

**Gold Trail School**  
**Parent/Student Handbook**  
**2025-2026**



Gold Trail School  
889 Cold Springs Road, Placerville, CA 95667  
530-626-2595  
[www.gtusd.org/District/Department/7-Gold-Trail-School](http://www.gtusd.org/District/Department/7-Gold-Trail-School)

**GOLD TRAIL SCHOOL**  
**-OUR MISSION-**

**We strive to make Gold Trail School a place where students, parents, and staff work together to provide a positive, caring, and safe place where each student can achieve their personal best.**

**Superintendent**

Keri Phillips

**Principal**

Dan Mayers

**Board of Trustees**

Greg Clark

Julie Bauer

Jason Hanks

Ed Klier

Larry Thornhill

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# GENERAL INFORMATION

## District Philosophy

Below are the Board Goals for the District:

- Provide academic programs and learning opportunities for an enriched and broad educational experience.
- Provide a physically and emotionally safe environment for the school community.
- Promote the skills, habits, and mindsets that enable self-regulation, teamwork, perseverance, and resilience.
- Provide meaningful and focused opportunities for staff that emphasize collaboration and reflection with colleagues to further staff's competence and expertise and improve the teaching/learning process in order to meet the developmental and educational needs of students.

## The Importance of Communication

Education is a three-way partnership among students, families, and educators. The effectiveness of your child's education depends upon clear and respectful communication within this triad. When you have questions or concerns about what occurs in your child's **classroom**, please discuss the questions first with your child's teacher as soon as possible.

Discuss questions or concerns dealing with **school routines and procedures** with the Superintendent/Principal as soon as possible.

Discuss questions or concerns regarding **buses or transportation** with your child's bus driver or the transportation director.

If school site staff cannot satisfactorily resolve your concerns, you can bring them to the principal or Superintendent for review. If you follow this procedure and the issue still is not resolved, the next step is to write a letter to the Board of Trustees. Per Board Policy, the Board will not hear any matter which has not first been addressed through this procedure. The full text of Board Policy 1312.1 Complaints Concerning District Employees, Administrative Regulation 1312.2 Complaints Concerning Instructional Materials and Administrative Regulation 1312.3 Uniform Complaint Procedures may be found by clicking this link: <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030758>.

## ATTENDANCE

### Daily Attendance Matters!

A significant part of any student's education is derived from classroom peer relationships, activities, direct instruction, class discussions, and daily participation. Attendance at school each day is essential for student success. Absences may result in a lower subject grade or failure in addition to learning gaps if too much school is missed. Students missing key pieces of content may struggle in the weeks, months,

and even years to come. We urge parents to consider this when scheduling dental and doctor appointments, vacation plans, and other non-essential absences.

The State of California uses a positive attendance accounting system. This means that schools only receive daily funding for students who are physically present at school. We track students daily using four categories: present, absent, tardy, or truant.

Teachers make every effort to give make-up work and provide support when students return from absences but may not be able to mitigate all resulting learning loss. Carefully planned direct instruction and teacher guided academic discussions cannot be duplicated for students who are absent. Please note that students must attend class on the day of a school activity for a minimum of two hours to participate in that activity. Exceptions to this rule may be medical or dental appointments reported to the office. Students who are suspended may not participate in any after-school activity on the day(s) of suspension.

## Absences & Homework in Case of Absence

Gold Trail School is required by state law to verify absences. When it is necessary for your child to be absent, ***please call the school office at (530) 626-2595, ext. 364 (available 24 hours a day) and leave a message or send a note explaining the reason for the absence.*** Affirmation of communicable diseases needs to be reported to the school nurse(s) immediately.

**Students who have been absent without a valid excuse will be marked unexcused.** When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. All absences must be cleared within 72 hours or 3 school days of the absence, or they will become unexcused. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

Homework, in case of absence, does not go through the office. If a student is absent, they may go to their teacher staff page on the school webpage, call the school office to leave a voicemail for their teacher, and/or ask a classmate for assistance.

## School Arrival and Departure Times

- Students may arrive at school between 7:45 am and 8:00 am. Supervision is not available before 7:45 am. **Please do not drop your student off at school before 7:45 daily.**
- School dismissal time on Monday, Tuesday, Thursday, and Friday is 2:30 pm. Unless staying after school for a pre-arranged, supervised activity, all students must leave campus by 2:40 pm, as supervision is not available after that time. On days where there are after school sports games scheduled on campus, all students (except team members) must depart the school grounds at their regular departure time and may return to school ten minutes prior to the beginning of the first scheduled game.
- Wednesday dismissal, due to Common Planning Time, is 1:20 pm.
- If a student arrives at school late, after the 8:00 am bell, they must sign in at the office before going to class. If a student must leave school early the parent/ guardian must sign the student out at the front office.

- **Students may not alter their normal departure plans without parent communication with and approval by the school office.** For example, if a student is a regular bus rider, they must have either a note signed by the parent/guardian or a call from a guardian to the school office to approve departure from the bus at any bus stop other than the stop listed on their bus pass, or to go home in a private car. If a student is not a regular bus rider and is using an individual ticket to ride a school bus, the parent can note the after-school instructions on the back of the ticket, but the ticket still needs to be approved by the school office.
- Every student who rides the bus must have a completed bus application on file. This includes students who only ride the bus occasionally or use individual tickets to ride.

## Tardies

We have a 5-minute warning bell at 7:55 am every morning. Students are considered *late* if they are not in their classroom when the bell rings at 8:00 am. Students are considered *tardy* if they arrive at school 31 minutes or more after 8:00 am. California Education Code 48260 states that any student absent from school without a valid excuse for more than three days or who is tardy on each of three days during any school year is truant and shall be reported to the superintendent of the district. In addition, a student who is habitually tardy or absent will be referred to the School Attendance Review Team (SART, site level) and/or the School Attendance Review Board (SARB, county level).

A student is also considered tardy if they return to class late after breaks, lunch, or junior high class transitions. Students who are repeatedly tardy to class may be subject to discipline which may include detail, detention, and parent contact/conference (See PROMOTION AND DISCIPLINE section for further details).

## Inclement Weather and/or Loss of Power in the District

Snow and icy road conditions are sometimes so severe that it is dangerous for students and employees to travel to school, whether by school bus or private vehicle. Our Director of Transportation is responsible for checking safety on the roadway to ensure the safe transportation of students on all home to school bus routes. When adverse weather conditions exist, bus service may be canceled or delayed at the recommendation of the Director of Transportation and the approval of the superintendent. *(The superintendent or designee(s) may close school or change the regular school day schedule when dangerous conditions occur. [Board Policy 3516.5])*

## School Closure

Schools will not open for the day if weather conditions do not allow the buses to travel safely, and the conditions are anticipated to remain in effect throughout the day. Notification of this type of change in schedule shall include, but is not limited to, a phone call, text and/or email, notification to local television stations, and posting on the district home web page at [www.gtusd.org](http://www.gtusd.org).

## Alternative Schedule—Two hour delayed start

If it looks as though weather conditions will improve, then school can open on a delayed schedule. School buses will run two (2) hours later than normal, schools will start two (2) hours later than normal, and schools will dismiss at the regular time. Notification of this type of change in schedule shall include,



but is not limited to, a phone call, text and/or email, notification to local television stations, and posting on the district home web page at [www.gtusd.org](http://www.gtusd.org).

**Please note that although the district may delay the start of school, students will never be dismissed early.** Should the school lose power while in session, all students will remain at school and will be dismissed at the regular time. Buses will be dispatched and travel their regular routes. If it begins to snow while school is in session and it becomes too dangerous to dispatch the buses, all students will be held at school until picked up by a parent/guardian or designee.

