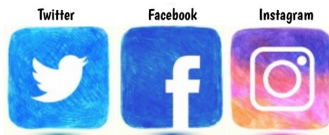




FAMILY AND STUDENT HANDBOOK

Gregory Gardens Elementary 2024-2025



@Gregory_Gardens

Gregory Gardens Elementary School

1 Corritone Court

Pleasant Hill, CA 94510

(925) 827-3770

Gregory Gardens School Website <https://gges-mdusd-ca.schoolloop.com/>

Mount Diablo Unified School District Website <https://www.mdusd.org/>

The Mt. Diablo Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics.

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Welcome to Gregory Gardens Elementary School!

Mission Statement:

At Gregory Gardens we create a thriving environment centered around the strength of community, diversity, and love of learning. Our families, staff, students, and community work together to ensure our Gators have access to equitable opportunities, a culturally rich curriculum, and strong academic and social-emotional programs.

ACADEMIC STANDARDS AND BENCHMARKS

The Mt. Diablo Unified School Board has adopted the Common Core State Standards. Standards describe what all students will be able to do in each grade.

A variety of assessments are used to determine which skills children have learned and how well they are meeting the state standards. MDUSD is developing benchmark assessments, which are administered three times a year. In the spring, all students in grades 3 - 12, in MDUSD take the state standardized test (California Assessment of Student Progress and Performance - CAASPP). This test will be used with other tests, such as the i-Ready benchmark assessment in language arts and mathematics, to get a complete picture of each Rio Vista student's progress.

AFTER SCHOOL PROGRAM (CARES and Kidstop Daycare)

Gregory Gardens has the CARES After School Program held on campus every day after school. Hours for CARES are as follows: On Monday, Tuesday, Thursday, and Friday 2:35 pm - 6:00 pm, and on Wednesdays 12:30 pm - 6:00 pm. Priority for CARES enrollment is given to Homeless, Foster Youth, Free, and Reduced Lunch students, and returning students. There may be a waiting list and additional spaces may open throughout the year.

Contact Dereney DeLisle- Delisled@mdusd.org, Work Cell: (925)-338-1087 (10 am-6 pm)

Kidstop Daycare is run through the Pleasant Hill Parks and Rec Department. Kidstop has on-site childcare before and after school, including holidays and summers, for a fee. Kidstop is located at Gregory Gardens across the playground.

Contact Danny Martinez- at 925-680-5298 or visit <https://pleasanthillrec.com/267/Kidstop-After-School-Care>

ARRIVAL AND DEPARTURE

- Students waiting for parents or being dropped off by parents must remain in front of the school..
- Students walking to and from school are expected to use the sidewalks and the crosswalk next to the parking lot and are not to walk through the parking lot.
- Bikes and other wheeled toys should be locked up in front of the school. Leave enough time so students are not late for class.
- All students report to the area in front of the school. No one is allowed on the playground or blacktop before 7:40 am when supervision begins. Students will be escorted when it is appropriate.
- All students and families must use the kindergarten hallway. No families should be in the hallways before 7:50.
- Parents may walk their students to their lines in the morning but must exit campus promptly at 7:50.

- Students need to leave the campus promptly at the end of the school day unless they are enrolled in the after school daycare programs or have submitted written parent permission to participate in an after school activity. CARES students meet in the MU. Kidstop students walk directly to Kidstop.
- Staff are assigned to supervise at the front of the school from dismissal at 2:40 p.m. until 2:50 p.m., after which students are taken to the office to call home. Wednesday dismissal is 12:30 pm. Please pick your child up on time!
- If you are later than 2:50 pm (or 12:30 pm on Wednesdays) to pick up your child, you must come to the office to sign them out. Please respect the office staff and pick up your child on time. We monitor late pickups, which can result in SART and/or SARB meetings with district personnel.
- Parents need to follow safe parking lot procedures. If you are waiting for dismissal time-please pull forward into the bus loop. DO NOT line up before 2:30 pm (12:20 on Wednesdays)
- NEVER PARK/LEAVE YOUR CAR UNATTENDED IN THE YELLOW BUS LOADING ZONE! We might need you to pull up when a bus enters the circle. Cars must pull alongside the sidewalk to pick up students and then exit the area immediately. If you do not see your child, move your vehicle as far forward as possible and continue to scan.
- DO NOT LEAVE YOUR CAR-if you need help please ask staff to assist you or call the office! Please follow the directions of the staff directing traffic-*they want you to be safe and pick up your child in a timely manner*. If everyone cooperates we can have the bus loop cleared in under 10 minutes. Thank you for your patience and cooperation with our staff on duty.
- Respect 15 min parking spots.
- Do not park in the Staff parking spots.
- There are no crossing guards available to escort students across any streets. Teacher and Administrator supervision is available in the Pick-Up Circle only. Only cross at the crosswalk and do not allow children to exit cars that are not parked legally.
- Students should not wait on the corner; this is an unsupervised area. The school is not responsible for students who leave campus.

ASSESSMENTS

Staff members utilize student achievement data to plan instruction to meet the learning needs of all students. Results from individual and group, formative and summative assessments are examined to plan intervention and support for students.

ASSEMBLY BILL 1955- PARENTAL NOTIFICATION

Prohibits school districts from requiring staff to disclose to parents information related to a student's sexual orientation or gender identity, and will protect school staff from retaliation if they refuse to notify parents of a child's gender preference. The legislation, which will go into effect Jan. 1, also provides additional resources and support for LGBTQ+ students at junior high and high schools.

ATTENDANCE – Absences and Tardies

Regular attendance is vital for successful learning. **Absences, when a child is ill or is in danger of spreading any infectious condition, are excused if parents notify the office within 72 hours.** Parents should make every effort to develop good attendance habits. Tardies are also detrimental to learning. Leave home with plenty of time.

All students should be on campus no later than 7:45 daily.

If your child will be absent, please call **Gregory Gardens' 24-hour Attendance Hotline at 925.682.8000 Ext. 7042 or 925.827.3770**. Please leave the following information

1. Child's first and last name (spell the last name)
2. Teacher and/or room number
3. Dates of absence

4. Reason for absence
5. Your name and relationship to the child

If a child is absent and we have not received a call by 9:30 a.m., we may call you at home or at work to verify the absence. If you are unable to call, please send a note with your child explaining why they were absent. Excusal notes should include the date of absence and be returned to the school no longer than 72 hours after the absence.

Excused Absences

- Illness called in timely by parent/guardian within 72 hours of missing school
- Student Doctor/Orthodontist/Dentist appointment when office notified
- Arriving late due to appointments for student
- Leaving early due to appointments for student
- Religious Holiday/Ceremony
- Immediate Family Funeral (one day)
- Travel with approved Independent Study Contract (minimum 5 school days out and work fully completed upon return)
- Court Date

Unexcused Student Absences

- No parent/guardian calling in for absence becomes truancy
- Travel/Vacation
- Picked up early for other family member's appointment
- Picked up early for travel
- Funeral, not an immediate family member
- Picked up early due to parents work or transportation needs

TARDIES:

Students are expected to be at school by 7:45 am, to line up on the playground and be in their seats to start learning at 7:50 am. Dropping off a child in the bus circle at 7:50 am will likely result in a tardy! Until 8:00 am, students are instructed to go directly to their classroom and their teachers will mark them tardy. After 8:01 am, students must come to the office to get checked in before going to class.

Please make every effort to help your child arrive on time to avoid disruption to the classroom and the learning of other students who were here on time.

