day. This is **official notice** to all parent(s)/guardian(s)/caretaker(s) that students must be in school every day on time. With budget cuts in California schools, staff cannot devote time to students who are chronically absent. Students with more than 10 absences will not be referred to tutoring (if available) or to Student Intervention Team Meetings.

### WITHDRAWALS

When a student is being transferred to another school, you as the parent need to notify the school office and come in to complete the check out process. This will enable the staff to efficiently get the necessary paperwork taken care of to forward on to the next school.



### **TARDY POLICY**

In order for school to begin on time, all 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students must be on campus before 7:38 AM. At 7:38 AM a bell will ring and they will line up for class. Class begins at 7:40 AM. All Kindergarten – 3<sup>rd</sup> grade students should be on campus before 7:48 AM. At 7:48 AM a bell will ring and they will line up for class. Class begins at 7:50 AM. If a student is not with their class at that time, he/she is tardy. Functional Skills classes begin at 8:15 AM.

It is very important to remember that parents may not excuse their student for being tardy other than for a doctor or dentist appointment (or other reasons that would be accepted for an absence) for which they need to bring a note from the doctor for their file. By law, we cannot excuse tardies due to traffic problems, a flat tire, or other unforeseen circumstances. We greatly encourage students to be on campus prior to 7:30 AM to avoid tardies; traffic is also extremely heavy after 7:30 AM. The staff appreciates your concern and cooperation regarding building good work habits in our children.

Please help your child develop good habits about punctuality by encouraging prompt arrival at school. Students who report to school more than 30 minutes late without a doctor's note or a verified excused reason will have that tardy counted towards truancy.

Once a child has an unexcused tardy, they are disqualified from Perfect Attendance.

Tardies, including unexcused reverse tardies will have the following consequences each month:

1st tardy - warning

2nd tardy - recess detention and **no free dress** for the month

3rd tardy and every subsequent tardy - recess and lunch detention

Same consequences in a calendar month for students who are picked up late.

### **LATE PICK UP**

GAA allows one late pickup per semester. Recess detention will be assigned for all subsequent late pickups.

### **REVERSE TARDY**

Students who leave early will receive a reverse tardy.

### **EXCESSIVE ABSENCES AND TARDIES**

Students who are absent for significant periods of time may be considered for retention.

Any child having 30 absences in a year, whether excused or not, will automatically be considered for retention. The accumulation of more than three absences a month, for any reason, is considered excessive absences.

**Reminder:** Three unexcused absences or unexcused tardies in excess of thirty minutes constitute a truancy (Ed. Code, #484631). If your child is tardy for an excused reason but does not bring in a note to the teacher/office, the tardy will be considered unexcused. We recommend that an adult come in with the child(ren) to sign him/her (them) in. This is a safety precaution.

Two letters home concerning a student's tardiness and/or absences may force the school to refer the parents and student to the School Attendance Review Board (SARB). Students referred to SARB who have unexcused absences are subject to ticketing which will result in a fine and a court appearance.

### **Riding Bicycles**

A student must be in the third grade or above to ride a bike to school. He/she must park and **lock** the bike in the bike racks which are located between the parking lot & Bldg B. Bicycles must not be ridden on the school grounds, and **HELMETS ARE A MUST!** If students ride their bike to school and fail to bring a helmet, the student **WILL NOT** be allowed to ride the bike home. School officials will confiscate the bike until the student returns with a helmet. Law requires that students wear bike helmets, and we enforce this policy for the safety of all students. **Skateboards, roller blades, "roller shoes", and scooters are not allowed to be ridden to or from school.**

### **After School**

Gregg Anderson cannot allow parents or non-school personnel to wait in the main office for after school pick-up. Due to the large number of students and confidentiality issues, we must adhere to specific dismissal procedures. Students are not allowed to be walking through the office after school. All students must exit in a supervised line and leave through one of the exit gates. One teacher at each grade level will escort students to each dismissal point. Siblings in grades 1-6 will meet at their dismissal gate (NO EXCEPTIONS). Arrangements can be made for upper grade students who need to pick up a kindergarten sibling.

The school only provides after school supervision until 2:00 PM. Students who are chronically picked up late will be housed in a classroom. See tardy policy on page 24 for late pick up consequences.

### **After School Child Care**

> The Antelope Valley Boys and Girls Club provides after school child care to students who attend GAA.

For more information call 661-390-8486 or register online at [www.avbgc.org](http://www.avbgc.org)

> Innovation Education offers After-School Homework Help & Enrichment with classes daily at GAA.

For information call 661-718-3699 or email [info@myinnovationeducation.com](mailto:info@myinnovationeducation.com)

### **Early Release**

If parents need to pick up their child early from school, they can report to the front office for early release. Early release is greatly discouraged as it does take away from the child's education and the education of the rest of the class as the teacher prepares that child to leave early. We **DO NOT** allow early release after 1:30 PM unless a parent has an appointment card from their doctor (or other professional) noting the need for early release.