Schools may need to make up lost instructional time later during the year if emergency closures occur. Parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

## Short-Term Independent Study

If your student will be absent for three school days or more, you may request that your student be placed on an independent study contract. The maximum cumulative length of short-term independent study over a school year is 15 days (CA Ed Code 51745(a)(3)). Independent study students work independently according to a written agreement and under the general supervision of a credentialed teacher or teachers. Independent study contracts (ISCs) are available to students between August 18, 2025, and May 15, 2026. Any request for an ISC outside of these dates may be directed to the site principal and will be considered on a case-by-case basis. This contract will help students keep up with the rest of the class during their period of absence. **Contact the school office at least 5 school days prior to the beginning of the student's absence for information pertaining to independent study contracts.** Please be aware that students who do not complete work as assigned in a requested independent study contract may not be granted additional independent study contracts during that school year. Additionally, any days for which a student does not complete an independent study contract may result in days considered and reported as unexcused absence.

## GRADES AND ELIGIBILITY FOR ACTIVITY PARTICIPATION

### Grades

1. A computer-based report card will be used by all grades, fourth through eighth.
2. Grades used will include A = Advanced; B = Proficient; C = Basic; D = Below Basic; F = Far Below Basic. Grades will be based upon the published standards for each subject at each grade level. Grades indicate how well the student understands the material and his/her skill proficiency compared to the grade level standards, as well as participation in class and completion of assigned work.
3. Teachers will be responsible for explaining standards, syllabi, and course expectations to parents and students.
4. Use of modified criteria for grading may be acceptable in individual cases (students with IEPs, 504s). In some cases, modified grade(s) may be indicated on the report card.
5. Comment codes will be used to clarify grades given, as needed.
6. Citizenship and work habits will be reported using the following marks:  
O = Outstanding; S = Satisfactory; N = Needs Improvement; and U = Unsatisfactory marks.

## Report Card and Progress Reporting

Gold Trail School operates on a semester grading system. Students will receive two progress reports and two report cards during the school year. Parent/Guardian conferences may be requested at any time during the school year, not just during conference weeks. Parents/Guardians who see a need for discussion of their child's work, progress, behavior or other concerns should contact their child's teacher.

<u>Progress Report Dates*</u>	<u>Report Card Dates</u>
10/10/25	12/18/25
03/06/26	05/28/26

\*If a student receives a grade of C- or below, or has an "N" or "U" in Citizenship, the progress report must be signed by a parent/guardian and returned to the school office.

## Honor Roll – Junior High (Grades 6th-8th)

- Junior High students who receive a 4.0 GPA on their report card will be on the Principal's Honor Roll.
- Junior high students who receive at least a 3.5 GPA on their report card will be on the Honor Roll.
- Junior high students who receive a minimum of four O's (Outstanding) in Citizenship on their report cards will receive Citizenship recognition.
- To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s).

## Standards for Participation in Sports

1. Academic eligibility for sports participation shall be determined based on a 4.0 scale: A=4.0, B=3.0, C=2.0, D=1.0, F and Inc=0. No Fs are allowed, and a grade point average of 2.0 on the most recent report card is required.
2. Citizenship eligibility shall be determined based on the following scale: O=Outstanding, S=Satisfactory, N=Needs Improvement and U=Unsatisfactory. Students with a mark of U in citizenship shall not be eligible for sports participation.
3. The most current grade report, semester progress report, or semester report card will be used to determine whether a student is eligible to participate on a sports team.
4. If the standards listed above are not maintained during the season, the student will not be eligible to participate in games, meets, and/or tournaments until minimum standards are met.
5. To participate in any after-school activity, including sports, a student must be in school for a minimum of two hours on the day of the event. Exceptions to this rule can be medical or dental appointments that have been reported to the office.
6. Any student who has been suspended is not eligible to participate in any after school activity, including sports, on the day of the suspension. Coaches may place additional limitations on student play for the week following the suspension.
7. Students who demonstrate ongoing behavior concerns at school not befitting a student athlete, and which result in school-issued disciplinary consequences, may have additional limitations placed on practice and game participation at the discretion of the coach or coach(es).

8. Sport permission packets are available on the school website, and in the school office. Students must submit their completed application packet prior to trying out for a team.
9. Per County Sports League (CSL) rule 506.5, members of any teams participating in the CSL must be currently enrolled and actively attending the school that team represents.
10. Tryouts: If a sport requires tryouts and there is not room for all interested players to participate on the team, only students who are present for tryouts may be considered for team membership. If tryouts take place over more than one day, any student who wishes to be on the team must participate in at least one day of tryouts.
11. Players must always demonstrate a respectful and honorable attitude toward the referees, other coaches, other players, and spectators. Players that do not show respect or an honorable attitude may be pulled from play for the remainder of the game and/or asked to leave the premises by the referees, coach, or administrator(s) or designee. In addition, they may be kept from participating in the next game or tournament.
12. Spectators are the responsibility of the administrator or designee present. Spectators not showing respect and not showing an honorable and appropriate attitude may cause penalties to be assessed against their team by the referees. In addition, spectators may be asked to leave the premises by the referees, coach, administrator, or designee. Further, certain behaviors may cause an individual to be prohibited from attending athletic events the rest of the season or school year (County Sports League rule 501.1).
13. At times, a student may not wish to complete a sports season. In this case, the student will conference with the coach and others, if needed, to discuss the situation. Conferencing might find a remedy so the student may successfully complete the season. If no communication occurs, eligibility for other sports in the school year may be compromised.

## Standards for Participation in Student Council and Elections

1. Eligibility to run for office in Student Council elections will be based on the most recent grade report.
2. Academic eligibility shall be determined based on a 4.0 scale: A=4.0, B=3.0, C=2.0, D=1.0, F and Inc=0. For elected officers, a 2.5 GPA is required, and no Ds or Fs are allowed.
3. Citizenship eligibility shall be determined based on the following scale: O=Outstanding, S=Satisfactory, N=Needs Improvement and U=Unsatisfactory. Elected officers may not have N's or Us on their most recent grade report.
4. Student council officers are expected to always maintain academic and citizenship standards. If a student council member does not meet qualifications at progress or report card grading periods, they may lose their position and not be eligible for reinstatement.

Electronic voting may occur, and all voting records will be maintained by Gold Trail throughout the next school year.

## Standards for Attending After-School Activities

1. To participate in any after-school activity, a student must be in school for a minimum of two hours on the day of the event. Exceptions to this rule are made for medical or dental appointments reported to the office. Any student who has received a suspension is not eligible to participate in any after-school activity on the day(s) of the suspension.
2. Behavior expectations will be set by coaches and teachers for after school activities. Participation is contingent upon following stated behavior expectations.

3. The school dress code is enforced during all school sponsored activities.

## Standards for Attending School Dances

1. Participation is contingent upon following stated behavior expectations.
2. Any student with a mark of U in citizenship may attend with a behavior contract in place.
3. Students with a GPA below 2.0 are not eligible to attend.
4. The most current grade report (progress report or report card) will be used to determine whether a student is eligible to attend a dance.
5. A student must be in school for a minimum of two hours on the day of the event. Exceptions to this are students with medical or dental appointments that have been reported to the office.
6. **The school dress code will be enforced during the dance.**
7. Students who do not have the minimum grades and or citizenship marks will be allowed to conference with the student activities director and site administrator to determine if the student may be permitted to attend the event.