SART/SARB

Students with excessive absences and tardies will receive letters from the school. You may be asked to attend a SART (School Attendance Review Team) at Gregory Gardens. Further absences and tardies will result in referral to SARB (School Attendance Review Board) at the district level. The school district takes attendance very seriously. Students with excessive tardies or unexcused absences may be referred to the District Attorney's Office or the Courts. It is a legal obligation to have your child attend school unless they are sick. Doctor's notes may be required after 5 excused absences. There is a connection between students who are absent/tardy often and lack of academic progress. Give your child the gift of being at school on time every day!

BEHAVIOR EXPECTATIONS

Parents should be well-informed and be seen as partners in the maintenance of a positive school climate.

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE KIND
ARRIVAL	<ul style="list-style-type: none"> Use crosswalks and sidewalks Go to assigned waiting area Walk to blacktop Stay in waiting area 	<ul style="list-style-type: none"> Visit quietly with friends in waiting area & blacktop Keep backpack on your back Wait to be dismissed to playground 	<ul style="list-style-type: none"> Ask for adult help if needed Line up at bell If late, do not disturb class; go to the office for a pass 	<ul style="list-style-type: none"> Greet others in a friendly way Be friendly
BATHROOM	<ul style="list-style-type: none"> Keep feet on floor Wash hands when finished Keep water in sink Leave when finished 	<ul style="list-style-type: none"> Use only the supplies you need Put trash in garbage can Give people privacy Knock if door is closed before entering Flush before you leave Use quiet voices in bathroom 	<ul style="list-style-type: none"> Inform adults of problems in the bathroom Go to and from bathrooms without playing Turn off the water Only toilet paper in toilet Do your business IN the toilet Return promptly 	<ul style="list-style-type: none"> Wait patiently
HALLWAYS WALKWAYS COMMON AREAS	<ul style="list-style-type: none"> Walk at all times Face forward Keep hands and feet to yourself 	<ul style="list-style-type: none"> Silent Hallways Quiet lines Stay on walkways 	<ul style="list-style-type: none"> Stay in line with your teacher Treat school property with respect Be where you are supposed to be 	<ul style="list-style-type: none"> Say "excuse me" if needed
OFFICE	<ul style="list-style-type: none"> Get an office pass 	<ul style="list-style-type: none"> Keep hands, feet, and voices quiet Wait your turn 	<ul style="list-style-type: none"> Wait your turn Be polite and use kind words 	<ul style="list-style-type: none"> Be considerate of other people's needs
CAFETERIA	<ul style="list-style-type: none"> Eat your own food Sit with feet on floor, bottom on bench, and facing table Walk at all times Clean up all spills and messes Listen to adult directions 	<ul style="list-style-type: none"> Finish all of your food before leaving Remove hats Wait for dismissal to throw away trash Use inside voices and only talk to your neighbors around you 	<ul style="list-style-type: none"> Ask an adult if you need help Use your best manners Throw away your garbage in trash can Keep food on the table 	<ul style="list-style-type: none"> Have friendly conversations

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE KIND
PLAYGROUND	<ul style="list-style-type: none"> Walk from classroom to blacktop Stay inside the RED line on track Stay where you can see an adult Must engage in an organized activity on track and/or field Play safely Avoid play or real fighting and body contact Walk to line after the whistle blows Follow play structure rules 	<ul style="list-style-type: none"> Play by the rules and include everyone Use kind words and actions Encourage others in games Use rock, paper, scissors to solve game issues Take turns 	<ul style="list-style-type: none"> Take care of play equipment - it belongs to everyone Report something scary or dangerous to the Yard Duties Observe posted GGES playground rules Use equipment appropriately Return all equipment to carts Last recess/Friday Fun class is to return all equipment and lock cart Walk to line when bell rings 	<ul style="list-style-type: none"> Say "excuse me" when there is contact Consider other's feelings Acknowledge mistakes Include and encourage everyone Leave nature in its place
ASSEMBLIES & SPECIAL EVENTS	<ul style="list-style-type: none"> Walk into assembly & follow directions of where to sit Keep hands and feet to yourself Follow directions to leave the event 	<ul style="list-style-type: none"> Be a good listener Clap & laugh when appropriate Take off hats Show off GGES manners Use inside voices 	<ul style="list-style-type: none"> Sit on your bottom so people behind can see Focus on the presenter Give people sitting around you the quiet sign, if needed 	<ul style="list-style-type: none"> Acknowledge the presenter in a polite way Participate when asked
GARDEN	<ul style="list-style-type: none"> Walk at all times Use tools appropriately Rocks are to remain on the ground Tree stumps are for sitting only 	<ul style="list-style-type: none"> No harvesting unless teacher directed Quiet voices to, from, and in the garden 	<ul style="list-style-type: none"> Follow school rules Clean up trash Respect your surroundings 	<ul style="list-style-type: none"> Treat all living things kindly
DISMISSAL	<ul style="list-style-type: none"> Wait at assigned areas Keep hands and belongs to self 	<ul style="list-style-type: none"> Wait quietly Follow dismissal routines 	<ul style="list-style-type: none"> Be alert, aware and ready to be picked up Keep food and personal belongings in backpack 	<ul style="list-style-type: none"> Salutations to friends and adults Be friendly

BELL SCHEDULE / LUNCH SCHEDULE

<p><u>TK/K</u></p> <p>7:50- School Starts</p> <p>7:50-9:00- instruction</p> <p>9:00-9:20- Recess</p> <p>9:20-9:35- Snack</p> <p>9:35-11:15- Instruction</p> <p>11:15-11:55- Lunch/Recess</p> <p>11:55-1:15- Instruction</p> <p>1:15-1:35- Recess (no food)</p> <p>1:35-2:40- Instruction</p> <p>2:40- Dismissal</p>	<p><u>1st Grade</u></p> <p>7:50- School Starts</p> <p>7:50-9:00- instruction</p> <p>9:00-9:20- Recess</p> <p>9:20-11:15- Instruction</p> <p>9:35-11:15- Instruction</p> <p>11:15-11:55- Lunch/Recess</p> <p>11:55-12:50- Instruction</p> <p>12:50-1:10- Recess (no food)</p> <p>1:10-2:40- Instruction</p> <p>2:40- Dismissal</p>
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<p><u>2nd & 3rd Grade</u></p> <p>7:50- School Starts</p> <p>7:50-9:25- instruction</p> <p>9:25-9:45- Recess</p> <p>9:45-11:30- Instruction</p> <p>11:30-12:10- Lunch/Recess</p> <p>12:10-12:50- Instruction</p> <p>12:50-1:10- Recess (no food)</p> <p>1:10-2:40- Instruction</p> <p>2:40- Dismissal</p>	<p><u>4th & 5th Grade</u></p> <p>7:50- School Starts</p> <p>7:50-9:50- instruction</p> <p>9:50-10:10- Recess</p> <p>10:10-12:05- Instruction</p> <p>12:05-12:45- Lunch/Recess</p> <p>12:45-2:42- Instruction</p> <p>2:42- Dismissal</p>
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EVERY WEDNESDAY
TK - 5- DISMISSAL @ 12:30 p.m.

CONFERENCE SCHEDULE
Conference Week (SEPTEMBER 16-25, 2024) 7:50-12:55pm M-F

BICYCLES, SKATEBOARDS, AND SCOOTERS

Once students arrive on campus, they are to walk their bikes or scooters to the racks and lock them up.

The school is not responsible for the loss or damage to bikes or scooters.

BIRTHDAY TREATS AND PARTY INVITATIONS

At Gregory Gardens, we strive to maintain an academic learning atmosphere for all students. Celebrations are not prohibited but are kept to a minimum and are at the discretion of the teacher. If you would like for your child to have a small birthday recognition, please speak with your child's teacher ahead of time. The recognition will be small and short in duration (10mins). After talking to your teacher, please be sure to drop off celebration items in the main office. Family members are allowed to bring nut-free, healthy store-bought treats (such as fresh fruit, crackers, etc.). Balloons, flowers, full cakes, candles, presents, noise-producing objects, etc., are not appropriate for a celebration at school, nor are they permitted.