### **Classroom Change Request**

No classroom changes will occur during the first two weeks of school. Any request must be submitted in writing to the school principal. After two weeks, parent/guardian must make arrangements with the classroom teacher to meet and discuss concerns. Parent/guardian may be required to visit the classroom during an arranged time to observe a lesson. Any students moved will be moved to the grade level class with the lowest enrollment, if space is available.

### **Classroom Interruptions**

We will do our best to get your child a message during the school day if the message is received prior to your child's lunch time. Messages received after lunch will not be guaranteed to be received by your child. Messages to the classroom are very disruptive and due to PE, lunch, computer lab, and library schedules, and other special events classes are not always in their classroom. Please make sure your child knows what he/she is doing for lunch and the after school plan prior to being dropped off at school.

You are always welcome to email your child's teacher but most teachers aren't able to check their email throughout the day while they are teaching.

### **Homework Policy (excludes reading time)**

Kindergarten: Approximately 15 minutes a night Monday through Thursday.

Grades 1-3: Approximately 30 minutes a night Monday through Thursday.

Grades 4-5: Approximately 50 minutes a night Monday through Thursday.

Grades 6-8: Approximately 75 minutes a night Monday through Thursday.

### **Lost or Damaged Books**

Textbooks, library books and other school property are for student's use. Online curriculum resources are available at [www.westside.k12.ca.us/resources/parents](http://www.westside.k12.ca.us/resources/parents) on the Resources tab, Parent Resources tab, and curriculum, and LMS links. Check with your child's teacher for their Goggle Suite login information. Students are responsible to do their part to keep their assigned property, as well as the buildings and grounds, in a manner that will make all of us proud of our school. Library books are checked out, and third through sixth grades may elect to take books home; however, students are responsible for returning books on time. Fines are not assessed for overdue library books, but the privilege of checking out a book will be suspended for students with overdue books and/or outstanding fines.

All lost or damaged books must be replaced by the student to whom they are assigned.

It is the students' responsibility to cover all assigned textbooks. It is recommended that library books, if carried to and from school, be transported in a zip-lock plastic bag.

Report cards are not handed out to students who have an outstanding library book, who owe for a damaged book, lunch money or any other financial obligation. Extra curricular activities such as field trips, assemblies, etc. are also removed for students who owe any school debt.

### **Planners/Folders**

Planners are used in grades 4-6 and some of the Functional Skills classrooms. Every student will be provided a planner at the beginning of the school year or when they start at Gregg Anderson Academy. If the planner is lost or destroyed, the cost for replacement is \$10.00.

Folders are used in grades K-3. Each student will be provided a folder. If the folder is lost or destroyed, the cost for replacement is \$5.00.

### **Playground Balls**

Playground balls can be donated to the school or individual classrooms. Students aren't allowed to bring balls of any type back and forth to school.

### **School Supplies**

Students will be provided with one pencil per month and one box of crayons per year, with the exception of K-1, who receive two boxes per year. Paper will be supplied by the teacher as needed. Your child's teacher will let you know what additional supplies your child should bring to school. Teachers quite frequently will request that other items be brought in by the students, if possible. Items could include colored pencils, boxes of kleenex, paper, crayons, dry erase markers, etc. If you, as a parent, feel you could provide some of these items, check with your child's teacher. December is a good time to consider re-supplying your student. No rolling backpacks. Our classrooms are too small to handle large and bulky rolling backpacks.

### **Visitors**

We ask that anyone who is on campus for any reason to please check in with the office. If you are on campus to pick up a child or will remain in the office area, you do not need to sign in. If you are going to be leaving the office area, you are **REQUIRED** to have permission from staff, show identification (driver's license), sign in and wear a visitor's badge. This includes before, during and after school.

We would like to thank you for holding the hand of your preschooler and keeping him/her quiet when you have him/her at school. Non-Gregg Anderson students/children are not allowed to accompany parents/siblings into classrooms for volunteer or chaperone purposes. This would include classroom parties that are held during the school day.

## **ATTENDANCE**

Daily attendance at school is an important part of your child's school success. However, if it is necessary for your child to miss school, please be sure he/she has a **NOTE** from you when he/she returns or call the Gregg Anderson Direct Absence Line or call the school office to verify the absence. Absence notes (to be given or emailed to your child's teacher) need to include the following information (see page 5 of Parent & Student Handbook for teacher email addresses):

- (1) Child's first and last name
- (2) Date(s) of his/her absence(s)
- (3) Grade
- (4) Teacher
- (5) Reason for the absence (illness; doctor/dentist appointment; funeral, including the relationship of the person to your son/daughter; or whatever other reason—be specific for the absence.)
- (6) Date your child is returning
- (7) Your name, including your relationship to the child

Please be aware that California law requires verification, and that the only **legally** excused absences (even if they are verified) are those for **illness, medical or dental appointments, exclusion from school for lack of immunization (limited to five days), court appearances where the student is required to be present, and funeral services of an immediate family member (mother, father, grandmother, grandfather, brother, sister or any relative living in the household) - one day for in-state and three days for out-of-state (unless otherwise approved by the principal.)** All other absences are considered **UNEXCUSED**, and we encourage parents to place their son/daughter on Independent Study.