## Participation in California Junior Scholarship Federation (CJSF)

Students in grades 7/8 are eligible for membership in the California Junior Scholarship Federation (CJSF). CJSF is a nonprofit organization whose mission is to recognize and encourage academic achievement and community service among middle and high school students in California. Students who meet the required standards of scholarship and citizenship are eligible for membership. Eligible students are not automatically enrolled in CJSF and must sign up with the CJSF advisor. Monthly check-ins with the CJSF advisor are an expectation.

## Homework

**Setting expectations:** Creating successful students is a team effort. Although it is our responsibility to provide an education to your students, it is the team effort that truly produces successful students who are ready for future endeavors in education and in life.

Teachers:

- Will set clear expectations with students in the first week of school around homework
- Will communicate to families and students *where homework is posted and when it is due*
- Will keep Aeries updated with homework and/or assignments
- Will clarify to students and families the last day/s to turn in late work before a grading period
- Will communicate with the family if the student is NOT completing their work on an ongoing basis
- Will communicate with family if student is not putting forth effort in class to complete work and not bringing back that work completed at home

Students:

- Will make best effort in class to finish work while teacher is available to support them
- Will make best effort to complete all assignments

- Will communicate with teacher if there is a lack of understanding of the topic
- Will self-advocate; will ask for help when needed
- Will make up work when they are absent

**Parents:**

- Will support students by learning where to find homework assignments and by using Aeries to know when work is missing; and will communicate with teacher if there is a lack of understanding around where to find homework and when it is due
- Will be sure to provide feedback to teacher if the student is working on homework and becomes frustrated or it is taking longer than 20 minutes to complete (sign off on homework that best effort was made)
- Will communicate with teacher if they are seeing missing assignments in Aeries
- Will support student by encouraging them in building a strong work ethic
- Will support student with completing work when absent

**Grades 4 and 5:**

- Nightly reading: 20 minutes minimum every night
- Math: Expect homework 2-3 nights per week. Homework is designed to practice concepts from the day. If a student is struggling, even working through some of the problems will support their endurance and understanding. Please make a note if they make best effort and do not finish; that information is very helpful to the teacher.
- Projects: Most projects begin and end in the classroom. Teachers will communicate if there are projects that are needing work from home. Remember that supporting students in their understanding is very helpful, but please refrain from doing any of the work for your student.

**Junior High:**

- Nightly reading:
  - Reading 20-30 minutes 4 to five days per week. Book of their choice.
  - 2 novels/1 per semester - with a book review
  - Increased amounts as the year progresses in 8th grade: 500 pages per reading per quarter - add 100 per quarter
- Writing:
  - Many writing assignments are done in class and on Google Classroom
  - Writing will include both handwriting and use of chromebooks for final drafts of formal writing
  - Writing assignments will increase from 6th grade to 8th grade
- Math: Expect 3-4 days per week of homework. Homework is most often a result of a student not finishing independent practice during class and will need to be completed at home
- Science: Most assignments are completed during class time
- Social Studies: Most assignments are completed during class time; regular study for unit tests is an important skill to learn and is necessary for success in the class

- Band:
  - 3-4 days 20-30 minutes practice
  - Playing assignments are located online

### **Homework Philosophy:**

- Meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits.
- All homework assignments should align with the essential standards being taught.
- Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.
- Homework assignments shall be reasonable in length and appropriate to the grade level and course.
- The number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students.
- Teachers shall assign homework as necessary to fulfill academic goals and reinforce current instruction.
- Although on-time completion of homework is important to maintain academic progress, students learn at different rates. Students shall receive credit for homework that is completed late, per teacher homework policy, in order to encourage their continued learning.
- Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.
- At the beginning of the school year, teachers shall communicate homework expectations for their class to students and their parents/guardians. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

## **Makeup Work**

Students who miss school work shall be given the opportunity to complete assignments and tests that can be reasonably provided. As determined by the teacher, assignments and tests shall be reasonably equivalent to, but not necessarily identical to, those missed during the absence. At minimum, students will have two days to submit work for full credit upon return for every one day absent.

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension.

# PROCEDURES AND INFORMATION FOR STUDENTS

## Academic Honesty

Academic honesty and personal integrity are fundamental to a rigorous education and to the development of good character. Students must not cheat, lie, plagiarize, or commit other acts of academic dishonesty. A student found cheating, plagiarizing, or committing any other act of academic dishonesty will receive a zero for the assignment/test, a phone call home to parents/guardians and a warning placed in their record. A student caught cheating, plagiarizing, or committing any additional act(s) of academic dishonesty may receive all consequences listed above as well as one day of in-house suspension.

## Adult Supervision on Campus

For student safety, students must be supervised while on campus. This includes supervision at breaks, lunch, in all classrooms, school library, bus yard, and all outdoor areas, and includes before, during, and after school. Because we have no yard supervisors on duty after school pick-up, on days where school sports games are scheduled on campus, all students must depart school grounds at their regular departure time and may return to school ten minutes prior to the beginning of the first scheduled game. Team members may stay after school under the direct supervision of their coach or staff.

## Fragrance-Free Policy

Some individuals have sensitivities or allergic reactions to strong scents, which can cause headaches, respiratory issues, nausea, and other health concerns. The use of strong perfumes, colognes, body sprays, scented lotions, or other heavily fragranced personal care products is not permitted on campus during the school day or at school-sponsored events.

## Physically Injurious Behaviors on Campus

Piercing ears or other body parts, cutting, erasing, or other activities intended to cause bodily damage are prohibited. The danger of infection and/or spread of disease are of serious concern and students are prohibited from engaging in any such activities.

## Bullying/ Peer Targeting

Gold Trail School does not tolerate peer targeting behaviors, which are intentional harmful behaviors initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately targets another student with less power severely and/or pervasively. Bullying may occur face-to-face, through technology (called cyber-bullying), in writing, or through gossip. Bullying includes behaviors that are verbal (name calling, threatening, teasing, taunting), physical (hitting, taking or damaging possessions, making someone do things they do not want to do, pushing or shoving), and/or emotional (spreading rumors, ignoring or excluding others, making someone feel uncomfortable or scared). Students who use this type of behavior to intimidate, humiliate, or harass other students should be reported immediately to an adult at school. Parents may use the

Uniform Complaint Procedure (BP/AR 1312.3) for a complaint alleging bullying in district programs and activities if resolution is not reached by the complainant and school administrator.

## Care of School Property

Each pupil is required to take good care of all school materials, books, and equipment. Students and parents are held financially responsible for all school equipment such as classroom books, library books, Chromebooks, desks, etc. Damage which is not considered normal wear and tear will be charged to the student. If books are lost and not paid for by the end of the school year, students will not receive their final report card or yearbook until a resolution regarding loss or damage has been reached. Families will be billed for any lost books not returned at the end of the school year. If a student loses or destroys a library book, they will be denied library check-out privileges until the loss or damage is resolved.

## Elective Classes (Junior High only)

Elective classes are available to students in grades 7 and 8, and limited elective choices are available to students in grade 6. Each Spring, students are given the opportunity to request their preferred electives for the next school year. Elective class assignments are made with consideration of student preferences, and also work with available space and balancing class sizes. Any student wishing to request a change of electives must first discuss the request with school administration, and request forms for class changes are made available in the school office upon administrative approval. It can be expected that Junior High students' schedules may change in the first month, due to class balancing, requests, and/or staffing issues.

