

# **Gehringer Elementary Parent/Student Handbook 2026 – 2027**

*"Together We ROAR, Together We SOAR"*



## *Our Vision*

*Gehringer Elementary School is a safe and supportive learning community dedicated to developing lifelong learners and responsible citizens in a global society.*

## *Our Mission*

*Our mission is to support each child's educational journey in a kind and caring environment, where students are empowered to discover their strengths and achieve their full potential.*

**Gehringer Elementary....where kindness begins with me.**

# **Gehring Parent/Student Handbook**

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Dear Gehring Elementary Parents and Guardians,

Welcome to the 2026–2027 school year!

As we begin another exciting year together, I am honored to serve as the principal of Gehring Elementary and to continue working alongside our incredible students, families, and staff. The start of a new school year brings fresh opportunities for learning, growth, and connection, and I am thrilled to welcome both returning and new families to our Cub community.

At Gehring, our mission is to provide a high-quality education that supports both academic achievement and the social-emotional growth of every student. We want all of our Cubs to feel safe, valued, supported, and inspired to reach their full potential. We believe that learning thrives in an environment where curiosity is encouraged, kindness is practiced, and every child feels a true sense of belonging.

This year's school theme, "Together We ROAR, Together We SOAR," reflects the spirit of our school community. As Cubs, we know that success is not achieved alone. When students, staff, and families work together, support one another, and celebrate each other's strengths, we create a school where everyone can thrive. Our theme reminds us that every member of our community plays an important role in helping one another succeed. By embracing our Cub pride and working together toward common goals, we can accomplish amazing things and soar to new heights.

Our school culture is guided by the Cubby Code: Be Safe, Be Respectful, and Be Responsible. These expectations serve as the foundation for how we learn, interact, and grow together each day. Through strong relationships, clear expectations, and a commitment to helping every student succeed, we strive to create a positive and welcoming environment for all.

Family partnerships are an essential part of our success. Whether through volunteering, attending school events, participating in school activities, or staying connected with your child's teacher, your involvement makes a meaningful difference. We value your support and encourage open communication throughout the year. If you ever have questions, concerns, or ideas, please do not hesitate to reach out. We are committed to working together to provide the best possible experience for every student.

Please take time to review the attached school handbook, which contains important information regarding school policies, procedures, and expectations that help ensure a safe and successful learning environment for all students.

Thank you for being an important part of the Gehring family. I look forward to partnering with you throughout the year and celebrating the many successes that lie ahead.

Together We ROAR, Together We SOAR!

Jennifer Hays

Principal

Gehring Elementary

**PUBLIC NOTICE**  
**Americans with Disabilities Act (ADA)**  
Rights of Qualified Individuals with Disabilities

The Oakley Union Elementary School District **DOES NOT**:

- ❖ Deny the benefits of school district programs, services and/or activities to qualified individuals with a disability on the basis of a disability.
- ❖ Discriminate, on the basis of disability, access to or provision of programs, services or activities of the District, or employment or application for employment to qualified individuals with disabilities.
- ❖ Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

The Oakley Elementary School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities. Students with disabilities will not be charged additional fees to participate in District programs, services and activities.

In accordance with Section 35.106 of the Americans with Disabilities Act, all students, parents, participants, applicants, and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Mr. Jeff Palmquist- Superintendent  
91 Mercedes Lane  
Oakley, CA 94561  
(925) 625-0700, TTY (925) 625-6580  
[adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us)

**Uniform Complaint Procedure**

Title 5 of the California Code of Regulations requires districts to adopt and provide Uniform Complaint Procedures to assist you with questions regarding your rights regarding violations of the laws and regulations governing Consolidated Categorical Aid Programs, Adult Basic Education, Vocational Education, Child Care and Development, Special Education, Migrant Education and Child Nutrition Programs. (Cal. Code Regs., tit. 5, §§ 4622, 4652, 4671.) A copy of the complete procedure is available upon request to the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at [www.ouesd.k12.ca.us](http://www.ouesd.k12.ca.us); or email [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us).

**Statement of Accommodation**

The Oakley Union Elementary School District encourages persons with disabilities to participate in its programs, services, and activities. Individuals who require special accommodation (American Sign Language interpreter, reader, assistive listening device, note taker, taped text, Braille or large print materials, accessible seating, etc.) should contact the Superintendent's office. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Kelly Edwards at 925-625-5050, TTY (925) 625-6580 [kedwards@ouesd.k12.ca.us](mailto:kedwards@ouesd.k12.ca.us) at least 48 hours prior to the scheduled event or visit. An extensive list of accommodations is available upon request to the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at [www.ouesd.k12.ca.us](http://www.ouesd.k12.ca.us); or email [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us).

**Alternate Format**

If you have a disability and require any District or school flyer, form, newsletter, etc. in an alternate format; please contact Kelly Edwards at 925-625-5050, TTY (925) 625-6580 [kedwards@ouesd.k12.ca.us](mailto:kedwards@ouesd.k12.ca.us) at least 48 hours prior needing the document. An extensive list of alternate formats is available upon request to the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at [www.ouesd.k12.ca.us](http://www.ouesd.k12.ca.us); or email [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us).

**Least Restrictive Educational Environment and Neighborhood Schools**

At each IEP meeting, the team is required to consider a continuum of options for service, beginning with the least restrictive. Their job is to determine which combination of services provides the required benefits with the least restriction in environment. Federal law requires that the placement be as close to the child's home, and that the child is educated in the school he or she would attend if he or she did not have a disability, unless the IEP team determines that the child requires some other arrangements.

### **Nondiscrimination – Federal Law**

Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or sex in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to the Superintendent at 91 Mercedes Lane, Oakley, CA 94561, [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us), (925) 625-0700, TTY (925) 625-6580 (34 C.F.R. §§ 100.6, 106.9.)

### **Nondiscrimination – State Law**

Discrimination is prohibited in any program which receives state financial assistance on the basis of actual or perceived sex, gender, age, ethnic group identification (including English language skills), color, race, national origin, ancestry, religion, mental or physical disability, sexual orientation, or because a person is perceived to have one or more of the above characteristics. Complaints may be filed with the Superintendent at 91 Mercedes Lane, Oakley, CA, 94561, under the District's Uniform Complaint Procedure. (Ed. Code, §§ 200 and 220, Penal Code § 422.55, Govt Code §11135, 5 CCR 4622.)