We are unable to pass out birthday party invitations at school unless every child in the classroom receives one.

BREAKFAST/LUNCH

Second chance breakfast (snack) is available during the first ten minutes of each recess. Students will have up to 20 minutes to complete their food. Students purchasing breakfast must proceed directly to the cafeteria before playing on the playground. Second-chance breakfast must be eaten in the cafeteria or designated eating areas. No food is allowed on the playground.

Students may bring a sack lunch from home and eat in the cafeteria or eating areas.. Menus provided by the Food Services Program will be sent home monthly and can be viewed in the weekly school newsletter or on the district website at http://www.mdusd.org/departments/food_serv.

Free/Reduced Lunch Applications may be completed throughout the year and are available in the front office or at http://www.mdusd.org/departments/food_serv. Completed applications may be returned to the cafeteria.

School meals are free for the 2022-2023 school year.

CALENDAR

Please visit www.mdusd.org for school calendars

CARES~ EXPANDED LEARNING OPPORTUNITY PROGRAM SCENARIOS

CELL PHONES, SMART WATCHES and PERSONAL ELECTRONICS POLICY

We recognize that parents provide their children with cell phones and smartwatch devices for safety reasons like walking to and from school. Therefore, we understand that students will bring their devices to school. Students may not use their devices between school hours (7:40 am- 2:42 pm). Cell phones and watches must remain turned off and stored away during the school day. This includes instructional time, recess, lunch, field trips, and when using bathrooms.

- Cell phones and smartwatches used to make calls, text (parents or peers), or play games during the day will be confiscated and parents will need to pick up the device from the main office at the end of the day.
- Students may not photograph or take videos of any staff members or other students in and outside of the building.
- If students need to reach a family member, they can use the phones in the main office. Students will never be denied calling home.

You can help us enforce this policy by not texting your children and calling or answering their calls during the day. If you need to communicate with your student please call the front office and we will relay the message.

Please Note

- Children may store their devices in a locked cabinet in their classrooms if they choose.
- Gregory Gardens staff is not responsible for lost, damaged stolen items.

First Infraction - Students will have their cell phone taken away and returned at the end of the day.

Second Infraction - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.

Third Infraction - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

Please know in the event of an emergency parents or guardians can always call the office and we will gladly get the information to your child.

CHANGE OF ADDRESS, E-MAIL OR PHONE NUMBERS

It is important for the school to have current information in case of an emergency. Please call the school office immediately whenever your family or person on your child’s emergency card has a change of home or business address, telephone or cell number. We regularly send out ParentSquare phone calls, texts and e-mails with important information to the phone number and e-mail address that we have on file in our computer system. Please let us know if anything changes by calling the office or sending a note or email to Mrs.

Lisa Stauffer at Staufferl@mdudsd.org or Kimberly Varela at varelak@mdudsd.org

Change of Address

Please notify the school when you have moved. You will need to call and come in with your new address verification documents. Please bring originals of any two from the following list:

- Voter registration
- Pay stub
- Utility service contract, statement, or payment receipt
- Rental property contract, lease, or payment receipt
- Property tax payment receipt
- Correspondence from any government agency

Updated July 1, 2024; AR 5111.1

There are times the new address is outside of the GGE boundary and the principal will make the final decision if a student will remain at the school with conditions for attendance.

CHILD ABUSE

By law, any teacher, administrator, child care custodian, or employee of any child protective agency, who has knowledge of, observes evidence of child abuse, or suspects abuse and/or neglect is required to call the appropriate agency and file a report within 48 hours. Failure to report is a misdemeanor punishable by six months in jail, a \$500.00 fine, or both.

CLASSROOM OBSERVATIONS

The purpose of a parent/guardian observation is so that the parent/guardian can lend support to the classroom teacher/SST team in terms of student academic or behavioral challenges. Parents who request an observation are required to contact the school office/administrator in writing and make it possible for the office to notify

the teacher 24 hours in advance (as per MDEA teacher union contract). An administrator will accompany the parent if the teacher requests this, the parent requests this or the administrator deems that this is necessary. Visits may last no longer than 20 minutes, and may not occur more than twice per week, to minimize classroom interruptions and to protect the learning environment.

During an observation, the parent/guardian is not to interact with the students or teacher, but be an “invisible” observer. There should be no discussion with the administrator during the observation. This is to protect the learning environment of the classroom and minimize interruptions. If the parent/guardian has questions it is suggested that they set up a time afterward to debrief with the teacher and administrator. No part of the observation may be recorded (either by audio or video). Only one parent/guardian may be in the classroom at any time, to minimize distractions. There are no “in and out” privileges.

[LMS] Ed. Code 49091.1(b) A parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of the school district. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable timeframe and in accordance with procedures determined by the governing board of the school district.

AR 5020 1. (in part)

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Governing Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff and provide reasonable accommodation to the parents/guardians. Upon written request by parents/guardians, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations (Educational Code 49091.10)

(cf.3515.2 – Disruptions) (cf. 6116 – Classroom Interruptions)

COMMUNICATIONS

At Gregory Gardens, our staff is committed to maintaining regular and effective communication with families. Below are some of the methods we will use to stay connected: **Please note:** Teachers may not be available for unscheduled conversations before or after school. These times are particularly busy as staff focus on ensuring student safety and managing transitions. Families should schedule meetings in advance to facilitate meaningful discussions

- Parent Square messages
- Gregory Gardens School Website (updated monthly) <https://gges-mdusd-ca.schoolloop.com/>
- Family packets containing this parent handbook and other important start-of-year information
- Gregory Gardens School Report Card available via Homelink
- The Gregory Gardens Weekly Newsletter emailed
- Parent-teacher conferences are provided at the end of the first trimester.
- Individual teacher newsletters
- Conferences in person or on the telephone with the teacher and/or principal. You must call for an appointment if you wish to have a conference with the teacher and/or principal.
- School staff may also telephone parents for special conferences.
- Marquee
- You may call the school at 925-827-3770 to speak with staff or leave a message. Messages are returned within a 24-48 hour window.

- You may communicate by e-mail as well; a staff list of e-mails is on the website. We will never call into a classroom during school hours except for an extreme emergency.

COMPUTER/TECHNOLOGY USE AGREEMENT

Students have access to electronic information sources that have been selected by the instructor in the computer lab and classrooms. No student will have access to an Internet connection without adult supervision. A “Student Acceptable Use Agreement” form must be returned to the teacher prior to student use of the resources. Students must have a permission slip on file to access the Internet on their computers. Students who violate the Use Agreement will lose their computer privileges.

Grades 2-5 have Chromebooks they may take home with a signed user agreement. These devices must be well cared for and returned to school EACH DAY. These devices are for school use only. Students may not go on websites such as YouTube, Roblox, Minecraft etc. Insurance may be purchased for your student’s device and information about this is available in the office.

DISCIPLINE POLICY

Gregory Gardens School Rules

1. **Be safe**
2. **Be respectful**
3. **Be responsible**
4. **Be Kind**

Gregory Gardens has developed school-wide Positive Behavior Intervention Systems (PBIS) designed to prevent discipline problems and promote a healthy school climate. The guiding philosophy of PBIS is that students must first be supported in learning the social skills necessary to enhance a positive school climate and avoid negative behavior and restorative practices and consequences attached to that behavior. Gregory Gardens staff have been trained in Restorative Practices and implement PBIS into their classrooms with fidelity and are committed to PBIS. There is a strong link to academic achievement when students clearly understand behavioral expectations and feel accepted and cared for at school and when behaviors are shaped, taught, and modeled.