## Closed Campus

Students shall not leave the school grounds at any time during the school day without written permission of their parent/guardian and school authorities. Students who leave school without authorization shall be classified truant, and subject to disciplinary action. Law enforcement may be called. (Board Policy 5112.5)

## Dress Code

The Board of Trustees 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. The following are a set of guidelines for student dress:

1. Footwear must be worn at all times. Students in grades 4 and 5 may not wear flip-flops or backless footwear. Sandals or clogs with heel straps are permissible. (*Students must have appropriate shoes for Physical Education or they may need to "sit out" for strenuous activities and will be marked down accordingly*). Students in grades 6- 8 may wear backless shoes, including flip-flops, to school provided they have appropriate shoes for Physical Education.
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; drug, alcohol or tobacco company advertising, promotions, and likenesses;



racial, ethnic, or religious prejudice; depictions of weapons, violence, or encouragement of such depictions.

3. Students may wear hats to school, provided ears are not covered in class.
4. Clothes shall be sufficient to always conceal undergarments and private body areas. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, and bare midriffs greater than one inch are prohibited.
5. Gym shorts may not be worn in classes other than Physical Education.
6. Students may not wear or bring chains attached to wallets, pockets, or belts to school. Chains can be used as weapons and pose a potential danger to other students. Students may not wear necklaces, armbands, or clothing with pointed metal studs on them.
7. Any display of apparel or paraphernalia indicative of gang affiliation will not be allowed.
8. Students will not write on their own bodies or the bodies of their peers. Students will be asked to cover or remove the writing and consequences will follow.
9. Students shall not wear costumes or capes at school except on days or for activities designated for them as they pose a distraction to the learning environment.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

## Dress Code Enforcement

Students shall be dress coded in private, one-on-one conversations to respect the privacy and dignity of the individual. Dress code violations and referrals should take as little time away as possible from a student's instructional time. (Dress code violations and enforcement should not result in unnecessary barriers to school attendance). Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

1. Measuring straps or skirt/short length;
2. Asking student to account for their attire in the classroom or in hallways in front of others;
3. Call out students in spaces about perceived dress code violations in front of others.

**1st Violation:** Warning & change of clothing

**2nd Violation:** Home contact & change of clothing

**3rd Violation:** Home contact, change of clothing, assigned detail

**4th Violation:** Home contact, change of clothing, assigned detention

**5th Violation:** Parent meeting with student administration

## Student Cell Phone Policy - Updated 7/2025

Cell phones are not allowed to be possessed or used at any time by students on Gold Trail campus from 7:55 until the dismissal bell [***possession defined as in student's hands, on their person, or in clothing pockets***]. Phones need to be powered off (not in silent mode) and stored away in secured bag or backpacks, not on their person.

Cell phones found in student possession during the school day (including during class time, recess, lunch, and passing periods) will be confiscated immediately.

- On the first offense, the phone will be held in the school office until the end of the day and will be returned to the student at the end of the day. Parents or guardians will be notified.
- On the second offense, the phone will be confiscated and held in the office until a parent or guardian comes to pick it up.
- On the third or greater infraction happens, the phone will be confiscated and held until a parent or guardian picks it up. The student will then be placed on a behavioral contract and their phone will need to be checked into the office when they arrive on campus and held through the day. Students may also be subject to disciplinary actions.

Students are not permitted to have earbuds or headphones on during school hours, unless permission is given by staff for educational purposes. Earbuds or headphones will be confiscated, as will the student's phone and will follow the same procedures outlined above.

Exceptions:

Any exceptions for medical or special needs must be documented and approved in writing by the school administration.

## Contacting Your Child at School

It is important that Gold Trail provides students with sustained and uninterrupted instructional time, and that teachers are able to dedicate class time to the instruction of all students. Allowing interruptions during class time implies to students that what is occurring in the classroom lacks value. Parents, we ask that you communicate with your students regarding after school plans **before** they leave for school in the morning. If you need to contact your child during school hours, you may leave a message with the school office, and it will be relayed to your child during the next available break. *Again, please do not contact your student via their cell phone during the school day expecting immediate response, as this can cause disruptions to the learning environment, and may result in discipline pertaining to cell phone use during the school day.*

## Telephone Use at School

The **office phone** may be used for the following reasons only:

1. Illness- **after** speaking with office staff or school nurse.
2. Emergencies- Students must identify the nature of the emergency.
3. School Business- School activity or teacher requested call, both requiring a classroom pass and written permission from the teacher.

Students may not use the phone to make or alter after-school arrangements with their friends.

Reminder: **Please note that parents/guardians should not receive phone calls or texts from their student(s) for early pick up or illness. Concerns that could warrant early pick up from school should come only through the school office or nurse.**

## Electronic Devices

Electronic devices include, but are not limited to smart watches, two-way radios, media players (i.e., electronic readers, music players, and gaming platforms), recorders, cameras, scanners, earbuds, computers, laser pointers).

**Electronic devices shall be turned off from the first bell at 7:55 and stored where they are out of immediate access until the dismissal bell rings at the end of the day.** Devices need to be stored in student's bag or backpacks, but not on their person

Electronic devices shall not be used in any manner, which infringes on the privacy rights of any other person. This includes photographs and videos taken by students during the school day. These activities are prohibited unless part of a teacher-authorized classroom activity for an educational purpose. When a school official reasonably suspects that a search of a student's electronic or mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses an electronic device in an unauthorized manner, discipline will ensue, and a district employee will confiscate the device.

- On the first offense, the device will be turned in to the office, and the student may retrieve it at the end of the school day. The school office will contact parents/guardians upon the first offense.
- On the second offense, the student may retrieve it from the office at the end of the day, parents/guardians will be contacted, and disciplinary measures may be imposed.
- After the second offense, any additional offenses will require that the parent retrieve the device from the school office, and additional disciplinary measures shall be imposed.

The district will not be responsible for any student's electronic or cell phone which is brought on campus or to a school activity and is lost, stolen, or damaged.

## Internet Access/Use

Gold Trail Union School District offers students access to the internet. Access is given to students who agree to act in a safe, considerate, and responsible manner, and inappropriate use can result in suspension of privileges. Parent permission for use is required. Students are responsible for demonstrating good behavior on school computer networks just as they are in a classroom or school hallway. Internet communications are often public in nature, and general school behavior expectations apply. Our district uses the program GoGuardian, which alerts staff when off-task and/or inappropriate use of the internet occurs during class time. GoGuardian also alerts the school administrator when any searches generate concerns around mental health and/or self-harm.

Students are expected to abide by the following internet rules of etiquette:

- Be polite. All communications should be free of inappropriate and/or abusive messages.
- Use appropriate language. Electronic communications should be free of swearing, vulgarities and/or any other inappropriate language.
- Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Keep your personal address and phone number to yourself. Do not share contact information of other students.

- Do not communicate any credit card number, bank account number, or any other financial information.
- Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail.
- Use the network in such a way that does not disrupt use by other users.
- Use of personal data or equipment will not be allowed without prior approval.
- Electronic vandalism—any malicious attempt to harm, tamper with, or destroy data of another user—is prohibited.
- Students may only log into their own accounts, and shall refrain from using school internet using an account and/or email address not assigned to them.

Any questionable action may result in cancellation of user privileges. Violation of any above-mentioned expectations may result in a loss of access and other disciplinary or legal actions.

## Graffiti/ Vandalism

Keeping our campus clean and undamaged is a responsibility of students, families, and community users, as well as school staff. A parent/guardian of a minor who commits an act of theft or vandalism may be held liable for damages in accordance with the law (Education Code 48904). Students who commit acts of vandalism shall be subject to school discipline.

## Guests of Students

It is the district practice **not** to allow pupils to have guests, siblings, or friends spend the day with them at school. Teachers are not equipped to care for those who are not enrolled in their classes. Other than a pre-arranged visit, students who attend other schools are not permitted on campus during school hours and may not attend school activities.