### **Nondiscrimination – Persons with Disabilities**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against qualified persons with disabilities in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. A copy of the District's Nondiscrimination Policy is available upon request to the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at [www.ouesd.k12.ca.us](http://www.ouesd.k12.ca.us); or email [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us). Please contact Maria Bordanaro, the District 504 Program Coordinator, at 91 Mercedes Lane, Oakley, CA 94561, [mbordanaro@ouesd.k12.ca.us](mailto:mbordanaro@ouesd.k12.ca.us), (925) 625-7060, (925) 625-6580 with any questions. (34 C.F.R. § 104.8; 28 C.F.R. § 35.106.)

**Special Education Transportation.** The District is committed to ensuring that students with disabilities (i) will not have unreasonably longer bus rides, on average, than students who live in the same area and are not in special education and (ii) will not have a shorter school day due to transportation issues, on average, than students who live in the same area and are not in special education except as may be prescribed on an individual basis. Contact Shannon Hagmann at (925)625-7060, TTY (925) 625-6580, [shagmann@ouesd.k12.ca.us](mailto:shagmann@ouesd.k12.ca.us) for concerns or complaints regarding special education transportation. The District will investigate concerns and complaints in accordance with the complaint process.

### **Emergency Evacuation-Students with Disabilities**

The District is committed to ensuring the safety of all students. As such (a) the parent/guardian will be asked if there are any specific emergency evacuation needs for the student with a disability at the annual IEP meeting, and (b) the specific emergency needs procedure will be documented on the Notes Page during the IEP meeting. Contact Shannon Hagmann at (925)625-7060, TTY (925) 625-6580, [shagmann@ouesd.k12.ca.us](mailto:shagmann@ouesd.k12.ca.us) for questions or concerns regarding emergency evacuation needs of students with disabilities. The District will investigate concerns and complaints in accordance with the complaint process.

### **Physical Accommodations**

Under IDEA (Individuals with Disabilities Act) and Section 504 (Rehabilitation Act), individuals with exceptional needs may qualify for either an Individual Education Plan (IEP) under Special Education or a 504 Plan. If the individual with exceptional needs meets the eligibility criteria and he/she requires Special Education service or accommodations under a 504 Plan, the student is entitled to physical accommodations in order to access the curriculum, and/or to access non-academic and/or extra-curricular activities. Physical accommodations will be discussed at each IEP or 504 meeting. Accommodations are provided according to the student's IEP or 504 team determination of required need. A student's parents and/or other team member may request a particular accommodation for the student at any time, including during the IEP or 504 meetings. If required to access the curriculum, and/or to access non-academic and/or extra-curricular activities, accommodations may include but are not limited to the following: Mobility, modified chair, slant board, preferential seating, extra passing time between classes and lunch, etc. For a more extensive list of possible accommodations and procedures for requesting an accommodation during the school year, please visit the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at [www.ouesd.k12.ca.us](http://www.ouesd.k12.ca.us); or email [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us).

### **Additional Information, Concerns, or Questions**

District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at [www.ouesd.k12.ca.us](http://www.ouesd.k12.ca.us); or email [adacoordinator@ouesd.k12.ca.us](mailto:adacoordinator@ouesd.k12.ca.us).

"If you are an individual with a disability and you need an accommodation, please contact Shannon Hagmann at (925) 625-0700, at least 48 hours in advance."

## **SCHOOL ADMINISTRATION AND OFFICE STAFF**

**Principal:** Jennifer Hays      **Asst. Principal:** Monica Hurney  
**School Psychologist:** Brianna Velasquez      **Counselor:** Faviola Diaz  
**Office Manager:** Karla Crosse

**Clerks:** Francisca Garibay, Cara Hussey      **Library/Computer Tech:** Corlina Wolfe

### **Transitional Kinder**

Colby Allen  
Jessica Goldberg  
Jaqueline Munoz

### **TK/Kinder**

Wendy Perry

### **Kindergarten**

Andrea Spicer  
Amber Schindler  
LaTisha Webster

### **First Grade**

Andrea Clifton  
Allie Buttner  
Li Quesada  
Samantha Areas

### **Second Grade**

Heather McNutt  
Madison Silva  
Reshmi Thomas  
Traci Tovani  
Melanie Salamanca

### **Third Grade**

Taryn Martinez  
Katie Jacobson  
Uma Cox  
Emily Alvarado

### **Fourth Grade**

Monica Connelly  
Ashley Naas  
Danielle Ayala

### **Fifth Grade**

Josephine Dalldorff  
Jenna Graham  
Regan Leonard  
Maddy Samorano

### **Learning Center**

Dayna Bartl-Lewin  
Tiana Frieri-Foley  
TBD

### **SAI**

Audra Clarke

### **Speech Therapist**

Jacquelyn Sensibaugh  
Laura Martinez, Speech Assistant

### **Specials**

**Music** – Martin Lejano  
**PE** – Jared Dexter  
**Art** – Bethany Vega

### **District Administration**

Jeff Palmquist, Superintendent  
Maria Bordanaro, Deputy Superintendent  
of Learning Support Services  
Rianne Pfaltzgraff, Assistant Superintendent  
of Business & Operations Services  
Roxanne Liu, Director of Curriculum  
And Instruction  
Erin Roberts, Assistant Superintendent  
of HR  
TBD- Director of Technology

### **Board of Trustees**

Lynell Fuller  
Sherry Seat  
Ann Corridon  
Craig Pearson  
Paul DiDonato

## **PTA BOARD**

|                                      |                                                |
|--------------------------------------|------------------------------------------------|
| President – Randi Garcia             | Vice President – Danielle Lucas                |
| Secretary – Leonela Aumua            | Treasurer – Patty Rivera                       |
| Financial Secretary-Kristen Noel     | Auditor – Durae Johnson                        |
| Parliamentarian – Celina Lopez       | Historian – Misty Aiello                       |
| Fundraising Chair – OPEN             | Membership Chair - Stephanie Zocchi-Martin     |
| Events Coordinator – Ally Unpingco   | Assistant Events - Victoria Fink/Noelani Brown |
| Volunteer Coordinator - Megan Hadad  | Safety Chair - Christine Baltzley              |
| Communications Chair - Maria Shelton | Hospitality - Megan Saleen                     |
| Room Rep: Shavonne Graham            |                                                |

## **SCHEDULES & TELEPHONE NUMBERS**

|                              |          |
|------------------------------|----------|
| School Office.....           | 625-7070 |
| School Fax.....              | 625-6356 |
| School Absence Recorder..... | 625-7072 |
| District Office.....         | 625-0700 |
| Transportation.....          | 634-2700 |