Discipline is used to develop a sense of responsibility and accountability and to create a safe learning environment for all members of the Gregory Gardens Community. Students are expected to follow all classroom, campus, and playground rules. Each GG teacher creates classroom rules that follow the basic principles of safety, respect, and responsibility within their classroom. (Classroom rules are distributed to parents on Back to School Night.) Discipline steps that are used by all staff members to help students with appropriate and responsible behavior throughout the campus include restorative practices, conflict resolution, and loss of privileges. Students also help create class rules and classroom constitutions that they commit to following with their teacher’s support.

BULLYING: Gregory Gardens promotes a safe and inclusive learning environment. Bullying is NEVER tolerated. Bullying is defined as aggressive acts upon another student that happens repeatedly over time in which there is an imbalance of power. Students are encouraged to report bullying if they witness or experience it in any way. Consequences for bullying can be both school and district level and could include suspension and expulsion for repeat offenders.

Bullying, Harassing or Intimidating

Gregory Gardens and MDUSD will not tolerate any form of bullying, harassing, intimidating, racial slurs or name calling of any kind on our school campuses. It will not be tolerated from staff, students, parents or

visitors. There should be no confusion from our students or families about our campus expectations. We will have a zero-tolerance policy for racial slurs or another dehumanizing and demeaning language (including teasing/judging clothing, music, food or traditions). When these incidents arise among students, classroom teachers and school administration will implement consequences immediately. This includes but is not limited to-

- Calls home
- Research Projects
- Parents being asked to support on campus
- Removal from preferred activities
- Alternate Recess
- Alternate Classroom
- Contract for upcoming field trips/activities
- Suspension

The most effective way to combat racism in our country, state, district, and school is to start the conversation. We appreciate your support and look forward to raising amazing community contributors with you.

Board Policy

[Board Policy 5131.2- Bullying](#)

[Board Policy 5145.3 - Non Discrimination/Harassment](#)

[Board Policy 5145.7- Sexual Harassment](#)

Conflict Vs Bullying

Conflict is a normal and natural part of life from childhood to adulthood. Our goal as a staff is to help our students learn to manage conflict in a healthy and appropriate way. We model reparative conversations for our students and seek to clarify if a problem happened "just today or every day". Conflict occurs now and again and can be solved with adult guidance. Bullying is pervasive and a situation in which there is an imbalance of power. Bullying will not be tolerated at Gregory Gardens and will be dealt with according to our school and MDUSD bullying policy. Some questions you can ask your student to help get more information and know how to proceed in solving the issue are:

- Did it happen today, or does it happen every day?
- Did you tell an adult?
- How did it make you feel?
- Did you ask them to stop?
- What can you do to help solve the problem?

Please always let your child's teacher know if they are having issues with a peer at school and we will do our best to address the issue immediately.

ZERO TOLERANCE POLICY:

The Mt. Diablo Unified School District has a zero tolerance policy for weapons and drugs. This means weapons, other dangerous objects, and drugs are NOT tolerated on campus. Any child bringing pocket knives, laser pens, matches, lighters, cigarettes, etc. will be suspended or expelled.

Behaviors that are considered "severe" will result in a referral to the principal or principal designee for appropriate disciplinary action. These behaviors include bullying, biting, defiance of authority, sexual harassment or hate crime; bullying, damaging or stealing the property of others or fist fighting (hitting another student with a closed fist) will result in an immediate suspension.

Grounds for Suspension and Expulsion

Students may be suspended or recommended for expulsion when the Superintendent, Principal, or Principal designee determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous objects.
- Unlawfully possessed, sold, or otherwise furnished, or been under the influence of any controlled substance, or alcoholic beverage.
- Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, or alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school or private property.
- Possessed or used tobacco or any nicotine product.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- Disrupted school activities or defied the valid authority of school officials.
- Knowingly received stolen property or private property.
- Possessed an imitation firearm (look-alike).
- Committed or attempted to commit a sexual assault.
- Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary action.
- Caused/ attempted to cause/threatened to cause injury or participated in an act of hate violence.
- Engaged in harassment, threats or intimidation that disrupted learning, created disorder, or invaded the rights of others by creating an intimidating or hostile environment.
- Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel.
- Made terrorist threats against school officials and/or school property.

DIVERSITY AND INCLUSION POLICY

Diversity is an asset in our school community. Students, staff and families must collaborate to create a safe school environment that fosters meaningful relationships and honors and affirms the diverse identities and experiences of our students. We stand united against all forms of hate and injustice whether physical, spoken, or in printed form (graffiti, social media, texting, etc.). Gregory Gardens is committed to providing a safe, welcoming and affirming environment where all members feel included, respected, valued and connected. We will have a zero-tolerance policy for racial slurs or another dehumanizing and demeaning language (including teasing/judging clothing, music, food or traditions). When these incidents arise among students, classroom teachers and school administration will implement conversations, learning opportunities and consequences (if necessary) immediately. This includes but is not limited to-

- Research Projects
- Restorative conversations and lessons
- Calls home
- Parents being asked to support on campus
- Removal from preferred activities
- Alternate Recess
- Alternate Classroom
- Contract for upcoming field trips/activities
- Suspension

The most effective way to combat racism in our country, state, district, and school is to start the conversation. We appreciate your support and look forward to raising amazing community contributors with you.

DRESS CODE

- Clothing should allow for all members of the school community to play and learn in a safe and inclusive environment.
- Tops and Bottoms must be worn to school. They must cover undergarments completely and be appropriate for playing safely on the playground.
- Shoes should be flat and have appropriate straps and/or laces to ensure they will not come off. Shoes should be safe for playing on cement or in the grass. No shoe skates or wheeled shoes are allowed due to falling risks.
- Hats and hoods may be worn on the playground and in the classroom. When wearing indoors headwear must not interfere with the learning of the student. All religious headwear is exempt.
- Not acceptable on school grounds
 - -Violent language or images
 - -Images or language depicting gangs, drugs or alcohol (or any illegal item or activity)
 - -Hate speech, profanity, pornography
 - -Images or language that create a hostile or intimidating environment based on gender, racial, cultural or religious values or which advocate gender, racial, cultural or religious prejudices.

If there is a question regarding the appropriateness of any student's attire, and/or how the apparel is impacting student behavior or student safety (either physically or emotionally), the judgment of the school personnel will prevail.

Parents will be called to replace clothing when it is inappropriate, presents a potential hazard, or is a distraction to the educational program. If necessary, a neutral replacement garment will be provided by the school.

EMERGENCY PROCEDURES

Emergency procedures for fire, earthquake, shelter-in-place, and other disasters are outlined in the Gregory Gardens Safety Plan. Each teacher receives annual updates of the plan. It is vital that your child's emergency card lists the name of a neighbor or other person to whom we should release your child in case of an emergency.

EXTRACURRICULAR

Students are required to attend school on the day of an event in order to participate in any after-school sponsored events or performances. Including but not limited to the school play, 5th-grade end-of-year activities, choir, and field trips.

FIELD TRIPS/CHAPERONES

Field Trip Chaperone Requirements

Parents are encouraged to chaperone field trips; however, the district requires all chaperones to have both **TB and fingerprint clearance**.

- **TB clearance** can be obtained from your medical provider or a local clinic.
- **Fingerprinting** must be completed at the Personnel Office, located at 1936 Carlotta Drive, Concord, CA 94519. Clearances from outside the MDUSD Personnel Office will not be

accepted.

Since this process can take several months, parents are strongly encouraged to start early to ensure clearance is completed before the field trip. **Parents/guardians without the required clearance will not be permitted to chaperone field trips or meet their child's class at the field trip location.**

Transportation Guidelines

- Parents may **not** pick up their children from a field trip. All students must ride the school bus to and from off-campus activities.
- Parents who are not selected as chaperones may not pay to join the trip as a community member to ensure the safety and security of all students.