### **Absence lines are available 24 hrs a day, seven days a week.**

Gregg Anderson Direct Absence Line 661-974-8542  
School Office 661-206-3750 ext 12900.

*Board Policy states: "All absences must be verified by the 4th day following the absence. Those absences not verified by the 4th day will remain as unverified and will be considered truant."*

### **Five Ways to Clear Absences**

When reporting an absence please include 1) child's name, 2) child's teacher (or homeroom teacher for middle school students, 3) date(s) of absence, 4) reason for absence(s).

1. Call the Gregg Anderson School Attendance Line – 661-974-8542
2. Send a note to your student's teacher/
3. You may call the school and we will transfer you to the District Attendance Line.
4. Use iAttendSchool in PowerSchool.
5. You may also log onto [gaa.attendance@westside.k12.ca.us](mailto:gaa.attendance@westside.k12.ca.us)

Gregg Anderson Academy expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To help ensure bullying does not occur on our school campus, Gregg Anderson Academy will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

### SCHOOL COUNSELORS

Elementary and middle school counselors support student growth in the areas of academics, career and personal/social development. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc. It is important to establish respect and trust with students, therefore student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement. Counseling services can be delivered in a variety of formats such as one-on-one, small group, classroom sessions, and/or large settings. School counseling services are provided on an as needed basis throughout the school year, however these services are not intended as clinical therapy.

School counselors can assist parents with understanding the developmental changes of childhood, facilitating collaboration between parents and teachers, and providing community resources. Please contact the school if you would like to refer your student for counseling services.

### CELL PHONES / ELECTRONIC DEVICES

Students are allowed to have cell phones and/or electronic devices (including smart watches) at school, but they must be turned off and put away. With permission from a school employee, students may use their cell phone to place a call or text. ANY cell phone (pagers or other electronic signaling device) that is found on, goes off, or is not "put away" will be confiscated by school staff, given to the principal, and only returned to the parent. If a student has their cell phone confiscated more than once, they will not be allowed to have it back at school for the remainder of the year. The school is not responsible for any lost or stolen cell phones and/or electronic devices. With teacher permission and signed permission form, students may use their electronic devices at school for educational purposes.

In accordance with the Westside Union School District Visitors Policies (AR and BP 1250), visitors are welcome to visit GAA. The following conditions must be met by all visitors.

1. Visitors are not volunteers (see volunteer policy).
2. Visitors must be accompanied while on school grounds.
3. Visitors may visit one time each quarter for 30 minutes (see district/school calendar).
4. Visits during school hours must be first arranged with the teacher and principal or designee.
5. Visitors must sign in at the office and wear a visitor's pass.
6. Visitors are not allowed to interrupt instructional time by speaking with the classroom teacher, assistant or any students during the visit.
7. School visits cannot be scheduled during arrival or dismissal times.
8. Visitors are not allowed on the playground during recess or in the cafeteria when meals are being served to students.

### Volunteers

Classroom volunteers are welcome at Gregg Anderson. If you desire to assist the classroom teacher in the room or by making educational materials, please contact the teacher to arrange to do so. **CLASSROOM VOLUNTEERS MUST HAVE A TB RISK ASSESSMENT QUESTIONNAIRE (TB RAQ) OR MANTOUX TB SKIN TEST. RESULTS MUST BE ON FILE IN THE SCHOOL OFFICE.**

**IN ADDITION, ALL VOLUNTEERS MUST BE FINGERPRINTED THROUGH OUR DISTRICT OFFICE.** Fingerprinting is done by appointment only. Call 722-0716 for an appointment.

The fee charged is \$32.00 and must be paid in cash, exact amount please, at the time of printing. Please allow at least three weeks for processing. At the time of fingerprinting, a photo will be taken for a Volunteer Badge that you must wear while volunteering at the school. Parent volunteers can volunteer one hour each week in their child's classrooms. Due to liability, younger children are not allowed to accompany volunteers on campus. Contact your child's teacher for more information or if you have any questions.

### PTA

Gregg Anderson PTA is an organization dedicated to improving and supporting the quality of education for students in our school. It is made up of parents, teachers, community members and other people interested in helping students have the best opportunities while they are here.

The strength of our PTA is the steadfast commitment to excellence in our school. Many educational opportunities are the direct result of members' efforts in fundraising, volunteerism, and the support of our national and state organizations which sponsor legislation for children.