### **Daily Schedules**

|                      |                                  |
|----------------------|----------------------------------|
| 8:10 am.....         | Gate Open                        |
| 8:20 am.....         | 5 min warning bell               |
| 8:25 am.....         | Instructional Bell               |
| 10:00-10:15 am ..... | Recess for Grade 1               |
| 10:30-10:45 am.....  | Recess for Grades 2-3            |
| 11:00-11:15 am.....  | Recess for Grades 4-5            |
| 11:15-11:45 am.....  | TK Recess/Lunch                  |
| 11:35-12:10 pm ..... | Kindergarten/1st Grade Lunch     |
| 12:15-12:50 pm.....  | 2nd – 3rd Grade Lunch            |
| 12:55-1:30 pm .....  | Fourth-Fifth Grade Lunch         |
| 12:05 pm .....       | Transitional Kinder Dismissal    |
| 1:30 pm.....         | Kindergarten Dismissal           |
| 2:25 pm.....         | First-Third Grade Dismissal      |
| 2:50 pm.....         | Fourth and Fifth Grade Dismissal |

### **Wednesday Schedule**

|                      |                           |
|----------------------|---------------------------|
| 8:10 am.....         | Gate Open                 |
| 8:20 am.....         | 5 min warning bell        |
| 8:25 am.....         | Instructional Bell        |
| 10:00-10:15 am ..... | Recess for Grade 1        |
| 10:30-10:45 am.....  | Recess for Grades 2-3     |
| 11:00-11:15 am.....  | Recess for Grades 4-5     |
| 11:15-11:45 am.....  | TK Recess/Lunch           |
| 11:35-12:10 pm.....  | Kindergarten Lunch Recess |
| 12:05 pm .....       | TK Dismissal              |
| 12:05 pm.....        | Kindergarten Dismissal    |
| 12:30 pm.....        | Grade 1 – 3 Dismissal     |
| 12:50 pm.....        | Grades 4-5 Dismissal      |

## General Policies and Information

### Attendance

Regular attendance is essential to a student's success in school. Most academic subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for students and is regarded as a very serious problem.

Parents who keep their children at home on a school day should call the school attendance line at 625-7072 between 7:30 and 9:00 a.m. and leave a message on the absence recorder. If you are unable to call the school, you may send a note with your student upon his/her return to school. Please include the student's full name, the dates of the absence and the reason for the absence. Please make sure to sign the note. **If your child is absent due to illness and has seen a doctor, please get a doctor's note to excuse the illness.** If your child will be out due to special plans, please see the section below marked Independent Study. **Students with good attendance will be recognized by trimester.**

### Tardies

Any student arriving at school after 8:25 for all grades is considered tardy. Tardiness is a disruption to the learning process. It is essential that children arrive at school on time and ready to learn. While everyone can have a time or two when being late cannot be avoided, excessive tardiness will be dealt with through the office. Any student arriving to school late will need to sign in at the office and stamp their hand with the tardy stamp before going to class. **Students with tardies or early dismissal, will not be eligible for perfect attendance.**

### Obtaining Schoolwork During Absences

If you need schoolwork for a child who is absent, please notify the school office and or teacher. Work requests must be made at least 24 hours in advance of pick-up.

### Independent Study

If your child will be absent from school for **at least five consecutive days**, for reasons other than illness, an independent study contract can be prepared by the child's teacher. This will provide a continuing educational program for your child and avoid a loss of funding for the school district. Contracts need to be picked up from the school office and filled out before a student is absent. You must provide the teacher/school with at least **10 school days**. The contracted work must be returned the day the student returns to school. When the contracted work is completed, the student will be given credit for school attendance for the dates stated in the contract. Students are allowed up to 15 days of independent study per school year.

### Change of Address/Phone Numbers

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address/phone record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

### Communication

Communication with parents and the community are a priority at Gehringer School. Regular communication is provided in the following ways: Registration, Back to School Night, conferences, school website/marquee, teacher newsletters, school bi-monthly newsletter, school notices and bulletins, Open house/special activities, ELAC Meetings, School Site Council meetings, and more.

### Fundraising

The PTA is the only parent group that will be allowed to hold fundraisers. The PTA typically holds 2-3 fundraisers per year to raise money for PTA programs and events, school assemblies, technology, playground equipment, etc. If you would like to help with our PTA fundraisers, please contact the PTA.

### **Homework**

Each individual teacher who will inform parents and students of his/her policy establishes homework programs. It is very important that students learn to study independently at home and practice skills that are being reinforced in the classroom. More in depth homework expectations for each classroom are discussed at Back to School Night.

### **Lost and Found**

All clothing and lunch boxes found on the campus are placed in the lost and found in the multi-purpose room. Money, jewelry, or any other articles of value are turned in to the office. **Please label all of your child's belongings.** Lost and found items not picked up are donated to charity every school break.

### **Progress Reports**

Progress reports are sent out in the middle of each trimester for grades TK-5.

### **Parent Conferences**

Parent conferences are scheduled early in the school year. Teachers share the students' report card that includes rubric scores for the State Standards and Benchmarks. Other important diagnostic information will also be shared with you, such as running record levels and writing prompt assessments. This is a very important time to meet with your child's teacher on their progress.

### **Report Cards**

Report cards are issued three times a year, at the end of each trimester. The purpose of the report card is to inform students and parents of the degree and level of work being done in each content area. For this reason, it is important that you notice the Key or "Explanation of Marks" on the report card. Parents who have questions or concerns regarding their child's progress should contact the teacher. Parent-Teacher conferences can be arranged when necessary.

### **School Colors and Mascots**

The Gehringer School mascot is the tiger cub, his name is Cubby. Our school colors are red and white. School "Spirit Days" are every Friday. Students should wear their school logowear or wear school colors. You may purchase school logo T-shirts and sweatshirts through the PTA at designated times during the year.

### **School Release**

When you come to pick up your student before the end of the school day, we ask that you come to the school office and sign the student out of school. This is to safeguard our students. If the teacher has not sent the student to the office by the time you arrive, we will contact the classroom at that time. We do not want to be interrupting the learning process in our classrooms during the day, therefore, we ask that you make sure your child is ready for the day especially in regards to having lunch and that your child is aware of how he/she is getting home. It is very difficult to reach classrooms in the afternoon due to various schedules, so we need to make sure students are fully prepared before school begins. No student shall be removed from school at any time before proper sign-out procedures have been followed. Students will only be released to persons listed on the emergency card. Your cooperation in these procedures adds to your child's safety. In addition, if you plan to pick up your child during their lunch period, please let us know ahead of time so that we can have the student bring their backpack to the office.