Special Exception: SMC Field Trip

For the St. Mary's College (SMC) basketball game field trip ONLY, parents can purchase tickets through www.smcgaels.com but will not be allowed to attend the campus tour or sit in the GGES section with students.

Chaperone Selection Process and Expectations

Selection Process

- Chaperones will be selected via a lottery system once all interested parents submit their requests.
- Priority will be given to cleared parents who have not yet attended a field trip this school year.
- Parents will be notified of their selection through email or ParentSquare.

Trip Expectations for Students

- Students **MUST** attend the full day of school in order to participate in evening activities
- Students should **not bring money** unless requested by the classroom teacher.
- Students may **not bring cell phones** on field trips.

Chaperone Responsibilities

- Arrive at GGES on time to help load students onto the bus.
- To save costs- Some chaperones may need to drive separately or carpool and meet at the college. Parking costs will be the responsibility of the chaperone.

During the Trip

- Help guide student behavior during the trip (e.g., walking appropriately, using respectful language, engaging with event staff appropriately, staying with the group).
- Avoid purchasing snacks or souvenirs for students.
- Help supervise and correct inappropriate language or behavior. Seek school staff support if necessary.
- Adults must refrain from partaking in alcoholic beverages or any substances.

FOOD AT SCHOOL

Students are welcome to bring their own snacks and lunches to school. Students are encouraged to bring foods high in protein, low in sugar, and rich in color. Cheese, meat, nuts, fruits, vegetables, grains, eggs, and

dairy are great options. Sugary treats should be limited to one serving only. Soda and sugar drinks are not appropriate school options. Energy drinks are not permitted on campus.

GATOR BITES/ GATOR CHOMPS

Gator Bites may be given to students who are “caught” being Safe, Respectful, Responsible, and Kind. Students may use their Gator Bites to purchase items from the Reward Menu. Students may redeem bites every 2 weeks. Updated versions of the menu are available in the weekly newsletter.

Gator Chomps are given to classrooms for being Safe, Respectful, Responsible, and Kind. Teachers will collect chomps and redeem them for parties which the entire class can participate in.

GATE TO FIELD

Our Campus is closed to the public from 7:00 am- 6:00 pm daily. To keep everyone safe (school students, Kidstop and CARES) we will be locking our back schoolyard gate (Evelyn Drive) daily during school hours 7:00 am- 6:00 pm. **PLEASE share this info with your neighbors.** Our community will be able to use the grounds after hours and on the weekends. We appreciate your support and understanding! If you have questions please contact Ms. Koontz, koontzk@mdusd.org.

GOOD CONDUCT POLICY

SAFE, HEALTHY AND SUPPORTIVE SCHOOLS

REQUIRE GOOD ORDER AND PEACEFUL CONDUCT NOTICE IT IS AGAINST THE LAW TO THREATEN A SCHOOL EMPLOYE OR INTERFERE WITH THE GOOD ORDER OR PEACEFUL CONDUCT OF SCHOOL ACTIVITIES

If the Site Administrator determines that you have interfered with the good order or peaceful conduct of this school, you may be directed to leave the school immediately. If you are told to leave by the Site Administrator, you may not return for at least seven (7) days. * Upon your return, you must report to the school office and agree to comply with this Notice.

Warning: If you return to the school during the period you have been directed to stay away or if you violate this Notice, you are guilty of a crime under California Penal Code sections 626.7 and 626.8, and the police will be called.** During the period of time that you are not allowed on campus, if you need to make arrangements for dropping off or picking up a student, call the Site Administrator. If you wish to discuss this Notice or require translation, you may call the District’s Executive Director of Instructional Support at (925) 682-8222 ext. 4026.

*This notice does not prevent a parent or guardian from returning to the school at any time to pick up their child for disciplinary reasons, medical attention, or a family emergency.

**Willful interference with the good order of a school by persons is a misdemeanor (Education Code §§ 32210, 32211, 44810, 44811, and Penal Code §§ 626.4, 626.7 and 626.8). Threatening public employees and school officials is a misdemeanor (Penal Code § 71). Assault and/or battery against a school employee in the performance of their duties or in retaliation is a misdemeanor (Penal Code §§ 243.5 and 243.6).

HALLOWEEN COSTUME POLICY

Students may wear costumes to school on the agreed-upon date. Many people in our community love Halloween and the magic of dressing up. Part of creating a safe school community for ALL students on Halloween is making sure racially, ethnically, and culturally based costumes are not part of our festivities.

Costumes that can be problematic include: Native American costumes involving headdresses or feathers, dressing as a homeless person, dressing as a person with any physical or mental disability, or dressing in any costume that portrays a narrow or negative stereotype about a specific ethnicity, religion, or race.

- Students must wear school-appropriate shoes.
- Hands must be free- No accessories that need to be carried (wands, swords, lightsabers),
- We want to see your sweet smile- No full-covered masks
- Let's keep it safe- No toy weapons
- Stay smiling- No excessively scary costumes
- Keep on playing- outfits should allow students to play and learn (no blow-up costumes)

Schedules for Halloween and procedures for the day will be sent out by the office and classroom teacher well in advance of the day.

HOMELESS (HOPE) STUDENT RIGHTS

The McKinney Vento Homeless Education Assistance Act states: "Homeless children and youth must have access to the same education and services that all children and youth have."

*Homeless students have the right to immediate enrollment in their neighborhood school without records, i.e. birth certificates, transcripts, etc. If schools are impacted or there is no room at the student's grade level, homeless students

follow standard overflow procedures.

* Homeless students have the right to remain in their school of origin, if it's in their best interest, for the duration of the time they are homeless - even if they move outside of the district.

HOMEWORK POLICY

Parents can be of invaluable assistance to students and increase learning by encouraging natural curiosity and questioning. Parents can also design practice situations for skills being learned at school. Your interest in your child's classroom experiences is one of the greatest factors in student success.

Valuable academic activities that a parent can do include:

- a. Reading stories aloud.
- b. Supporting the family with chores, and household responsibilities
- c. Encouraging children to write short notes, letters, and stories to friends and relatives.
- d. Asking your child to explain what he learned in school (not merely what he or she did).
- e. Reading signs and billboards together while driving.
- f. Playing thinking games such as who can think of the most words that mean "little" or "big"
- g. Creating real-life math word problems to solve without a pencil or paper.
- h. Helping students memorize age-appropriate math facts (i.e., multiplication facts)

These activities can help transform ordinary short periods of time into quality time for parent and child. We especially encourage you to monitor the number of time students spend watching television, and using electronic devices such as tablets, in order to provide adequate time for playing, exploring, and spending quality time doing things with the family.

ILLNESS and INJURY AT SCHOOL

At our school, the health and well-being of your child are our top priorities. Below are the procedures and policies we follow to address health concerns and ensure your child's safety:

- **School Nurse and First Aid:**
Our school nurse is on campus one day per week. Office staff members are trained in basic first aid to

handle minor medical concerns.

- **Injury and Illness Protocols:**

- **Minor Concerns:**

If a child does not exhibit fever or vomiting, they will be returned to class. Superficial scrapes, abrasions, or other non-serious injuries will be treated with ice or a bandage, and the student will return to class without notification to families.

- **Serious Concerns:**

Families will be notified if a student sustains an injury or complains of pain in a joint, head, or neck.

- **Illness Notifications:**

We will make a courtesy call to inform families if a child feels unwell. If the illness or injury is more severe, we will contact the parent or emergency contact listed on the emergency card to arrange for the child to be picked up promptly.