You are encouraged to get involved in PTA. With everyone's help, our students do reap great benefits from our efforts. Ways you can become an active part of the PTA are:

- \*Pay your membership dues
- \*Join a committee
- \*Assist with a fundraising activity
- \*Be a room parent
- \*Be a classroom volunteer
- \*Correspond with your local legislators
- \*Attend general meetings
- \*Support your child's educational programs

The success of our PTA depends on each of us participating in support of our children. Remember, "If not you, who? If not now, when?" Your child will appreciate your help. We look forward to your continued cooperation, help, and support with our activities and projects throughout this year.

## COMMUNICATION

### Parent Information Night for Kindergarten, 4th, 6th and Functional Skills

August 6, 2019 Campus will open at 4:00 PM.

Classroom presentation sessions will be from 4:00 PM –4:25 PM and 4:30 PM –5:00 PM.

### Thursday Phone Messages/Email

Weekly phone calls and emails will be made through our School Messenger system to inform parents of current and upcoming events scheduled for Gregg Anderson. (School Messenger allows us to make mass phone calls to all or groups of parents in a very short amount of time. The system can call, text, and/or email.) In order to receive these messages contact information must be up to date.

### Items Brought To School Late

Anything brought to school after class has started will be the student's responsibility to pick up at recess or lunch. This does not apply to kindergarten.

### PowerSchool

Parents can access student grades, attendance and citizenship through PowerSchool. Each student will be provided a log-in information sheet at the beginning of the school year.

### WUSD Website

[www.westside.k12.ca.us](http://www.westside.k12.ca.us)

## LUNCH PROGRAM

### Play Before Eat Policy

We are proud to state that Gregg Anderson Academy is a *Play Before Eat School*. What does this mean? It means students go to recess before eating lunch.

Due to our Play Before Eat Policy, **all lunch money needs to be dropped off in the school office**. We highly recommend that at least one weeks' worth of lunches be paid at one time. Please put all cash and/or checks in an envelope with student's name, grade and room number on the envelope. Checks are to be made payable to **Child Nutrition Services**. Envelopes need to be dropped off in the office before school starts if at all possible.

The Child Nutrition Services provides a daily nutritious lunch that includes an entrée, milk, fruit and/or vegetable and a bread item. Students may either purchase their lunch or bring a sack lunch. The lunch menu is posted on our district website and is also sent home with students. Information on how to apply for the federally funded food program is included in the first day packet. Paper applications are available in the school office. Families are encouraged to use [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to monitor their child's lunch account and/or make pre-payments.

On special occasions, parents may want to have lunch with their student. Parents may check their student out during their normal lunch time (see page 7 for lunch schedule) and take them off campus for lunch. Due to the number of students and Secure Campus Policy, outside visitors, volunteers and parents may not eat in the cafeteria during lunchtime. **LUNCH PRICES** Student lunch \$2.80 A la carte Milk \$.45

## BULLY PREVENTION POLICY

Gregg Anderson Academy believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance.

Gregg Anderson Academy will not tolerate behavior that infringes on the safety of any student.

Bullying and hazing are serious matters. **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally. A desire to hurt + a hurtful action + a power imbalance + repetition + an unjust use of power + evident enjoyment by the aggressor + a sense of being oppressed on the part of the target. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. There are different types of bullying and misconduct including, but not limited to:

**Physical Bullying:** hitting, kicking, pushing or other unwelcome physical contact.  
*Serious physical bullying may be regarded as a criminal act, such as battery or assault.*

**Cyberbullying:** using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*

**Social Bullying:** leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

**Verbal Bullying:** name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*

**Non-verbal Bullying:** posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.

**Indirect Bullying:** getting someone to do something mean or hurtful to someone else on your behalf.

**Sexual Harassment:** any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation.* (Even if I like the person I must be respectful at all times.)

**Discrimination:** targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

>Students are not to bring items such as candy, gum or toys to sell or give to other children at school. All fund raising activities at school will be handled by the PTA.

>Students cannot share any food items brought to school, either from their snack or lunch. With allergies and other concerns, students are not allowed to share or accept food items from others without staff permission.

>Serious accidents are caused by students who run, push, etc. in the classrooms, corridors, cafeteria, or restrooms. Students can avoid causing accidents by using common sense and confining their play to the playground and to acceptable ways of playing.

>Teachers in 6<sup>th</sup> grade use a merit system for student discipline. Teachers keep track of student merits and students will lose merits for breaking rules. Loss of merits will eliminate students from participating in different activities.

>Students are expected to obey all school rules and to behave in the classroom and on the playgrounds in a manner that reflects respect for all people and for school and personal property. \*(Students and their families are responsible to pay any costs to replace school and personal property they destroy.) Teachers maintain discipline in the classrooms by making the rules clear to students, encouraging appropriate behavior, and applying consistent consequences when needed. Playground supervisors maintain discipline during lunches and recesses, along with support from the teachers and administrative staff.