### **General School Rules and Student Expectations**

At Gehringer we have developed common expectations to provide a safe, secure learning environment for all of our students. This is expected in all common areas: classroom, hallway, bathroom, cafeteria, and recess. **Gehringer School community members are expected to follow "The Cubby Code" also known as the 3 B's.**

#### **BE SAFE**

Use all school and private property appropriately, walk on campus, follow playground rules (pg. 14). Fighting, horseplay, tripping, hitting, etc. is never tolerated.

#### **BE RESPECTFUL**

Work without disruption; be kind, courteous, and respectful to others, cooperate to help others learn, use appropriate language, and feel good about who you are.

#### **BE RESPONSIBLE**

Strive for excellence, work hard to do your best, come to school every school day prepared to learn, do your assigned work, keep track of your materials, and set a good example for others.

#### **PBIS**

Gehringer School is utilizing PBIS Rewards. It is a reward system that seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. PBIS decreases office discipline referrals, increases instructional time, and improves student achievement. This intentional focus on positive reinforcement is creating and maintaining a positive school climate for the students and teachers.

PBIS Rewards is a digital platform that allows our staff members to recognize any student, anywhere for meeting behavior expectations. These behavior expectations are defined by the school then communicated and taught. So, when a student displays the behavior that is expected, they are recognized for it. The points earned through that recognition may be used to purchase items from the school's PBIS store, school-wide PBIS rewards, raffles and events.

#### **Lifeskills**

A good school experience, which prepares students for life, encompasses more than just the traditional academic subjects. For this reason, Gehringer School offers a wide variety of activities for our students, and the opportunity to continue to experience success through students' strengths which will give them confidence to tackle areas of weakness. Lifelong guidelines include being kind, trustworthy, truthful, using active listening and refraining from put-downs.

**Cubs of Character:** One student per month from each class will be chosen showing excellent Lifeskills. That student will be honored with either breakfast or lunch with the principal.

#### **Discipline Philosophy**

Our discipline philosophy at Gehringer School has two main goals. First, we want to maintain a safe, fair, and respectful environment for all students by correcting any inappropriate behavior. Second, we want to help children learn self-responsibility for choosing appropriate behavior. School personnel recognize their responsibility in helping children learn and grow, not only academically, but socially and emotionally as well. Every attempt is made to resolve behavioral difficulties children may be having by

providing guidance for their acceptance of responsibility for their behavior. In the event of misbehavior, time is taken with the child to discuss his/her actions, why they are inappropriate and what actions might be taken to correct the behavior. Consequences are implemented as appropriate to the specific behavior as possible.

### **Disciplinary Consequences**

Progressively intensive consequences will be enforced should misbehavior continue. All students are expected to follow the campus rules and school behavior standards. Any employee of the school district may issue students not following rules a Discipline Referral. Discipline referrals will be sent home to inform parents of the problem and resulting action. Acts of sexual harassment, assault, and racism will not be tolerated.

**Classroom Rules:** The classroom teacher using individual discipline plans handles classroom problems. Students may be referred to the office if a teacher or other staff member feels it necessary. A student sent to the office will be counseled, will review the rules, and will receive appropriate consequences. The teacher and/or an administrator usually contact parents by phone, note, and/or discipline referral. For extremely serious behaviors, students may be sent home, suspended, or expelled from school. Acts of sexual harassment, assault, and racism will not be tolerated. See Consequences for Behavior.

### **Consequences for Behavior**

Students who choose to break classroom or school rules may face one or more of the following consequences:

1. Parents will be contacted by the classroom teacher.
2. Referral to the office.
3. Student Conference
4. Reflective writing on what happened, student part, what could have been done differently, life skills that could have been used, what can be done differently next time.
5. Apology Note
6. Loss of Fun Friday
7. School Service
8. In School Suspension
9. Home Suspension
10. Shortened or modified schedule
11. Recommendation to the School Board for expulsion
12. Activity restriction – student loses opportunity to participate in fun activities (ex. Field trip, Field Day, class party, etc.)

### **School Safety**

Our students are very important to us and their safety is our number one priority. The consequences for harming or threatening another student, staff member and/or school property is serious and can lead to suspension and even expulsion from school. Bringing dangerous items on campus or even holding such items for another student can lead to suspension. If a student knows that another student has an item that can be harmful, he or she needs to tell a teacher or other staff member immediately. Also, if your child is being intimidated by another student, he or she should talk to a teacher. Classroom discussions are ongoing at all grade levels regarding expected school behavior. We want every Gehring student to feel safe and cared for while they are in our care!

### **Suspension and Expulsion**

A student may be suspended or recommended for expulsion for the following reasons:

1. Damaged or unlawfully acquired school/private property.
2. Caused or threatened to cause physical injury to another person.

3. Willfully used force upon the person of another.
4. Possessed, used, sold, or furnished tobacco.
5. Disrupted school activities defied authorities.
6. Committed an obscene act, engaged in profanity or vulgarity.
7. *Possessed firearm, imitation firearm, knife, explosive, or other dangerous object.*
8. Caused or attempted to cause an act of hate violence.
9. Committed sexual harassment
10. Committed robbery or extortion.
11. Committed or attempted to commit sexual assault or battery.
12. Harassed, intimidated, or threatened a student who is a complaint witness or a witness in a school disciplinary action.
13. Committed or attempted terrorist threat against others/school employees.
14. Intentionally created a hostile or intimidating educational environment directed at school personnel or pupils.
15. Caused/attempted to cause/threatened to cause/participated in an act of hate violence.

Any student possessing, furnishing, selling, using or is under the influence of any illegal drug or alcohol will automatically be referred to the Oakley Union School District Board of Trustees for possible expulsion.

### **Playground Rules**

#### **Philosophy**

The purpose of these expectations is to provide a safe environment for all students and adults who attend or work at Gehringer School. Students are expected to behave in a manner that reflects positively on our school campus. Adults make every effort to reinforce proper behavior, which will foster a respect for others, school, and private property. To support this philosophy we expect students to follow The Cubby Code:

- Be Safe
- Be Respectful
- Be Responsible

**Bathrooms** are to be used for their designated purpose only. Bathrooms are available to students during school hours. Bathrooms are also available by the cafeteria. Food and drink may not be brought into bathrooms.

#### **Yard Rules**

1. Slide-Only one slider at a time. No going up a slide.
2. Bars-Used to strengthen arm muscles only. Students may not sit, walk, or crawl on bars. Hands need to be on the bars at all times. Hanging by knees is dangerous and therefore not allowed.
3. Jump Ropes-Play in an area that is away from doors.
4. Swings-Students need to be in a sitting position. Never bail off of the swings. Students count to take turns.
5. Kick Balls-Use on field only, unless a school employee directly supervises the game. Balls may never be kicked on the blacktop, unless student is engaged in adult supervised game (i.e. P.E. or Lunchtime activity.)
6. Sidewalks-are for walking. Students are not to run or play unless on the blacktop or field.
7. Gates and fences-are not for climbing. Feet are to remain on the ground at all times.
8. Gum-chewing gum is not permitted at any time while at school.
9. Classroom equipment is for all classroom students to play with.
10. Litter-Everyone is expected to pick up paper, milk cartons, and other litter on the school campus. Students may be asked to help keep the campus clean by picking up papers, etc.