- **Emergency Situations:**

If we cannot reach a parent, guardian, or designated emergency contact, we may contact local authorities (police or child protective services) as required. In life-threatening situations, 911 will be called immediately. Any associated costs for emergency services are the parent's responsibility.

- **Immunizations:**

Students must have up-to-date immunizations to enroll in school.

- **Doctor's Paperwork Requests:**

If you need school staff to complete forms for your child's doctor, please provide a stamped envelope with the doctor's address for direct mailing.

- **Head Lice Policy:**

If head lice are discovered, you will be notified immediately. We recommend picking up your child promptly to begin treatment at home to prevent spreading the infestation. Upon returning to school after head lice treatment, you must check in at the office before your child goes to the classroom.

- **Inhalers and Asthma Medication:**

Students requiring inhalers for asthma or breathing issues must keep them on-site. For details, see "Medication – Administering at School" on the next page.

By following these policies, we aim to provide immediate and appropriate medical attention while keeping all students safe. Thank you for your cooperation and partnership in maintaining a healthy school environment.

INDEPENDENT STUDY CONTRACT

The Contract is meant for family emergencies or circumstances beyond your control. They are NOT meant to be used so you can take vacations during the school year. We encourage all families to take family vacations during summer and scheduled school breaks.

If families will be gone for more than 5 school days, you may request an independent study contract. Contracts MUST be requested at least 14 days prior to leaving for vacation. Teachers and administration reserve the right to say no. .

If the work is not completed or handed in on the planned day of return, the contract will become invalid and the attendance will be unexcused for those days. Unexcused absences beyond 10 days will be referred to the School Attendance Review Board.

INSTRUCTIONAL PROGRAM

The curriculum for students is based on the Common Core State Standards. The curriculum for all elementary students in this district includes

Language Arts: reading - literature - spelling - writing - library skills -phonics

Mathematics: computation - concepts - problem-solving

Social Studies: history - geography - democratic - participation skills

Science and Health

Music and Art

Physical Education

Social Emotional Learning (responsible decision making, self-awareness, self-management, relationship skills, and social awareness)

LIBRARY BOOKS AND TEXTBOOKS

Students must replace lost or damaged books by the end of the school year. Parents need to remind students to care for these books in order to avoid a bill for damaged or missing items.

LATE ARRIVALS

Students will be marked tardy if they arrive after 7:50 am. The first bell rings at 7:50 am and students are expected to be in their seats by 7:53 am. Arriving late to school greatly impacts your student's academic success and sense of community so we ask that you help make sure they are ready and on time EVERY DAY. Students arriving at 8:00 am or after are to be walked to the office by their adult to receive a late pass to class and to be checked in.

LOST & FOUND

Clothing that is found around the campus is placed on the picket fence in the main hallway.. At the end of each month, the pile is cleaned and sent to the Community Room. Every few months extra clothing will be donated to a charity. Please put your child's name in your clothing so you can identify and retrieve it.

MEDICATION - ADMINISTERING AT SCHOOL (See <http://www.mdusd.org/formslibrary> , Authorization To Administer...

The administration of medication to students will be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when a written request using the district "Authorization to Administer Medication During School Hours" has been submitted by the parent and approved by the principal. The authorization form must be signed by the parent and the student's physician.

All medication must be in the original containers and will be kept in a secure place in the office. If a student is capable of self-administering a medication, the district Medication Authorization form must be submitted to the school with the bottom "Self-Carry and Self Administer" section signed by the parent/guardian and the child's physician. The medication container must have the student's name and dosage on it. Students may not take any medication without written consent. If students are found with medication then it will be confiscated and held for parents in the office.

Under no circumstances are school personnel allowed to provide aspirin or any other medicine to students without a completed authorization form. Students may not carry nor self-administer over-the-counter medication without the Authorization to Administer Medication form on file. Over-the-counter medication requires the completion of the district medication authorization form. This includes cough drops, eye drops, allergy medication, etc.

There are no exceptions to this state law.

MESSAGES FOR STUDENTS

We will not call into a classroom to relay a message to your student during school hours as this disrupts instruction. If you need to leave a message for a student due to an emergency change in your scheduled routine, you must call the school office and we will get the message to your student or their teacher.

MULTI TIERED SYSTEMS OF SUPPORT

Gregory Gardens Elementary School

Mission: Mt. Diablo Staff has a moral imperative to prepare all students for post-secondary success upon graduation by providing high expectations and a rigorous instructional program in a safe, supportive, and inclusive environment.

All Means All

MDUSD Multi-Tiered System of Support			
	Inclusive Academic Instruction	Inclusive Behavior Instruction	Inclusive Social-Emotional Instruction
Tier I	-Student access to an engaging and inclusive learning environment and academic, behavior and social-emotional practices, standards, and instruction -School Based Team to develop, monitor, and assess through a Cycle of Inquiry (COI) process, -Universal screening and benchmark assessment 3x a year, -Pre-referral interventions, -Professional development and collaboration time for staff, -Student voice, -Engagement with parents/community		
Tier I	<ul style="list-style-type: none"> Gator Time/Learning Academies - sessions Direct instruction, reteaching Partner work, small groups, 1:1 iReady school wide (toolbox, lessons, diagnostics, growth monitoring) Data - FIAB/IAB, SEL assessment Parent conferences Library, Music, Garden Standards based instruction based on scope and sequence and priority standards. Formative data Common Assessments 	<ul style="list-style-type: none"> Community Circle Gator Bites/Gator Chomps PBIS lessons Playground School Lunch groups, buddy bench, I-messages Step aside with a student, problem solving Social Justice Units 	<ul style="list-style-type: none"> Community Circles Morning Meetings SEL lessons Team building activity Daily check-in Read alouds Social Justice Units with school-wide classroom library Each class gets a weekly 30-minute SEL lesson provided by the school counselor
Tier II	-Coordinated Care Team and identified interventions and support monitored every 4-6 weeks		
Tier II	<ul style="list-style-type: none"> Small groups Cross-grade supports Assistance League reading intervention Preferential seating Selective grouping using iReady data ELD after school tutoring 2 hours a week iReady mastery used to make groups. Parent/Guardian conference 	<ul style="list-style-type: none"> CICO with teachers Positive behavior charts Positive student-centered goal setting Classroom accommodations Counseling groups Restorative justice Parent/Guardian conference Check in and check out 	<ul style="list-style-type: none"> Small group, peer coaching, behavior chart Counselor-small group Behavior modification or chart Community circle LGBTQIA+ lunch group (4,5) Buddy teachers Parent/Guardian conference

Tier III	-Student Success Team and possible assessment for Section 504 Plan or Special Education, multi-agency collaboration (wrap-around services)		
Tier III	<ul style="list-style-type: none"> • Reading intervention with lower grade class • ELD intervention (Ms. Burns) 	<ul style="list-style-type: none"> • CICO with teachers • Positive behavior charts • Positive student-centered goal setting • Classroom accommodations • Counseling groups 	<ul style="list-style-type: none"> • Counselor • SEL lessons • Social Justice Lesson

**yellow shaded areas are district-wide structures and systems that cross academic-behavior-social emotional instruction.*