>Typical consequences could include, but are not limited to, a warning, time out, removal from a certain area of the playground, recess detention, lunch detention, and/or a phone call home.

>Defiance, disrespect for authority, gambling, threats/harassment, and continued disobedience are serious problems and will result in a referral to the office. Consequences will be subject to the following guidelines:

1<sup>st</sup> and 2<sup>nd</sup> offenses— student may be given a warning or up to one to two days of recess and/or lunch detention.

3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> offenses – parent will be contacted and the student will be given two to five days recess and/or lunch detention.

6<sup>th</sup> and subsequent offenses – Student will be suspended for one to ten days

>Fighting; gross defiance; disrespect; stealing; possession of a weapon (real or imitation) or other dangerous objects including knives, matches, guns, laser pointers, fireworks, etc.; possession or use of any controlled substance, misuse of any fire alarms, lying and serious threats, possession of cigarettes, tobacco, etc.; possession of drugs (including alcohol) bullying and sexual harassment are grounds for automatic suspension and can lead to expulsion from the Westside Union School District.

>Cyber bullying will not be tolerated.

>Our goal for our students is that they have a successful school experience. The time we take to discuss school rules with your child(ren) at school and that you spend at home, will help ensure this success throughout this year. If problems do arise, we will make every effort to contact you to enlist your help and support in solving problems early. Our success with your children heavily depends upon the home and school working together to bring about the best learning situation possible. We encourage your active involvement in your school.

>Your cooperation in discussing the importance of these rules with your child will help to ensure a healthy, happy and productive school setting for all of our school children.

>For more details regarding specific disciplinary steps and protocols, please see the discipline matrix outline on our school website.

**Please Note:** Good nutrition is stressed at our school. Healthy drinks and snacks are encouraged. Candy & soda are not considered good nutrition; soda or energy drinks not allowed to be brought to school with lunch or for a snack. Do not send red drinks to school as they stain when spilled. Please also make sure your child has a lunch money on their account or bring money to buy lunch if they plan on getting hot lunch. The cafeteria can only lend a small amount of money and if no money is left to lend, or a student already owes money, the student may not receive a school lunch. Student lunch accounts can be viewed at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) without charge for using the service.

To safeguard the health and safety of students, please note the following concerning food items brought onto campus.

>No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold or given away in school to students.

>Treats or snacks provided by teachers, parents, PTA or other organizations to students must be commercially processed and wrapped to prevent the possible spread of bacteria or germs.

Gregg Anderson does allow students to carry water (only water) bottles during PE class and in the classrooms.

If a student forgets their lunch and a parent chooses to bring it to school, we will not interrupt class to deliver the lunch. Student runners will make a morning delivery for all items brought to school after the start of the day. Lunches brought to school after the morning delivery will remain in the office and students will need to claim them when they go to lunch. Students need to be aware of this policy so they know to look for their lunch in the office, if a parent will be dropping it off. Please make sure to put your child's first and last name on their lunch if you are going to be dropping it off the office.

After the first two weeks of school, students who leave their cold lunch in their classroom at lunch time will be required to eat hot lunch. Be sure your child has money on his/her lunch account to prevent him/her from going hungry.

Birthday Treats—GAA only allows goodie bags. Food items are not permitted. Goodie bags will be handed out at the end of the school day. Please notify the teacher 48 hours in advance to send goodie bags.

## **GREGG ANDERSON UNIFORM POLICY**

### § Uniforms

Students attending Gregg Anderson Academy are required to wear uniforms. If unsure about colors or styles, please verify with store clerk or school personnel prior to purchasing. School principal has final authority on anything not covered in this policy. Please adhere to the following guidelines:

### Overall rules and regulations

1. Uniforms must be free of holes, tulle, sequins, glitter, lace, sheer, leather, velvet, frayed, ruffles, pleather and sparkle.
2. School colors are navy and silver (gray).
3. Collars must be visible at all times.
4. No rules for shoes other than they must adhere to district policy.
5. Tops and bottoms must be in the following **solid** colors: **navy blue, burgundy, gray, white, black or khaki.**
6. Please put child's name on all jackets, sweatshirts, beanies, hats, caps, etc. in permanent marker that is clearly visible.
7. Only prescription glasses or sunglasses worn outside only are allowed.

GAA Uniform Policy continued:

#### Shirts

1. **Must** have a collar. (No sleeveless collared shirts)
2. Embroidered school logo optional, not required. (Available through Land's End or B's Embroidery)  
**No other logos allowed.**
3. Turtlenecks or long sleeve shirts may be worn under collared shirt. Turtlenecks or long sleeve shirts that are visible must be a solid color in **navy blue, burgundy, gray, white, black or khaki.**
4. Collared shirts are not required to be tucked in.