## General Yard Expectations

### Buildings

1. Leaving and entering buildings should be done in a proper manner. Running, playing, and excessive noise are not allowed in any of our corridors. Students are to stay out of corridors before school, during recess and lunch. Students need to remain in supervised areas only.
2. Students entering the office (in non-emergency situations) are expected to have a pass from a school employee. Students without a pass will be asked to obtain one.
3. Students are not to loiter or play in bathrooms. The snack area is to be used for eating snacks. Snacks will not be permitted outside of this area.

### Playground

1. Fighting, put-downs, use of inappropriate language, or being disrespectful is not tolerated.
2. Students may not bring playground balls or basketballs, toy items, trading cards, or any other unnecessary items from home. (See General School Rules and Student Expectations for specifics.)
3. Wrestling, mock fighting, martial art practicing games, "piggybacking", carrying, or swinging on other students will not be permitted.
4. Football is not allowed on campus.
5. Tag is not allowed, except for shadow tag.

### Balls

1. No balls may be kicked on blacktop unless the game is under direct supervision of a classroom teacher or campus supervisor.
2. Students need to use each type of ball for its intended purpose.
3. No balls are to be thrown against buildings at any time.
4. Students are not allowed to bring balls from home without permission from staff.

The bell STOPS all play. Students need to immediately "freeze" and drop to a knee. A yard duty supervisor will blow his or her whistle signaling students to WALK to their lines. This practice has shown to calm students before walking to class.

### Students – Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative 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)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Slippers, flip flops, backless shoes or slides are not acceptable. Crocs may be worn in sport mode only.
  - ***To participate in any athletic sport (basketball, soccer), students must wear athletic shoes.***
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, weapons, violence, drugs or which advocate racial, ethnic or religious prejudice or which an administrator determines to be inappropriate.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, crop tops, tube tops, off-the-shoulder or low-cut tops, bare midriffs, shall not be worn. Bra straps must be covered at all times. Shirts with straps must be worn under tops with cut-outs or oversized arm holes to conceal undergarments and/or bare skin.

4. Short shorts are not allowed, they must be at least 3 inches from the inseam. Inappropriately short skirts or dresses are also not allowed.
5. Undershirts or thin tank tops are not allowed.
6. No baggy style pants that expose undergarments are allowed. Wallet chains and bandanas are also not allowed.
7. Pajamas, nightgowns, curlers, and slippers are not allowed unless as part of spirit week or other such school activity approved by the site administrator.
8. Long dangling earrings may not be worn as they get easily caught in hair.

Site administrators reserve the right to determine the appropriateness of student attire. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

### **Gang-Related Apparel**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each school year and updated whenever related information is received.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. 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.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

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.

Legal Reference:

#### Education Code

35183 School dress codes; uniforms

32281 School safety plans

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

#### Code of Regulations, Title 5

302 Pupils to be neat and clean on entering school

### **Personal Property/Equipment from home**

Students are discouraged from bringing personal items of significant value to school. The school is not responsible for these items. No toys or equipment are allowed from home. Students are expected to use the equipment provided by the school. Types of balls, gloves, etc. that are not provided by the school may **not** be brought from home. Items can be lost and the school is not responsible for replacing it.

**Electronic Equipment:** Electronic games, virtual pets, smart watches, cameras, etc. are not allowed at school at any time. These items interfere with class, can be easily broken and are expensive. We will not be responsible for replacing these items. Any item that has no reasonable use at school may be confiscated. **Any communication items such as phones, smartwatches, etc. must be silent and kept secure in the student's own backpack.** Parents may pick-up confiscated items in the office. Items not picked up by the last day of school will be donated to charity.

**Cell Phones:** Cell Phones are not allowed to be turned on or used during school hours. If a cell phone is seen or heard while on campus it will be brought to the office where the student can pick it up after school. If it happens a second time the cell phone will be kept in the school office until a parent comes to pick it up.

The Oakley Union Elementary School District reserves the right to search any cell phone brought to school and used anytime during the school day in violation of District Policy 5131, "Possession/Use of Cellular Phone and other Mobile Communication Devices." Inappropriate verbal or text messages, pictures or other material found on the phone may be grounds for disciplinary action "Inappropriate verbal or text messages, pictures of other materials" includes but is not limited to harassing statements or any communication that creates a hostile environment based on race, sex, sexual orientation, gender identity, national origin, religion, or disability; discriminatory statements; sexual statements or pictures; and messages to organize activities that may cause harm to any student, involve drugs and/or alcohol, or that spreads false information about any other student or employee of the school district".

### **Regulation 5131.8: Mobile Communication Devices**

Oakley Union Elementary School District prohibits the use of electronic devices on campus during school hours, including in-between periods, lunch, and any other instructional and non-instructional time. Exceptions to this prohibition include (Education Code 48901.5, 48901.7):

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student to possess or use an electronic device, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician or surgeon determines that the possession or use of an electronic device is necessary for the student's health and well-being.
4. When the possession or use of an electronic device is required by the student's individualized education program.

Electronic devices include, but are not limited to: cell phones, smart watches, cameras, iPods/MP3 players, personal laptops/tablets, portable speakers, handheld electronic games, headphones/earbuds, etc. If personal electronic devices are brought to school, they are expected to be turned off and kept in the students' backpack. Students and their parents/guardians take full responsibility for any and all electronic signaling devices (including cell phones) which the student may bring to school. In no event or circumstance will the district or its staff be held responsible or liable for the loss, theft, or damage to any such device. This includes the loss, theft, or damage of confiscated cell phones and similar. Should a student violate this policy, the specific consequences are detailed in AR 5131.8.

### **Consequences:**

**1st offense:** Electronic devices will be confiscated but returned at the end of the school day. A student conference will be held, and parent contact will be initiated.

**2nd offense:** Electronic device will be confiscated and held until a parent/guardian comes to retrieve it. Parent/Student conference will occur prior to returning the device.

**3rd or more offenses:** Electronic devices will be confiscated until a parent/guardian comes to retrieve them. Students will turn in devices for 3 days to their campus administration office from beginning to end of school day. A parent conference with an administrator will be held.