## Meal Delivery Services

Our café is able to provide free meals to all students, and students may also bring food from home to eat at school each day. Students shall not use food delivery services (i.e. DoorDash, Uber Eats) to have meals brought to them at school at any time.

## Gum

Gum can be a major problem when found on carpeting, under desks, and in walkways. Therefore, **gum chewing is not allowed at school**, unless otherwise directed by a classroom teacher or as determined by a student's IEP or 504 plan.

## Physical Contact

Appropriate behavior on school grounds is expected at all times. Inappropriate physical contact between students will not be allowed. Romantic contact (kissing, inappropriate touching, etc.) is not allowed on campus or during school-sponsored activities.

## Selling Goods on Campus

Sale of any items on the Gold Trail campus must be approved by the district administration. Students may not sell items to peers for personal profit while on the school campus.

## Notice of Student Rights Under Title IX of the Education Amendments Act of 1972

The Gold Trail Union School District is committed to providing each student the right to learn in an environment free from unlawful discrimination and harassment. See the GTUSD website should you need any additional information or wish to file a Title IX complaint.

## Sexual Harassment Policy

Gold Trail Union School District is committed to maintaining a school environment that is free from harassment. Sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity, is prohibited. Gold Trail also prohibits retaliatory behavior or action against any person who complains, testifies, assists, or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy. For students in all grades, disciplinary action for substantiated harassment may include suspension and/or expulsion. Consequences will be based on the following criteria:

1. Age and maturity of the victim and the perpetrator.
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved).
3. Prior substantiated complaints against the perpetrator.

The superintendent or designee shall ensure that all students receive age-appropriate information regarding sexual harassment. Such information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that students do not have to endure sexual harassment, including harassment because of actual or perceived sexual orientation. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
3. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels they are being or have been subjected to sexual harassment should immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. Any school employee who observes an incident of sexual harassment toward any student shall report their observation to the principal or designee, whether the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report their observation of the incident to the superintendent or designee, who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, they shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee will report to the superintendent or designee and refer the matter to law enforcement authorities, if applicable. In addition, the student may file a formal complaint with the superintendent or designee).

The superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in its schools. Information gathered while investigating a sexual harassment complaint shall be kept confidential to the extent possible.

## Sports Equipment/Skateboards/Toys/Balloons

The use of skateboards, roller blades, roller skates, One Wheels, scooters, roller shoes or other similar wheeled toys/vehicles is not permitted on campus **at any time**. Toys or sports equipment such as baseball mitts, yo-yo's, hacky-sacks and balls for use at lunch recess may be brought with prior approval of the Gold Trail School principal. Balloons are not allowed on campus at any time.

## Tobacco Use

Students shall not possess, smoke, vape, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901). Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. Use of any nicotine-related products will be subject to school discipline, and any nicotine-related products possessed by students will be confiscated and turned in to law enforcement.

The board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083). This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free school's policy and consequences for violations of the policy.

## PROCEDURES AND INFORMATION FOR PARENTS

### Teacher/Class Requests

Careful consideration goes into class placements. We believe that our classes are well-balanced, taking into consideration the academic ability, work habits, social behavior, special needs, and learning style of each child. Class considerations began in May with grade-level teachers and the principal working very

closely together. The compiled lists have been carefully reviewed to create the wisest educational classroom groupings. Gold Trail teachers are professional and committed to the success of every child. Due to many factors, a student's class placement will not be changed. If, for some reason, you have a concern with your child's placement, please do the following:

1. Right away, meet with the classroom teacher to discuss your concerns.
2. Wait until the 3rd week of school to give your child an opportunity to settle in.
3. If the situation is not resolved, make an appointment to meet with the principal (after the 3rd week of school).

## Privacy and Security Policy

Gold Trail Union School District is committed to protecting the privacy and security of student and parent/guardian information by complying with State and Federal laws, California Education Code, GTUSD Board Policies, the Annual Parents' Rights Notice, and the school handbook. Maintaining the privacy of your family's personal information is a top priority. We are committed to taking appropriate steps to maintain the privacy of information that you submit to us. We will not sell or rent your information to anyone or let someone else use it unless you have authorized it with us. We are especially sensitive to the need to protect information about children. Protecting the identity and privacy of children is an important task and a high priority for GTUSD.

The use of passwords is a significant component of security measures in place to protect your information. Password protection is a crucial responsibility of every subscriber and user. Never give your password for a school account (i.e. Aeries, ParentSquare) to anyone. Select a password that is a combination of numbers, letters, and symbols, and do not use names, dates of birth, addresses, or other similar things that can easily be guessed. Be cautious if you give other people access to your account. Your data security can only be as strong as your use and care of your password.

By continuing to use online school applications, you are accepting and consenting to the practices described in this policy.

Questions about the collection, storage, and use of this information may be directed to the District Office. If you suspect any security breach of this system, please notify us immediately at 530-626-3194.

## District Use of Student Photos or Videos

The District uses photographs and video footage of students in District-produced materials including printed publications, television productions, websites, and official District social media platforms to promote their achievements. These photographs and videos may also include displays of student work.

Unless notified in writing of an objection by a parent or legal guardian, photographs and video footage of students may be used in District-produced materials including printed publications, television productions, web sites, and official District social media platforms.

If parents/guardians ***do not want photographs or videos of their student(s) to be used in these materials***, they should complete a Request to Restrict Use of Photos or Videos of Students form,

available in the school offices or via the [District's website](#). Please be aware that these requests are valid for the current school year and must be renewed at the start of the next school year.

## 3rd Party Use of Student Photos, Video, or Schoolwork

Non-District media, community organizations or agencies may wish to interview, photograph, or film students. If you do not want your student to participate, please submit a written letter (valid for the current school year) describing your request to your child's school office. We will make every effort to honor your request and recognize that some families have special circumstances that require the protection of their child's identity or location.

## Aeries.net

Gold Trail School uses Aeries.net, an important web-based resource for parents and students for assignments, grades, and attendance. Through Aeries.net, parents and students may check attendance, grades, classroom and homework assignments, and work completion. Information on how to access your student's account is available on our school website [www.gtusd.org](http://www.gtusd.org). You may contact our school office if you need help accessing your account.

## State Testing

Every spring, all students take part in the California Assessment of Student Progress and Performance (CAASPP) assessments. These tests are beneficial for all students and the school as a whole and are designed to give teachers the feedback they need to improve instruction and give families and teachers a more complete picture of their student's learning. In order to help understand how to best support your student in their learning process, it is very important for both teachers and families to have the results from this statewide testing. Results from these assessments will typically become available to parents via the Aeries Parent Portal near the end of May or beginning of June. Graduating 8th grade students will typically have access to their portal through the end of July.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the principal a written request to excuse their student from any or all of the CAASPP assessments. Students who opt out will be provided with educationally appropriate alternative activities.

Students in grade 5 and 8 participate in Physical Fitness testing during their PE class each Spring.

## Animals on Campus

Service animals are permitted on campus. Service animals are individually trained and certified to do work or perform tasks for people with disabilities. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA). Animals, with pre-approval by the site administrator, may be permitted on campus for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety, and sanitation.