#### Vests

Solid colored vests in uniform colors are allowed. This includes: **navy blue, burgundy, gray, white, black or khaki.**

#### Bottoms

1. Bottoms consist of pants, shorts, skirts, capris, skorts and bermudas. No demim is allowed.
2. Student may wear leggings, jeggings or tights in navy blue, burgundy, gray, white, black or khaki under dresses, skirts or shorts.
3. Tight fitting bottoms are not allowed.
4. Shorts and skirts **must** be long enough that when student is standing up straight with arms at sides, bottom of shorts or skirt is at least as long as student's middle finger.
5. Denim is not allowed except for blue denim on Spirit Fridays with Spirit Shirt or on Special Days.
6. Sweats are not allowed except in FS (Functional Skills) classrooms.
7. Belts are not required. Kindergarteners and 1st graders are discouraged from wearing belts.
8. Bottoms must be appropriately fitted.
9. Polo dresses may be in navy blue, burgundy, gray, white, black or khaki.

#### Sweaters

1. Pull over, zip-up, snap up, button up, velcro snap or open front sweaters are allowed.
2. Sweaters without hoodies over a collared shirt in solid school colors (navy blue, burgundy, gray, white, black or khaki) are allowed.

#### Sweatshirts

1. **Must** be a **solid** zip-up uniform color (navy blue, burgundy, gray, white, black or khaki); or GAA school zip-up sweatshirt; or zip-up from a college (doesn't include NFL, NBA, NHL, MLB, etc.).
2. Cannot be a pullover sweatshirt of any type.
3. Sweatshirts are defined as soft, non-weather proof material on the exterior.
4. Sweatshirts can have no words, lettering, accent colors (such as colorful zippers, hood, etc.) or logos such as Old Navy, Gap, etc.

#### Coats/Jackets

1. Denim jackets of any color are not allowed.
2. A coat/jacket is defined as outerwear that is only worn outside (weather proof material).
3. If you are unsure if an article of clothing is a coat/jacket or sweatshirt, it must be solid navy blue, burgundy, gray, white, black or khaki..

### **CONFLICT RESOLUTION PROCESS—The “Three Step”**

- |                                   |  |   |
|-----------------------------------|--|---|
| <b>1. TALK</b>                    | <b>2. WARN</b>   | <b>3. REPORT</b>                          |
| >Look the other person in the eye | >Look the other person in the eye                                      | > Report the person to an adult on campus |
| >Say his or her name              | >Say his or her name   |   |
| >Tell the person what is wrong:   | >Tell the person what is wrong   |   |
| -What they are doing              | >Inform the other person that if you don't stop you will tell an adult |   |
| -How it makes you feel            |  |   |
| -What you want them to do         |  |   |

#### A proper apology includes these four things:

1. Look the person in the eye
2. Say his or her name
3. Say what you are sorry for
4. Say what you will do next time

#### **BOYS TOWN SOCIAL SKILLS**

- A. Following Instructions
- B. Accepting Criticism or a Consequence
- C. Accepting “No” for an answer
- D. Greeting Others
- E. Getting the Teacher's Attention
- F. Disagreeing Appropriately
- G. Making an Apology
- H. Accepting Compliments
- I. Having a Conversation

#### **SCHOOL DISCIPLINE**

>Please keep in mind that the list in this handbook is a simple list of common rules. Students are expected to follow normal rules as they would in your home, or in public buildings as required by law. Rules are subject to change but all changes will be clearly announced to students and parents.

>Student behavior, which prevents a teacher from teaching, other students from learning, or creates disruption, will not be tolerated.

>Students are to arrive to their classrooms promptly in the morning and after recess/lunch. Proper attention to promptness now can avoid serious problems later.

>Due to student confidentiality, cameras are not allowed at school with students at any time unless explicit permission has been given by a staff member. This includes cell phone cameras.

>Students are not to leave the school grounds after their arrival unless they have been signed out by their parent or guardian in the office.

>Students are to be courteous to others at all times. Name-calling, gossip, use of profanity, harassing other students, discourtesy and disrespect to others are not acceptable school behaviors and will be treated seriously.

>Any form of fighting is not allowed at school. Physical fighting always begins with name calling or other verbal exchanges. If students learn to avoid those problems, physical fights should never be a problem. Gregg Anderson enforces STRICT rules for any physical fights/confrontations. If a student is involved in a **FIGHT**, he/she will be suspended, regardless who started the problem. Self defense is defined as “The least aggressive form of action to remove yourself from a problem.” Hitting another student is **NEVER** the least aggressive form of action and will result in immediate suspension. If a student is having problems with someone, they should walk away and seek help from adults on campus. Gregg Anderson enforces a two fight policy, **ANY STUDENT INVOLVED IN MORE THAN ONE FIGHT WILL BE CONSIDERED FOR A SITE TRANSFER OR EXPULSION!**

>Gum-chewing, littering, defacing school or others' property is not permitted. Students are expected to do their part in maintaining a neat, attractive and clean campus and will be held accountable (possibly financially) for any damage to school property.