The District reserves the right to take away electronic devices at any time for inappropriate use.

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### **Recording in the Classroom**

Audio or videotaping in a classroom may only be done with teacher consent. Students or any other visiting adult who records in a classroom without the teacher's permission violates Education Code 51512. That section states:

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an education purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action.

### **Social Media / Posting Pictures**

When you are taking photos of your student at school events (example Harvest Carnival, Halloween parade, Field Day, Family Day, etc.) please be mindful and do not post pictures of other students on social media. Please respect their privacy.

## Health Policies

**Emergency Information** - An Emergency Information Card must be completed and signed by the parent/guardian for each student at the beginning of each school year. This form will be kept on file in the office and used to contact parents / guardians in emergency situations. Any changes to the information on this card should be reported promptly to the office staff.

**Illness or Injury** - For health and safety purposes, students should not be sent to school if they are showing signs of illness, such as fever, vomiting, diarrhea, nausea, constant coughing, sore throat or untreated infected skin patches / rashes. It is advisable that students with a fever are kept home until he/she is **fever free for 24 hours, without benefit from a fever – reducing agent.**

Parents should notify the school attendance office at 625-7050 whenever their child is going to be absent from school due to illness or injury.

During school hours if your child feels ill or is injured, the office personnel will determine if your child needs to be taken home by checking the following signs or symptoms:

- Temperature of 99.7°F or above with complaints of moderate to severe illness or pain
- Difficult or rapid breathing (with no relief from medications provided by parent)
- Severe coughing
- Eyes that are red, swollen and draining
- Vomiting / diarrhea
- Severe pain

If any of these conditions exist, the office staff will notify the parents. **Parents are responsible to pick up your child or arrange for a designated person to pick up the child promptly.** The adult picking up the child must sign out the student in the school office.

If your child has a long-term medical condition (such as asthma, severe allergies or anaphylaxis, diabetes, seizures, etc.) please make sure it is noted on the Emergency Information Card and Health Survey Form. In addition, please check with the office manager to obtain other forms that may need to be filled out.

**Head Lice** - A student who has active, adult live lice will be excluded from school until treatment is completed. Once treatment has been completed, the student shall be allowed to return to school the next day and shall be checked by school staff to ensure that the student is free of lice before returning to class. According to Board Policy, once he/she is determined to be free of lice, the student shall be rechecked weekly for up to 6 weeks.

**Medications** - The California Education Code has specific guidelines for all public schools regarding the administration of medications for both prescription and over the counter medications. A physician's statement must be completed each school year for students receiving either **prescription** and/or **over – the – counter medications** during school and all school sponsored events / activities. This form must be updated annually. Additionally, this form must be resubmitted as needed to reflect any medication/ dosage changes. All prescription and over – the – counter medications must be delivered to school in its original labeled container. Medications not delivered in its original container will not be accepted by the school. It is also the responsibility of the parents to check expiration dates on all medications. All medications must be delivered to the school by an adult.

**Physical Exams** - Students entering kindergarten or first grade shall submit to the school a signed physical form completed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter.

**Immunization Requirements** - The California School Immunization Law requires that children be up-to-date on their immunizations (shots) to attend school. Most children need booster shots before starting kindergarten. Students must present documentation of complete immunizations before entry into a school. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

**Vision / Hearing Screenings** - All students shall have their vision and / or hearing screened each year. This screening shall comply with California Department of Education standards and shall be performed by qualified personnel authorized by the District as specified by law. For male students, color vision shall be tested one time, after the student reaches grade one. The parent/guardian of any student suspected to have visual or auditory concerns shall receive a notice with a request that remedial action be taken to further evaluate the findings. Classroom teachers may refer any student from any other grade for either screenings as necessary.

### **Emergency Procedures**

#### **Disaster Preparation**

Fire, earthquake, suspicious person and shelter in place drills are conducted regularly. Detailed escape plans are posted inside the door of each classroom.

#### **In The Event of an Earthquake**

##### **In the school building:**

1. The teacher initiates action by directing students under their desks facing away from windows. This will minimize injury from broken glass, falling light fixtures and ceiling debris.
2. After the initial shock, the teacher will guide the students out of the building in the same manner as a fire drill.
3. The teacher will discuss with the students alternative exits out of the classroom should the door be jammed closed and what to do should the teacher be seriously injured or otherwise incapacitated. All exits are kept unobstructed.
4. When students are outside, the teacher will direct them away from the buildings, trees, and poles, looking carefully for fallen wires. The safest place is in the open. Students should stay there until directed by school officials where to proceed next.
5. Never re-enter a building unless it has been declared safe.
6. Teachers will take roll and know where all of her/his students are. They will be kept together.
7. Under ordinary circumstances, students will be kept at school.
8. Parents should not phone the school for information, as the lines will be needed for emergency use by the school. Please be sure all emergency information is kept current in the office on your child's emergency card. You can drop by the school office for necessary information.

#### **On the Playground**

1. Students are to immediately drop flat on the ground.
2. As soon as possible after the initial shock, they are to move away from buildings, trees, and poles.  
Do not run and be sure to watch for fallen wires.
3. Students are not to re-enter buildings.
4. Stay together as a class with your teacher. Do not leave school! Students are to group by class at designated fire-drill areas. All teachers will take attendance to account for students.

#### **Fire/Drill**

1. The fire alarm will sound.
2. Classes will go to the assigned location in an orderly fashion as directed by the teacher.
3. Students are to remain quiet and calm while the teacher takes roll.
4. When the alarm stops, a single bell will ring to signal teachers that all is clear.
5. Teachers will direct students back to class.

#### **Dangerous Person or Situation on Campus/Drill**

1. A long continuous bell will be sounded. Over the intercom, we will announce "CODE GREEN" which will mean the same thing as the bell.
2. Anyone on the playground must return to the classroom immediately.
3. Anyone in a room must stay there. Do not leave for any reason.

4. Stay calm. Teachers will take roll and give directions.
5. The teacher will turn off all lights and close all blinds.
6. Students will be directed to stay away from windows and will be moved to a corner of the room.
7. "Code Green All Clear" will come over the intercom when it is safe to return to daily routines.
8. Ongoing office-to-teacher communication will take place via email to keep staff updated on the situation.

#### **Shelter-In-Place/Drill** (Chemical Spill, Smoke, etc.)

Shelter, Shut, and Listen.

1. A long, continuous bell will be sounded and you will hear "CODE RED" over the intercom.
2. Go inside the classroom or nearest building.
3. Close doors and windows.
4. Turn off fans, heating or air-conditioning.
5. Stay calm. Teachers will take roll and give directions.
6. "ALL CLEAR" will come over the intercom when it is safe.