	Administrative Leadership Strong & engaged site leader & educator support system	Integrated Framework Fully integrated organizational structure & strong and positive school culture	Family & Community Engagement Trusting family and community partnerships	Inclusive Policy Structure & Practice Strong LEA/School relationship & LEA policy framework
Tier I	<ul style="list-style-type: none"> • ILT • Staff meetings • Professional development 	<ul style="list-style-type: none"> • Social Justice curriculum • Gator Bites/Gator Chomps • Safe, Respectful, Responsible, Kind-Playground school- WOW assemblies 	<ul style="list-style-type: none"> • Weekly classroom newsletters • ParentSquare • PTA events - picnic, Read-A-Thon, Gatorfest • Principal newsletter • Annual musical • Vocal and instrumental concerts 	<ul style="list-style-type: none"> • Aeries Student Data Management System • -Data systems to assess and monitor student learning and needs ready • -School Single Plans & Site Councils • -School based Leadership Team (PBIS)
Tier II	<ul style="list-style-type: none"> • CARE • SST • Equity coaching, cohorts, professional development • Peer mentors for administrators • New administrator meeting and support • Departmental coaching 	<ul style="list-style-type: none"> • CARE • Parent/Admin conferences as needed • Coordinated Care Team and identified interventions and supports monitored every 4-6 weeks • -Content specific interventions (ELA, Math, Science..) • -Extended Learning (After School/ Summer Program) • -Accelerated learning (credit recovery, workshops, ...) • -Alternatives to Suspensions & Restorative Practices • -School Counselor targeted counseling services, expanded SEL instruction, and groups • -Expanded district support by Behavioral Health Specialist, Social Work Specialist, Equity Team 	<ul style="list-style-type: none"> • -CARES Expanded Learning Program 	<ul style="list-style-type: none"> • ELD intervention after school • LCAP
Tier III	-Targeted and assigned support staff and coaching	Student Success Team and possible	-District Welcome Center -District Parent/Community Liaison	<ul style="list-style-type: none"> • IEP • 504

PARENT INVOLVEMENT – PTA, SITE COUNCIL, ELA

We encourage all parents and student family adults to be involved in their child's education in these basic ways:

1. Read to your child and/or make sure your child reads independently 20 minutes or more every day.
2. Make sure your child has a regular bedtime that will ensure at least eight hours of rest before each school day.
3. Make sure your child eats breakfast at home or arrives at school in time to eat breakfast in the cafeteria.
4. Make sure your child completes his/her homework assignments to the best of their ability and returns them to school regularly.
5. Make sure your child arrives at school on time daily and stays for the duration of the school day (make appointments after school and over school breaks as possible).

Adequate sleep, a good breakfast, and completing work in a timely manner will ensure your child makes the most of each day of school.

Parents may have time to get involved in other ways. These include, but are not limited to: volunteering in their child's classroom, serving on the School Site Council, limiting TV viewing, playing board games, completing work for the teacher at home (collating, cutting), and insisting on a high standard of behavior for their children. Most children like talking to their families about their schoolwork. Parents may initiate the conversation by asking every day, "What did you learn at school today?" Then LISTEN. This will send a clear message to your child that school is important to you; that you expect your child to learn. Your involvement will help your child succeed. Copies of the School Level Parent and Family Engagement policy are handed out annually at Walk Thru. If you need another copy they are always available in the front office.

PARENT/TEACHER ASSOCIATION (PTA):

All parents are invited to become members of the Gregory Gardens PTA. The PTA provides valuable resources and services to the students at Gregory Gardens. Please let us know if you are interested in getting involved in event planning or in a board position-this is our school and we need you to take part!

Families are always welcome at our PTA meetings. They are held monthly either in person or virtually at the discretion of the PTA President and board. The meetings will be well publicized in the weeks/days leading up to them and we encourage all families to attend!

<https://ggpta.square.site/>

<https://ggepta.com/>

SCHOOL SITE COUNCIL:

The School Site Council is a governing body of Gregory Gardens composed of school faculty and parents who meet monthly to create and discuss the goals of the Single Plan for Student Achievement and to review the progress made towards meeting the school's objectives. The SSC also creates and maintains the school Safety Plan. Parents who are interested in participating should contact the office to be nominated to be placed on the ballot to be voted on by the parents the first month of school. Members of the school community are always welcome at our Site Council meetings and may make comments during the public input section of the meeting. They are held on the last Monday of every month via zoom from 3-4 pm. Minutes and agendas are posted on the website and outside of the office.

SCHOOL ACTIVITIES:

All parents and guardians are welcome to attend the student assemblies, daytime family events and evening activities. During the course of the school year there will be family events in the evening, as well as student musical concerts and other performances. Be sure to attend these exciting events.

PARENT-TEACHER CONFERENCES

In the Mt. Diablo School District, parent/teacher conferences are scheduled in October to allow elementary school teachers to meet with parents/guardians to discuss student progress. Other conferences with teachers may be held at any time. Please contact your child's teacher, via e-mail or phone, to schedule a time to meet. Do not expect to hold a conference with a teacher unless you have made prior arrangements. You may not interrupt a class during school hours.

Conference dates for 2022-2023 are October 17-28 2022.

PETS AND ANIMALS ON CAMPUS

Students are allowed to bring a pet to school only with prior approval from their teacher. Dogs from home are NOT allowed on campus unless they are certified therapy dogs. Please make sure to present the proper paperwork to school officials upon request. Please do not bring your dog onto campus for drop off or pick up. Generally, pets must be caged for the safety of all students. Properly caged animals under the supervision of an adult provide excellent instructional opportunities for students.

PRIVATE PROPERTY AT SCHOOL

Any electronic devices (i.e., tablets, cell phones), toys, balls, trading cards,, games, marbles, pets, etc. may not be brought to school. Appropriate personal items may be brought for the purpose of "sharing" ONLY WITH PRIOR TEACHER APPROVAL. The school is not responsible for lost clothing, property or money, electronics, or private property.

PROMOTION/RETENTION/CONTINUANCE

The Governing Board expects students to reach high levels of achievement and to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and rate of development of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating progress toward meeting the standards required for satisfactory performance in the subsequent grade. This includes mastery of standards by achieving a 4 on the standards-based elementary report card.

As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who are at risk of being retained and who should be retained in accordance with law, Board policy and administrative regulation.

The indicators of academic achievement shall include but not be limited to:

- Report card standards or grades where applicable
- California Standards Test
- Teacher documented achievement levels in reading, mathematics and written expression
- Site or district assessments
- Reports or observations from teaching/intervention staff

When a student is identified as being at risk for retention or is recommended for retention, the Superintendent or designee shall provide opportunities for supplemental instruction to assist the student in achieving academic proficiency.

REPORT CARDS

Report cards for the first trimester will be available via Homelink the Friday before Thanksgiving Recess. Report cards for the second and third trimester will be available on Homelink and printed and sent home upon request.

REUNIFICATION PLAN DURING A DISASTER

Sometimes, unexpected situations may arise at our school that require parents to pick up their children in a special way. This process is called a Reunification. It might happen because of things like bad weather, a power outage, hazardous materials, or if something serious happens at the school. The Standard Reunification Method is a plan that helps make this process easier and less confusing for everyone.

Since a reunification isn't a regular end-of-school event, it might happen at a different place than where your child usually goes to school. If this happens at another school, the students there might also have a special way of leaving. Please follow school directions carefully to ensure all students are reunited quickly and safely.

COMMUNICATION & INFORMATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system, or Parentsquare.

PARENT/GUARDIAN EXPECTATIONS

- ONLY those on the Emergency Contacts list will be allowed to pick up students. The school will hold students until cleared contacts can pick up their students.
- Bring ID- identification and custody rights will be confirmed.
- Be patient. It's a careful process to ensure your child's safety
- In some cases, guardians may be invited into the building for further information.
- Please do not text your students. We want to keep all parties calm.

ARRIVING ON CAMPUS

- Parents should park where indicated and not abandon vehicles.
- Follow city and school authorities directives.
- Parents are asked to go to the Reunification "Check In" area
- Get in orderly lines

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

SAFE SCHOOL ENVIRONMENT

School Safety Plan: Staff, parents, and community agency representatives through School Site Council are involved in writing the plan and are involved in updating the plan annually. Drills and simulations are held on a regular basis for emergencies such as fire, earthquake, intruder and disaster.