## Child Abuse Reporting

Our primary responsibility as school staff includes looking out for the safety and health of all our students. As mandated reporters, law mandates school personnel to report suspected child abuse. Per Penal Code sections 273a, 273d and 1165.6, child abuse is a physical or emotional injury inflicted by other than accidental means on a child by another person. It includes the sexual abuse of a child. It includes willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody. It includes unlawful corporal punishment or injury resulting in a traumatic condition. Child abuse also means neglect of a child or abuse in out-of-home care. Child abuse **does not include** mutual affray or fights between minors. In addition, child abuse does not include injury caused by any force that is reasonable and necessary for persons employed by or engaged in a public school:

1. To stop a disturbance threatening physical injury or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within the control of a pupil (see Education Code sections 44807 and 49001).

Parents/guardians of pupils have the right to file a complaint against a school district employee or other person they suspect has engaged in abuse of a child at a school site.

## Policy for Delivering Forgotten Items to School

Please bring any / all items to the front office and we will message the teacher, who will alert the student. For safety reasons, please **do not** go directly to the classroom to deliver the item(s). This causes classroom interruption and staff are instructed to refer you back to the front office. Thank you for your help in keeping our campus safe and on task!

## Contacting Your Child's Teacher at School

We encourage close communication between parents/guardians and their child's teacher(s). Every teacher is available through the district message system (530) 626-2595 and through school email or via our family communication app, Parent Square. Teacher email addresses are located on our website at [www.gtusd.org](http://www.gtusd.org), or you may contact the school office to be transferred to the teacher's voicemail. You can expect that calls and emails will be returned within 24 hours.

## Field Trips

Field trips are valuable learning opportunities, and student adherence to district behavior expectations on field trips is essential for the safety and enjoyment of all participants. If a student is not able to maintain behavior on a field trip, their parent/guardian will be called to pick up their child. The cost of field trips is covered, in large part, by donations from our families of the students attending the trip. Money donated goes directly to funding trips. Donations pay for camping/entrance fees, transportation, food, etc. If we do not receive enough money from parent donations, we may use funds normally allocated to classroom materials, or the trip may have to be canceled.

## Gold Trail District Advisory Committee (DAC)

The Gold Trail District Advisory Committee (DAC), an advisory body within our district, is composed of parents, school employees (both certificated and classified), and members of the community. This committee monitors the progress of the Local Control and Accountability Plan (LCAP) and makes recommendations in order to provide the best possible program for the students. Our District Advisory Committee meets monthly and reviews reports, surveys, and other collected data that informs the LCAP and Single Plan for Student Achievement (SPSA) for each school in our district. Meeting dates and times are posted on our district website.

## Gold Trail Union School District Comprehensive School Safety Plan (CSSP)

Campus safety is the district's top priority. A safe learning environment is essential for students of all ages. Without safety students are unable to focus on learning the skills needed for a successful education and future. Promoting school safety creates an open space for kids to explore, learn and grow.

Staff work together with local law enforcement, parents and students to prevent, prepare and respond to emergency situations. Our district has adopted a Comprehensive School Safety Plan (CSSP) to identify the appropriate strategies and programs needed to provide or maintain a high level of school safety. The CSSP includes both school site safety plans and the Emergency Operations Plan. It addresses each school's procedures for complying with existing laws related to school safety, including the development of all of the following key elements:

1. Child abuse reporting procedures
2. Disaster procedures, routine and emergency
3. Policies for students who committed acts leading to suspension or expulsion
4. Threat assessment protocol
5. Procedures to notify teachers of dangerous pupils.
6. Discrimination and harassment policy
7. Provisions of a schoolwide dress code
8. Procedures for safe ingress and egress
9. A safe and orderly environment conducive to learning at school
10. Rules and procedures on school discipline
11. Procedures for conducting tactical responses to criminal incidents

### School Environment:

School is more than the academic instruction that occurs in the classroom. Our students' education also depends on an environment that supports learning. The GTUSD Code of Conduct states that "A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. Everyone in the school community— parents or guardians, volunteers, and all staff

members – has the right to be treated with dignity and respect whether they are on school property, on school buses or at school-authorized events or activities.”

It is impossible for students to achieve at their fullest potential if they fear for their safety. The long-term effects of bullying/cyberbullying, cruelty, bias, and hate-motivated behavior can have a tremendous impact on student success—both for the victims and for the perpetrators. Along with detailed policies and regulations, the district has bullying prevention programs in place and is constantly searching for different opportunities for training of all of our staff members.

GTUSD believes all members of our community have the right to feel safe and protected, and we will respond to all student behavior that poses a potential risk to other students, staff and/or members of the community. If the serious threat is posed by youth, we deploy our student threat assessment protocol. An outline of the process can be found on our website. The School Board has a policy BP/AR 0450 in place to support this manner of investigation. This handbook serves as notification about this process.

## School Emergency Situations

Should an emergency arise at school, our emergency phone notification system will be used to message you regarding the situation. Our phone notification system delivers messages quickly and is a valuable resource for keeping you updated if an event occurs. Our goal during a crisis is to continuously provide updated information. To ensure that fire fighters, law enforcement, and school officials are able to handle an emergency: **PLEASE DO NOT RUSH TO THE SCHOOL TO PICK UP YOUR CHILD.** An influx of parents will only slow our ability to handle a situation as resources will have to be used to manage parents and guardians, rather than the emergency situation. Emergency plans have been developed with the assistance of other public agencies and our staff has been trained on these plans, with our main goal being to reunite children with their parents/guardians as quickly as possible. **Please do not try to contact your child via cell phone during an emergency, as it could lead to jamming cell tower access for the emergency responders.**

## Automated External Defibrillator (AED) Location

An AED is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, without signs of circulation and normal breathing. Two AEDs are located at each school site in the school office and multi-purpose/gym.

## GTUSD Threat Assessment Protocol

### Level One Threat Assessment

1. Threat reported to administration
2. Investigation
  - a. Interview students, staff, witnesses: take statements from all parties
  - b. Has the person threatened violence or made any other communications about intent or plans for violence?

- c. Have other behaviors raised concern about violence to others/ self and others, such as sexual assault, stalking/domestic violence?
  - d. Is there a fearful victim or third party (e.g., someone who is taking protective action) or is someone concerned about behavior?
  - e. Are there unanswered questions or other reasons to run a threat assessment?
  - f. Does the student have a motive?
  - g. Did the threat include a weapon or means of harm?
    - i. Conduct search for weapon
    - ii. Secure campus - keeping campus safe is a priority
    - iii. If a weapon is found threat may escalate to a Level Two Threat
- 3. Contact law enforcement
  - a. May occur at any time during investigation
  - b. Law enforcement in partnership with Level One Threat Assessment Team will follow their protocol
    - i. May include home visit to determine if a weapon is accessible to student
- 4. Contact parent
  - a. May occur at any time during investigation
- 5. Conclude process and report disciplinary action to parent and student
- 6. Follow up with staff and/or alleged victim/s will occur at conclusion of investigation
- 7. Prior to student return to school speak to parent/guardian about supports student may need:
  - a. Appointment with counselor
  - b. Restorative measure with staff
  - c. Counselor peer group intervention
  - d. Only with all parties in agreement
  - e. No contact contract between students
  - f. Outside resources

#### Level Two Threat Assessment

- 1. Follow level one protocol: immediate need for law enforcement partnership
  - a. If imminent danger call 9-1-1
- 2. Proceed with Level Two if:
  - a. Safety concerns significant and beyond Site Team's ability to supervise and secure within the building
  - b. Student brought gun to school or attempted to acquire gun with possible intent to harm others
  - c. Exploration of community resources is needed to assist in supervision
  - d. Unable to confidently answer items on Level 1 Threat Assessment

#### Site/District Threat Assessment Team

- Trained under county protocols
- El Dorado County Threat Assessment Protocol is followed
- May include administration, office staff, designees, counselors
- In partnership with Law Enforcement

#### References:

- BP 5131 Conduct
- Comprehensive School Safety Plan
- SB 96 School Threat Protocol

- AB 1747 School Safety Plans
- California Education Code (EC) Section 32281(a)

## Parent Teacher Organization (PTO)

The Gold Trail Parent Teacher Organization (PTO) encourages parents, teachers, and other community members to become actively involved in the educational and social programs at Gold Trail School. PTO sponsors many fund-raisers throughout the year, which allows them to donate thousands of dollars for student and classroom support. There are monthly planning meetings to which all parents are invited. Meeting dates and times are posted on the PTO page of the district website and will be advertised in school communications. PTO provides many activities throughout the school year, and volunteer assistance is essential to the continuation and success of these fun learning opportunities for students and families.