### **Transportation**

#### **Riding Bicycles**

When traveling to and from school, students need to obey all traffic regulations. It is very important to utilize all crosswalks with care and stay on the sidewalks whenever possible. **Every student riding a bicycle to school is required by California law to wear a bicycle helmet for his/her safety.** Upon entering school grounds, students are to get off their bikes and walk them to the bicycle rack. Bicycles are **NEVER** to be ridden on school grounds. The school assumes no responsibility for bicycles. However, provisions are made to safeguard bicycles by requiring them to be properly parked and locked in the school bike racks. Scooters may be ridden to school, walked onto school grounds to be placed in the bike rack. Students riding scooters to school should wear helmets.

**Skateboards, rollerblades, and shoes with wheels are not allowed on our school campus.**

**Walking** - Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride from a stranger.

**Morning Drop Off** - Student supervision is key in ensuring your child's safety! Please keep in mind that we serve over 700 students all making their way to their classroom at the same time in the morning. Breakfast service for students eating school breakfast begins at **7:55 am** in the cafeteria. **Students arriving at school prior to 7:55 am will be expected to wait at the gate if they are not eating breakfast. Breakfast will be served from 7:55 am to 8:20 in the cafeteria. Gehring is a closed campus and no parents are allowed beyond the gate, unless volunteering at school.**

#### **Parent Drop-Off at Gehring School**

Safety is our number one priority at Gehring. Please follow ALL parking lots and pickup/drop off procedures.

Students may be dropped off in the drop off lanes in front of the Gehring office no earlier than 7:55am. In consideration of others and your child's safety, please follow the following rules:

**\*Pull as far forward as you can before stopping.**

**\*Stay in line.**

**\*No Parking in the drop off/pick up lanes. Drivers must remain in vehicles.**

**\*No cutting other vehicles.**

**\*Never leave your car unattended anywhere in the lot, except in a designated parking spot.**

**\*Please refrain from parking in a disabled person parking spot unless you have an appropriate disabled person parking placard that is visible.**

### **Parent Pick-Up at Gehring School**

Teachers will walk students to the pick-up/drop off parking lot area. **Use the drop-off/pick-up lane and remain in your vehicle at all times.** Staff assigned to afternoon duty will direct traffic flow and will call for your child to walk to your vehicle. It is always a great idea to choose a place/area where your child knows you will be picking him/her up from school. Please observe the following rules to make this a smooth and safe process:

- \*Pull to the front of the lane as far forward as possible and wait for a teacher to call and load your child
  - \*Stay in line until your child is safely loaded.
  - \*No cutting, pulling in front of cars or double parking in the lane or parking lot.
  - \*We ask that you never leave your car unattended anywhere
  - \*Please do not block other cars that may be ready to leave the parking lot
  - \*Please refrain from parking in disabled person parking spots unless you have an appropriate disabled person parking placard or logo that is visible. Follow all California driving laws.
  - \*All staff are instructed by the administration to **never let a student cross the parking lot unattended** to get to a vehicle during pick up times. This is done to ensure the safety of all students.
- We prefer you do not park in our parking lot to pick up students. Parked cars slow down the flow of traffic and put students at risk. Remain in the pick-up lane.

### **Parking Lot and Safety**

As you know, we have 700 students attending Gehring School. Thank you in advance for working in collaboration with us to ensure the safety of our students! Use the **drop-off lane** to drop your child off. If you plan to leave your vehicle, park in a parking space. Respect the red zone area and do not park or drop off children there. Do not park in the bus zone. For your safety, do not walk between the buses or cars. Again, these expectations are to ensure the safety of all students.

### **Bus Transportation**

Students may be bused to and from school for an annual fee. Bus information and applications are available at the Transportation dept. Applications will be available in our school office and must be returned to the E.C.C. Schools Transportation office in Brentwood, 20 Oak St., (925) 634-2700. There may be some delays the first week as the busing schedules are refined. Please give the bus dept. an opportunity to safely deliver your child.

### **Late Pick-Ups**

It is important that students are picked up on time each day. Students will not be permitted to wait for older siblings without a parent or designated adult present. Please note that we will not have additional supervision available for students who have not been picked up at dismissal time.

If you have an emergency and are unable to pick up your child on time, please contact the school office. Your cooperation is extremely important. Please provide after-school day care for your child, if you are not available for pick-up at class dismissal time.

Please be mindful that classes are currently taking place in the library, and excessive noise outside can disrupt student learning. Additionally, students should not be playing on the grass or around campus during dismissal and pickup times. Thank you for your cooperation in helping us maintain a safe and respectful environment for all students and staff.

### **Cafeteria/Nutrition Information**

Children need a healthy snack and lunch beginning the first day of school. Breakfast and cafeteria lunches are available **free to all students**. Please pack a healthy snack for your child to enjoy during recess time. Please do not pack candy for a snack. As a reminder, soda and other energy beverages are not allowed at school. Juice boxes are allowed during lunch and snack. Only water is allowed in the classroom. Students should bring water in a refillable water bottle to stay hydrated throughout the day. Water fill stations are provided around campus. Nut free tables are available both in the snack area and cafeteria.

### **Fast Food**

If fast food is dropped off for a student, the student will need to eat the meal inside the office during their designated lunch period. Students will not be allowed to take the food inside the cafeteria. No Door Dash orders will be allowed.

### **Lunch Boxes and Nutrition**

Please label your child's lunch box with first & last name, teacher's name, and grade. It is important that children begin each day with a good, well-balanced breakfast before coming to school. Students enjoy and benefit from a nutritious snack during their morning recess. Soda is not allowed to be brought in student lunches.

### **Student Conduct in Lunchroom**

Teachers walk students to the lunchroom. Students are expected to enter the cafeteria in a quiet manner, using inside voices. While waiting in line, students are expected to be patient, keep all body parts to themselves, and use quiet voices. Cutting in line is not permitted. Once students are seated, they are expected to stay in their seat until finished and dismissed by the noon duty supervisors. Trash needs to be put in the garbage cans by each student. Students will place lunch boxes into their class wagon at the end of their table and walk directly to the playground. Students are expected to follow guidelines set by the noon duty supervisors.

### **Lunch Monitors**

Monitors lead their line to lunch, carrying the lunch basket. The lunch basket is placed at the end of the assigned table. After lunch is finished, monitors will use dustpan and broom to clean under the table and a clean dishcloth to wipe off the table and benches. Monitors will be dismissed when work is finished. The final responsibility will be to return the class lunch basket to the classroom. The classroom teacher will choose lunch monitors.