7. Hair styles should not distract the learning environment. This includes non-natural hair color, mohawks, designs, or any style that is distracting to other students.
8. No gang-related jewelry, insignia, colors, paraphernalia materials, apparel, clothing, hairstyles or attire may be worn or carried on campus or at school activities
9. Items identified as gang-related clothing, apparel, attire, jewelry, insignias, paraphernalia and materials may vary from school to school, may change from year to year and may be different from grade level to grade level.
10. The principal or principal's designee shall enforce the Student Dress Policy. School employees will assist the principal and the designee in the enforcement of the WUSD Student Dress Policy.
11. No chains on wallets.
12. Earrings are permitted only in the ear. No nose rings, brow rings, lip rings or other body part rings will be allowed.
13. Under Board policy, each school administrator will provide annual written notice of dress regulations place at the school site. Generally, this notice will be contained in the school handbook.

### AWARDS AND FIELD TRIPS

#### Semester Awards

At the end of each semester, students who have done outstanding work will receive awards during scheduled assemblies. Students in 3rd, 4th, 5th, & 6th grades will be honored for their excellent work. Parents are invited to attend these awards assemblies and share in the recognition of the students' outstanding achievement. Invitations are generally sent home with students.

#### STANDARDS BASED REPORT CARDS GRADES K-6

The Westside Union School District Board of Trustees is absolutely committed to providing a safe, distinguished and engaging learning environment that ensures all students learn to their highest potential. A particular focus for the board is to improve the accuracy and consistency of grading which measures what students know. The board asked Westside's Educational Services Department to design a grade reporting tool which: 1) Reflects progress and mastery of content standards; 2) Is predictable and understood by parents and third parties; 3) Has non-academic factors graded separately; 4) Is not an overwhelming task for teachers. In order to design a grade-reporting tool that meets all of the criteria outlined above, the district assembled a committee comprised of teachers, administrators and parents, who will re-searched, designed and piloted a standards-based report card. This year grades K-6 will be utilizing a standards based report card with a 4,3,2,1 grading scale.

#### Field Trips

Field trips are used to complement the curriculum. Field trip permission forms must be completely filled out before the field trip (regardless if the trip/event is on or off campus). Without them completely filled out before the field trip, your student cannot attend. A note from the parent is not sufficient for a child to attend a field trip. Only eligible students, with completed district forms, will be allowed to attend. Students with any outstanding debt to the school or school district will not be allowed to attend a field trip.

### SCHOOL RULES

- √ Students will follow all staff directions.
- √ Students will be courteous to all others.
- √ Students will keep all parts of their bodies and objects to themselves (HANDS OFF.)
- √ Students will respect the property rights of others.
- √ Students will be punctual.
- √ Students will only bring appropriate objects to school.
- √ Students will remain on campus at all times.
- √ Students will play in a safe manner.
- √ Students will maintain a clean campus.
- √ Students will maintain all issued materials in good condition.
- √ Students are expected to follow class and school rules at all times.
- √ Students can run on grass area and basketball courts.

#### Caps/hat/beanies/earmuffs/headbands

1. Must be worn properly (bill forward).
2. Must be GAA, or a solid uniform color, or from a college team (does not include NFL, NBA, NHL, MLB).
3. Worn outdoors only.
4. Beanies cannot be of animals, mo-hawks, etc.
5. Headbands must be plain. No animal or other distractions are allowed.
6. Tiaras aren't allowed.

#### Socks, Ties, Scarves and Belts

Must be in solid colors to include: **navy blue, burgundy, gray, white, black or khaki.**

#### Picture Days

Students must be in uniform for Fall Picture Day.

Free dress is allowed on Spring Picture Day.

#### Spirit Days

All Fridays except free dress days.

Spirit wear is defined as wearing a school spirit shirt. Spirit wear can be purchased through the PTA. Solid blue jeans or uniform bottoms are allowed on Spirit Days when wearing a GAA Spirit Shirt.. Jeans must be free of holes, rips, tears, and sequins. **Otherwise, uniforms are required.** Spirit shirts cannot be altered in any way.

#### Free Choice Days

One Friday a month, students who didn't serve detention during the month are allowed to wear clothing of choice as long as choices meet district dress code.

Dates for 2019-2020 school year are as follows: 8/30, 9/27, 10/25, 11/22, 12/20, 1/31, 2/28, 3/20, 4/24, 5/29 & 6/5.

Dates are open to change.

*Students who receive detention during the month must be dressed in school uniform (not spirit wear) on Free Dress Fridays.*

#### Student Council Days

Student Council Days are days established by our student council to promote spirit. These days may include:

pajama day, sports day, crazy hair day, crazy sock day, etc. **Otherwise, uniforms are required.**

These days are typically on free dress Fridays as an alternative. Students who had detention during the month must be in uniform.

#### Special Days

During the month of October, students will be allowed to wear their favorite Halloween shirts on the following three Fridays of the month, dates October 11, 18 and 25.