## Parent Volunteers

We welcome parent volunteers for field trips, fund-raising support, tutoring students, helping in the classroom or library, coaching a sports team, or special projects. Volunteers are required to complete clearance paperwork, including background clearance through LiveScan. ***Once obtained, this clearance will be kept on file and will be valid for as long as you have children in the district.*** More information is available in the school office. Additionally, when driving students or equipment, the school must have copies of insurance information, and a copy of a clear DMV driving record. Volunteer paperwork for drivers must be submitted **two weeks** prior to the event or activity, and this packet must be submitted annually.

## Parking Lot Traffic Flow

For returning students, our format for dropping off and picking up students remains unchanged from last year. Students with last names beginning with A-N should be dropped off/ picked up in the front parking lot **only** (in front of the office), and students with last names from O-Z should be dropped off/ picked up in the parking lot behind the office **only**. Parents, please plan to pull through and remain in your cars, and students will come to you once you reach the crosswalk. **Students may not cross Cold Springs Road to meet parents on the other side of the street, but parents may park and walk across at the crosswalk to meet their child.** Parents should depart with their child immediately at pick-up unless they have a scheduled appointment with staff, in which case they can park.

Please note that student supervision is not available before 7:45 am each morning. **Please do not drop students off in the morning prior to 7:45 am.**

## Student Personal Celebrations, Flowers, and Balloons

If you would like your student to celebrate a particular event (including birthdays) at school, you must pre-arrange any celebration with your student's teacher. If invitations for an offsite celebration are brought to school, all students in the class must be included. Students may not have flowers and balloons in the classroom or on the school bus. If they are delivered to the school, they will remain in the office until a parent or guardian can pick them up. Flowers are nice surprises for the students, but the

disruption created to the classrooms has made it necessary to enforce this rule. To safeguard students, balloons are **not** allowed on campuses, school functions or on district transportation at any time.

## Surveillance Cameras

Gold Trail Union School District is committed to providing a school environment that promotes the safety of students, staff, and visitors on school grounds. We also recognize the importance of protecting district property, facilities, and equipment from vandalism and theft. Reasonable use of surveillance cameras allows the district to achieve its goals for student safety and campus security. To protect privacy, cameras are not located in areas such as bathrooms, locker rooms, or private offices. Examples of locations where cameras may generally be used include hallways, stairwells, parking lots, and cafeterias. Although this equipment may or may not be actively monitored at any time, recordings will be kept secure and may be used in investigations, disciplinary proceedings and/or referred to local law enforcement, as appropriate.

## Visiting the School

When coming onto the school grounds during school hours, **you must first report to the office**, sign in and state your purpose for being at school. If you would like to observe your child's class, please arrange at least 24 hours ahead of time. "Drop-in" visitors are not permitted due to the interruption it causes for students and teachers. If it is inappropriate for a classroom visit at your requested time, a more suitable time will be arranged. An observation is defined as a 30-minute maximum stay, with a pre-arranged appointment, and may be scheduled quarterly.

While you are observing in the classroom, the teacher will continue to carry on the planned instructional activities. **It is, therefore, asked that you not attempt to engage the teacher during the observation and that you not bring young children and infants with you** as they can be distracting to the teacher and the pupils.

The principal is usually on campus and encourages parents to share any questions or concerns. To ensure that the principal is available, it is best to call ahead and arrange for an appointment.

## Movies Shown in Class

Parents will have a minimum of 72 hours notification before any commercially available movie is shown in a classroom. This could occur via ParentSquare message or other communication from the classroom teacher, or through the class syllabus or handbook.

## PROMOTION AND DISCIPLINE

The superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels (EC 48070.5):

### Grades 4-5

Students in grades 4-5 may be recommended for retention based on grades and other indicators of academic achievement in all academic subjects/skills with an emphasis on English language arts and

mathematics. (Education Code 48070.5). Students in grades 4-5 may be at risk for recommended retention if they receive four or more failing grades. Other indicators of academic achievement may include, but are not limited to teacher observations, locally developed writing, reading or mathematics assessments, and/or assessments developed outside of the district (such as tests developed by textbook publishers or state-mandated tests). If considered for retention, a Student Success Team (SST) will meet and develop a written plan with parent participation which will include appropriate interventions.

## Grades 6-8

Students failing multiple core classes in sixth, seventh or eighth grade may be referred to a Student Success Team (SST). The team, with parent participation, will develop a written plan which will include appropriate interventions. Such interventions may include classroom modifications, tutorial programs, summer school intersession if being offered by GTUSD, after-school homework sessions, ongoing monitoring and/or placement in an alternative classroom setting.

Eighth grade students who do not pass classes their 8<sup>th</sup> grade year will not be eligible to attend the graduation field trip, graduation dance, or graduation ceremony.

If the student has multiple teachers, the principal or designee shall specify the teacher(s) responsible to participate in a Student Success Team for a recommendation to promote or retain the student. (Education Code 48070.5) When a student is identified as being at risk of recommended retention, the principal or designee shall notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided with an opportunity to consult with the Student Success Team responsible for the recommendation to promote or retain the student. (Education Code 48070.5) (ce.5145.6-Parental Notifications)

## Safe and Orderly Environment

Our school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers, and staff have the right to be safe, and feel safe, in their school community. In addition, everyone in the school community has the right to be treated with dignity and respect. With this right comes the responsibility to be law-abiding citizens and to be accountable for our actions.

The Gold Trail Union School District Code of Conduct sets clear standards of behavior. It specifies the mandatory consequences for students whose actions do not comply with these standards. These standards of behavior apply not only to students, but also to all individuals in school-related settings – parents or guardians, volunteers, teachers, and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

Our goal is to provide students with the finest education possible in an environment that builds positive self-concepts. Our curriculum is comprehensive, research-based and structured to provide a sound educational foundation for all students. It is also flexible to accommodate students' special needs and interests. The Trustees of the Gold Trail Union School District believe children must be educated today for a future in a dynamically complex society. The District seeks to develop children's full potential and sense of responsibility to themselves, society, and the world. Educational needs are best met in a positive, caring atmosphere in which children are challenged to be active, literate, life-long learners who

are expected to function purposefully in a dynamic, changing world. We commit to providing an educational environment that balances positive support with accountability for all.

Under the direction of the Governing Board, school administration takes a leadership role in the daily operation of a school. It provides this leadership by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- Holding everyone under its authority accountable for personal behavior and actions;
- Communicating regularly and meaningfully with all members of the school community.

Under the leadership of administration, teachers and school staff maintain order at school and will hold everyone to the highest standard of respectful and responsible behavior. As role models, staff members uphold these high standards when they:

- Help students work to their full potential and develop their self-worth;
- Communicate regularly, meaningfully, and appropriately with parents/guardians;
- Maintain consistent standards of behavior for all students;
- Demonstrate respect for all students, staff, and parents;
- Prepare students to the full responsibilities of citizenship.