### **No Food Birthday Policy**

The safety of our children is of utmost importance. We have many students with a wide range of severe, life threatening allergies to various nuts, milk products, wheat, soy, strawberries, kiwi, and much more. For this reason, and in coordination with our district's wellness policy, **no food will be allowed for birthday celebrations.**

Classroom teachers will continue to recognize children on their special day in special ways. We have provided the list below as other choices for honoring your children on their special day:

- Donate a book to the school library or classroom in honor of your child's birthday with his/her name inside.
- Have your child bring their favorite book to share and the teacher or child will read it to the class.
- Donate a ball or jump rope (new or used) to the classroom for recess.
- Provide each student in class with a colorful pencil, stickers, or eraser.

**Balloons are not allowed on campus.**

## **Special Programs**

### **Activities/Celebrations**

At Gehringer School, we know how important it is to celebrate student success. The list below provides you with a snapshot of some of the programs we are so proud of here. Ask your child about them and watch for dates in your monthly newsletter. Activities include : Assemblies, Spirit Days, After-School Intervention Programs, PTA Events, Book Fairs, 100<sup>th</sup> Day Celebrations, Read Across America, Cubby Paw drawings, Field Day, PTA sponsored family events, etc.

Oakley Union Elementary School District recognizes the importance of celebrating student milestones such as the completion of kindergarten & fifth grade, and eighth-grade promotion. At the same time, the district distinguishes these milestones from high school graduation and therefore does not promote or utilize caps and gowns for these events.

### **Special Education**

Following are descriptions of the types of programs and services available at Gehringer School.

1. **Designated Instruction and Services:** Assessments must indicate the need and services must be specified in the Individualized Education Plan. Types of services include, but are not limited to Language and Speech Development, Psychological Counseling, Audiological Services, instruction in the home or hospital, physical and occupational therapy, vision services and therapy.
2. **Resource Student:** Students who receive resource services are enrolled in the general education classroom. The student receives services several days a week in a small group setting. Instruction is designed around the student's IEP. A Resource Specialist provides consultation, instruction, resource information, and materials to parents and classroom teachers.
3. **Learning Center:** Students who receive services in the Learning Center Model are enrolled in a general education classroom. Students work in a small group during CORE Language Arts and/or Mathematics instructional sessions. Sessions vary in minutes but are designed to provide a more intense program for the academic needs of students. Instruction is designed around the student's IEP goals. Extra support and modifications are provided in the regular classroom.

### **Library:**

The library is open on a regular scheduled basis and is supervised by the librarian. Specific library classes are held for students to provide instruction as well as for the enjoyment of the materials and books. Library hours are available for students to read, check out books, return books, and do reference work or to work on special projects. Books may be checked out for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for. The library collection is constantly updated and expanded. Books are chosen for Accelerated Reader Program, educational and/or recreational value. Each student will be required to have a parent guardian sign a permission slip to take books home

**Educational Field Trips:** Educational field trips may be taken during the school day. Parents will be notified prior to the trip regarding where the students will be going, the times of departure and return, and the purpose of the trip. Field trips enhance the learning and understanding of the classroom curriculum. Parents are encouraged to chaperone. All students are expected to ride the bus for field trips. Donations for field trips are based on all children sharing the cost of the bus and any admission costs. Siblings of students are not permitted to attend field trips.

## **School Volunteer Guidelines**

Gehring School considers its parent volunteers as an invaluable resource. Parents are encouraged and welcomed to volunteer in their child's classroom, as well as programs and extra-curricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow. Volunteers are always needed in our classrooms, supporting PTA functions and fundraisers, helping on field trips, serving on the Safety Committee, ELAC & SSC Committees, helping with school sponsored events. When arriving at school, all volunteers must sign in through the office. **All volunteers must apply through the district office to receive volunteer clearance.**

## **OUESD Volunteer Guidelines**

**OUESD** values parent volunteers as an important part of our school community. All visitors and volunteers must sign in at the front office before entering campus. To become an approved volunteer or chaperone, the following items must be submitted to the district office:

### **Required Documents**

Volunteer clearance is conducted in accordance with California Education Code Sections 35021 and 35021.1.

- Volunteer Application and Code of Conduct Form
- Copy of a valid Driver's License or Identification Card
- Copy of TB Clearance Documentation (Negative TB skin test, TB risk assessment certificate, or healthcare provider statement verifying no active TB.)
- Completion of annual Mandated Reporter Training.
- Fingerprint Clearance and signed Request for Live Scan Service Form

### **Final Approval**

- Completion of the volunteer application process does not guarantee volunteer placement, which is subject to school/classroom needs and final approval by the site administrator.
- Once all documentation has been submitted and fingerprint clearance has been approved, volunteers will receive a school volunteer badge.
- Failing to abide by the Code of Conduct, a change or termination of guardianship, or subsequent notifications from DOJ/FBI could result in revocation of my volunteer status.
- Site Administration also reserves the right to revoke volunteer privileges.

## **Volunteer Code of Conduct**

### **VOLUNTEER EXPECTATIONS:**

#### **Sign-In & Attendance**

- Sign in at the front office or designated sign-in station upon arrival.
- Notify the teacher or school office if you will be absent or are discontinuing your volunteer service.
- Sign out at the front office or designated sign-in/out station prior to departure.

#### **Student Safety & Welfare**

- Prioritize the health, safety, and well-being of students and staff.
- Immediately report any observed, known, or suspected child abuse to the school administrator.
- Do not transport students unless approved as a District Volunteer Driver through the required application process.

**Professional Conduct**

- Always follow the direction and supervision of the teacher and/or administrator.
- Dress and conduct yourself in a professional manner.
- Support all district, school, and classroom policies and programs.
- Refer student behavior or discipline concerns to appropriate school staff.

**Confidentiality & Privacy**

- Maintain the confidentiality of student information and discuss concerns only with the supervising teacher or school administrator.
- Do not access district networks, email systems, or student records.
- Unless authorized by an administrator, do not photograph, record, videotape, or post information on social media involving students or school activities.

**Student Boundaries**

- Do not have contact with students outside the school setting unless authorized by administration.
- Volunteers must promptly notify the site administrator of any personal, social, professional, or other relationship with a student or family that exists outside of, or develops beyond, their school volunteer role.
- Do not bring other children while volunteering.

**Health & Safety Requirements**

- Remain free from the influence of alcohol or illegal drugs while volunteering. (BP / E 4020)
- Do not use tobacco products or electronic nicotine delivery systems on district property or in district vehicles. (BP / AR 3513.3(a))
- Use adult restroom facilities only.