During the month of December, students will be allowed to wear their favorite Holiday shirts on the three Fridays before the winter break. The dates are December 6, 13, and 20.

In addition, students will be allowed to wear their favorite Valentine shirt on February 14, favorite Dr. Seuss shirt when we celebrate Dr. Seuss' birthday, and favorite St. Patrick's Day shirt on March 17 (depending on school calendar). Themed accessories such as Santa Hats and Dr. Seuss Hats are allowed on Special Days.

All dates subject to change.

6th graders are allowed to wear college shirts on Thursdays as well as 6th grade shirts or spirit wear on Fridays.

#### Uniform Infractions

All Gregg Anderson Academy (GAA) students are required to follow the school's uniform and dress code.

1st violation will result in a letter being sent home with student.

2nd violation will result in student visiting the office during the first recess to borrow uniform loaners. Student will serve detention for all recesses until loaners are washed and returned.

3rd violation will result in a GAA staff member meeting with parent(s) to discuss student returning to school where uniforms aren't required.

## **GREGG ANDERSON DRESS CODE**

Students are encouraged to wear shoes and clothing that will enable them to participate in both classroom and playground activities. Please be sure to have your child wear a jacket or sweater when the weather is cool. Misplaced jackets and sweaters are more easily identified if they are labeled with your child's name; we encourage parents to "Label Everything." If your child does lose something, the Lost and Found is located in the cafeteria.

Students must wear clothing that meets our uniform policy. School staff has the authority to deem any articles of clothing or shoes inappropriate for school.

Students have PE most days a week and recess twice a day. Students must be dressed for PE and aware of the weather on these days and dress appropriately. Remember to bring hats/caps and water bottles during warm/hot weather.

### **Hair/Jewelry/Make-Up**

Make-up; dangling or large loop earrings (larger than a dime); inappropriate jewelry; clothing advertising alcohol, drugs or displaying other inappropriate sayings; or other distracting or dangerous items are not to be worn to school. A good rule of thumb in school dress is: If in doubt, don't wear it. School staff has the authority to deem appropriate clothing and earrings.

Hair must be of natural color. Students coming to school with dyed hair, whether the whole head or part (this includes colored weaves) will be required to wash the dye out or remove the weaves. Students having permanent dyes will be required to call home to arrange for a method to remove such dye. Any hairstyle that causes a disruption in class to the learning process is not allowed (**examples include fauxhawks, mohawks, large spikes, etc.**). All hair designs or logos are not allowed. If a student shows up with an inappropriate hairstyle, he/she will wear a hat at all times until hair style is fixed and appropriate. If student doesn't have a hat, he/she will be sent to another classroom for the day. School staff has the authority to deem appropriate hair styles.

### **Parents**

Parents that are coming to campus should also be aware of their appearance. Bare skin, low cut clothing, baggy or gang related apparel, short skirts, inappropriate labels or logos, or otherwise inappropriate or offensive clothing can not be worn onto campus and parent may be asked to leave campus.

## **WESTSIDE UNION SCHOOL DISTRICT DRESS CODE**

### **"On Free Dress Days, student must meet District Dress Code."**

The Board of Education of Westside Union School District has the obligation to insure a safe, secure and orderly campus that provides the opportunity for all students to learn. At each school, students have the right to learn and teachers have the right to teach. A student's dress is expected to be conducive to a positive school climate and to an orderly educational program. The guidance of students in appropriate dress for school is a shared responsibility of home and school. Students reflect pride in themselves and in their school by wearing clothing that enhances their appearance.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

**Gang-Related Apparel**—The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

In cooperation with teachers, students and parents or guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

1. All students shall wear shoes at all times. (Sandals may be considered shoes provided that they have a strap over the top of the foot and around the heel.)
2. Shirts/blouses, which reveal bare midriff, chest, sides, back or expose cleavage are unacceptable. Shirts/blouses should meet the waist or top of the trousers or skirts when the student's arms are up. No spaghetti string straps.
3. No student may wear articles of clothing, jewelry, paraphernalia, hair styles, nails longer than 1/2 inch or accessories which pose a threat to the physical and/or emotional well being and safety of the students or others on campus or at school activities.
4. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit, evil, intimidating, or which depicts or suggests sexually related or obscene gestures, pictures or wording, or which promotes violence, the use/abuse of drugs, tobacco, or alcohol, or which downgrades a positive educational climate, may not be worn or carried on campus or at school activities.
5. Clothing or articles of clothing (including, but not limited to gloves, torn clothing, bandanas, shoestrings, wristbands, jewelry) which are likely to cause others to be intimidated by fear of violence or are disruptive to the educational process, may not be worn on campus or any school activity.
6. "Sagging" is not permissible. Baggy pants are limited to two sizes above waist size and must be worn appropriately. Principal, vice principal or designee will determine what is appropriate for school. Oversized shirts must be tucked into trousers.