MDUSD Hate Violence/Harassment Policy: District programs and activities must be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin, sexual orientation, and physical or mental disability. Students may be suspended or recommended for expulsion if they cause, try or threaten to cause, or participate in an act of hate violence. A complete explanation of the policy, including examples of hate violence or hostile harassment, along with the complaint process, may be found in the Appendix.

MDUSD Sexual Harassment Policy: Prohibits this act of or by any student. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. A complete explanation of the policy, including examples of sexual harassment, along with the complaint process, is found in the Appendix.

SCHOOL STAFF

A complete list of staff e-mail addresses will be available on the school website.

<https://gregorygardens.mdusd.org/staff>

SCHOOL SUPERVISION

Surveillance Cameras: Gregory Gardens has many surveillance cameras throughout the school to ensure the safety of all students, staff, parents, and property. This increased security system will allow supervision 24/7. Cameras are not installed in the bathrooms.

All classrooms and playgrounds are under adult supervision at all times during school hours. Students are expected to follow school rules.

Rules are written in the Parent Handbook. Rules for safe play and behavior are reviewed at the beginning of the year, and teachers review the rules with students regularly. There are positive incentives for children who make good choices as well as consequences for students who make poor choices.

Students are encouraged to seek help from an adult if they have problems at school. Parents are encouraged to contact the school if they have concerns or questions about school supervision.

SPECIAL PROGRAMS

Gregory Gardens offers a comprehensive program consisting of a core curriculum at each grade level. All students receive the same high level of curriculum and instruction. Gregory Gardens recognizes the academic needs of all students and offers in-school intervention to students in need of such services. Moreover, teachers differentiate instruction to meet the needs of all students. The following programs support instructional and behavioral expectations:

- After School Program
- Assemblies
- Field Trips
- Occupational Therapy
- Foster Child Services
- HOPE services
- Small Literacy Groups & Individual Reading and Math Intervention

- Instrumental and Vocal Music
- Speech & Language Therapy
- Individual and group counseling
- Resource Support
- Library
- Garden Education Teacher

VACATIONS ARE CONSIDERED UNEXCUSED ABSENCES

If a child accumulates three or more tardies of 30 minutes or more each, we will notify the parents, via a standard district letter. State law considers students truant who have 3 or more days of absence and/or 3 tardies of 30 minutes or more without a valid excuse. Students who are habitually truant may be referred to the School Attendance Review Board (SARB).

VISITORS ON CAMPUS:

All visitors, including parents, must sign in at the office and obtain a badge. A visitor is any individual who is not a member of the staff. Parents need a pass before volunteering in a classroom, leaving for a field trip, or assisting with special events. All volunteers must be on the cleared volunteer list through the district and have cleared fingerprints through MDUSD, an updated TB test.

VOLUNTEERS

Every parent participates in their child's education by taking an interest in their schooling and by monitoring their study habits at home. The most successful schools have parents participating regularly. At Gregory Gardens we welcome all parents to volunteer at home or at school. All volunteers must be on the cleared volunteer list through the district and have cleared fingerprints through MDUSD, an updated TB test.

We appreciate parents coming into the classroom to help an individual student with an assignment or to carry out an activity with a small group of children. Volunteers are also needed for field trips.

Information will be provided to you in the Family Packet and on Back to School Night regarding volunteering in your child's classroom or on field trips. All volunteers must obtain a clear TB test and be fingerprinted through the Mt. Diablo Unified School District before volunteering at the school. See the district website to make your appointment at <https://www.mdusd.org/departments/human-resources/volunteers> under "Volunteer Instructions." Please note that there is a cost of \$32 **cash** for fingerprinting.

In the upper grades teachers often do not have the need for regular volunteers in the classroom (except during special occasions/activities). Please let the office know if you would like to volunteer elsewhere on our campus and we will do our best to accommodate you. We want you to be involved!

Please note- NON school aged children must be worn in a carrier to be on campus. They may not be in a stroller or a carseat.. School aged students not enrolled in Gregory Gardens are not allowed on campus during volunteering.

WITHDRAWAL FROM GREGORY GARDENS

Parents are requested to write an email several days in advance of a student's withdrawal to the school office secretary staufferl@mdusd.org who will then notify the teacher.. Please include the new home address and/or new school if known.

Appendix

Human Relations Mission Statement

The mission of the Mt. Diablo Unified School District is to help students succeed as learners and as productive citizens. Students must become knowledgeable about all the subjects we have deemed important. At the same time, they must know how to learn and how to acquire, evaluate and integrate information.

Students succeed best in an environment where there is mutual respect, caring and cooperation. Each employee in the district must provide for and accept the following conditions:

- All students, parents/guardians and staff shall participate in school activities without experiencing harassment, intimidation, or bigotry.
- All individuals will be treated with dignity and respect.
- There is an appreciation for the diversity of people.
- High expectations are set for the staff, students, parents/guardians and Board of Education.
- All employees have a valuable role in accomplishing the district's mission, and are supported with training to enhance their sensitivity to others.
- Students, parents/guardians and community members feel welcome at school.
- Everyone—from the Board of Education to staff, students, parents/guardians and the community—takes pride in the schools and programs of the Mt. Diablo Unified School District.

Parent/guardian Involvement Policy

The Board of Education of the Mt. Diablo Unified School District believes that a child's education is a responsibility shared by the family and school. The Board of Education recognizes the necessity and value of family-school partnerships to support student growth and academic achievement and further seeks to facilitate this partnership by inclusion of a parent/guardian involvement component in all school site plans.

Recognizing that parent/guardian involvement takes many forms, the Board, administration and staff are committed to supporting district wide parent/guardian participation via the six types of parent/guardian involvement described in The California Strategic Plan for Parent Involvement by:

- Providing educational opportunities to help parents/guardians to develop parenting skills and to foster conditions at home that support children's efforts in learning.
- Providing parents/guardians with training in effective strategies for assisting their children to learn at home.
- Providing parents/guardians with knowledge of and access to school and community support services for children and families.
- Training teachers and administrators to communicate effectively about school programs and student achievement with all parents/guardians, respecting the diversity and differing needs of families.
- Involving parents/guardians, after appropriate training, in classroom support roles at schools.
- Supporting parents/guardians as participating decision-makers and encouraging their leadership in governing, advising and advocacy roles.

MT. DIABLO UNIFIED SCHOOL DISTRICT
UNIFORM COMPLAINT PROCEDURES
ANNUAL NOTIFICATION

The Superintendent or designee shall annually provide written notification of the Mt. Diablo Unified School District uniform complaint procedures (UCP) to students, employees, parent/guardians, the Mt. Diablo Unified School District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the Mt. Diablo Unified School District's uniform complaint procedures free of charge. (5 CCR 4622)

The Mt. Diablo Unified School District is primarily responsible for compliance with state and federal laws and regulations.

The person(s), position(s), or unit(s) responsible for receiving complaints is:

Jennifer Sachs, Executive Director, Instructional Support

1936 Carlotta Drive Concord, California 94519

Phone: (925) 682-8000 X4026

Fax: (925) 689-1466 Email: sachs@mdusd.org

Mt. Diablo Unified School District shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Mt. Diablo Unified School District (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

Mt. Diablo Unified School District's complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the Mt. Diablo Unified School District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Mt. Diablo Unified School District's decision. The appeal to the CDE must include a copy of the complaint filed with Mt. Diablo Unified School District and a copy of the Mt. Diablo Unified School District's decision.

The complainant has a right to take some complaints directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal Mt. Diablo Unified School District's decision to the California Department of Education (CDE) by filing a written appeal with the State Superintendent with fifteen days after receiving Mt. Diablo Unified School District's decision.

The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of Mt. Diablo Unified School District's decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of Mt. Diablo Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.