Students shall be treated with respect and dignity. In return, they must demonstrate respect for themselves, others and the school community by following posted behavior expectations.

## Standards of Behavior for all Stakeholders

- Respect and comply with all applicable federal, state, and local laws;
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and opinions;
- Respect the rights of others;
- Always treat one another with dignity and respect, and especially when there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the needs of others to work in an environment of learning and teaching;
- Respect other members of the school community by not using name calling, verbal intimidation, or humiliation.

## Positive Behavior Interventions and Supports

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.



Gold Trail School has school-wide behavior expectations for students. They are simple and support effective classroom instruction and management. Expectations are flexible enough to allow for differences between grade levels. Supporting school-wide positive behavior requires communication between teachers, staff, the students, their parents, and administration.

We have school-wide behavior expectations because we believe that each student is an individual with unique needs and strengths, and every situation is unique. We believe in making behavior expectations clear, and teaching skills students need to succeed in the school setting. We acknowledge that positive reinforcement is highly effective in supporting positive student behavior. At Gold Trail School, students earn “Gold Nuggets” from staff for showing expected behaviors. Those Gold Nuggets can be redeemed once a week for incentives and rewards to help motivate students.

Our expected behaviors are reflected in the matrix below:

AREA/ SETTING	GOLD TRAIL RULES/EXPECTATIONS			
	RESPECT YOURSELF	RESPECT OTHERS	RESPECT OUR SCHOOL	STAFF ROLE
Quad	-Walk, sit or stand -Use time wisely (restroom)	-Keep hands and feet to self -Stay grounded	-Clean up -Use property as intended -Follow staff directions	-Be positive (4:1) -Catch students being good!
Cafeteria	-Eat <i>your</i> snack/lunch -Make healthy choices	-Follow line rules -Use manners	-Clean up -Take only your food -Follow staff directions	-Kindly remind students of choices -Be positive (4:1)
Bus	-Use seat belt -Stay seated -Follow driver directions	-Inside voice -Use G-rated language -Hands and feet to self -Share seat	-Use property as intended -Silent cell phone	-Keep students safe -Speak kindly -Be positive (4:1)
Office	-Get staff permission	-Greet staff -Wait quietly to be helped	-Use supplies with permission	-Serve students and visitors -Positive customer service

AREA/ SETTING	RESPECT YOURSELF	RESPECT OTHERS	RESPECT OUR SCHOOL	STAFF ROLE
Locker rooms	<ul style="list-style-type: none"> <li>-Enter</li> <li>-Change</li> <li>-Lock your belongings</li> <li>-Leave</li> </ul>	<ul style="list-style-type: none"> <li>-Be helpful</li> <li>-Respect privacy</li> <li>-Use your own items</li> <li>-Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>-Keep clean</li> <li>-Report suspicious activity</li> <li>-Use with permission</li> </ul>	<ul style="list-style-type: none"> <li>-Actively supervise student behavior</li> </ul>
Gym	<ul style="list-style-type: none"> <li>-Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>-Cheer and support others</li> </ul>	<ul style="list-style-type: none"> <li>-Use approved equipment as intended</li> <li>-Represent GT positively</li> <li>-Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>-Active supervision</li> <li>-Model expected behavior</li> <li>-Be positive (4:1)</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>-Go</li> <li>-Flush</li> <li>-Wash</li> <li>-Leave</li> </ul>	<ul style="list-style-type: none"> <li>-Keep clean</li> <li>-Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Use facilities as intended</li> <li>-Report suspicious activity</li> </ul>	<ul style="list-style-type: none"> <li>-Keep clean, safe, and working</li> </ul>
Walkways	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Use G-rated language</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware of others movement</li> <li>-Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>-Keep walkways clean</li> </ul>	<ul style="list-style-type: none"> <li>-Greet students positively</li> <li>-Be positive (4:1)</li> </ul>
Library	<ul style="list-style-type: none"> <li>-Use time wisely</li> <li>-Sit or browse quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Use library voice</li> <li>-Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>-Treat books gently</li> <li>-Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>-Be positive (4:1)</li> </ul>

Students who do not demonstrate behaviors that follow the expectations stated in the schoolwide matrix above shall be subject to school disciplinary measures. Disciplinary actions for students are based

on the principles of progressive discipline, meaning that students who do not respond to lower-level redirection or correction may face increased consequences for repeated behaviors. Consequences may include, but are not limited to, the following:

- Warning
- Conference
- Meeting with school counselor
- Restorative meeting with counselor or administrator
- Lunch detail
- Referral to Principal
- Lunch detention
- Removal from class
- Behavior contract
- Suspension
- Expulsion

## Suspension and Expulsion

When student behavior results in discipline, State Education Code states the following guidelines:

1. A teacher may suspend a pupil from his/her class for the remainder of the day and the day following. The teacher will be responsible for contacting the parent.
2. The administrator may suspend a pupil from school for up to five (5) days at a time.
3. The administrator may recommend to the school board that a pupil be expelled from school. Expelled students are not allowed to attend school in the Gold Trail Union School District or to be on the school grounds during school or school-sponsored events. Parents must find another district willing to accept an expelled student.
4. When severe or habitual disciplinary problems arise, the parent/ guardian will be contacted by mail, email, or telephone. The method of contacting parents will be determined by: (1) the seriousness of the problem, and (2) the parent's availability.

### **Students may be suspended or expelled for the following reasons (including, but not limited to):**

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self- defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.

- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her personal prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- n) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- q) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel.
- r) A pupil may not be suspended or expelled for any of the acts enumerated in this section unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - 1. While on school grounds.
  - 2. While going to or coming from school.
  - 3. During the lunch period whether on or off the campus.
  - 4. During, or while going to or coming from, a school sponsored activity.
- s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

- u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

## SUPPORT SERVICES

### Blazer Café: Breakfast, Hot Lunch, and Milk Program

Research validates that quality nutrition helps support student academic achievement. The Gold Trail School Café is proud to offer healthy choices for our students. Breakfast and lunch will be free for all students during the 2025-26 school year. We ask families to evaluate the contents of lunches packed from home. Items such as carbonated sodas, caffeinated beverages, and candy bars should remain home as an after-school treat. A hearty sandwich, a piece of fruit and a few cookies is a good example of a healthy lunch to support afternoon studies.

Please note that energy drinks and glass bottles are **NOT** permitted for students on campus at any time. These will be held by staff and returned at the end of the school day.

### Mental Health

Our district employs two school counselors who are available to provide individual and small group counseling at both Sutter's Mill and Gold Trail. Please contact the school principal if you have questions about these supports or would like your child to be considered for support. In compliance with state law, students in grades 6-8 will receive information via their school email address regarding symptoms of mental health concerns and methods for accessing support.

### Student Success Team (SST)

The Student Success Team consists of teachers, parents, and administrators. Students may also be included. The team uses a problem-solving model to determine how best to assist students who are having difficulty with academic, behavioral, or attendance issues. The SST process has four purposes: 1) Screen and identify students needing additional academic and/or behavior support; 2) Plan, implement, and modify interventions for these students based on their needs; 3) Monitor each student's response to interventions; and 4) Determine if further interventions or supports are appropriate. The SST works within a multi-tiered system with increasing support offered until the student is successful.

### Special Education and Related Services

Gold Trail Union School District (GTUSD) evaluates children enrolled in our district with known or suspected disabilities to determine whether a need for special education and/or related services exists. Gold Trail School offers a full continuum of services for students who have been determined eligible for special education services and have Individualized Educational Plans (IEPs). Services available on the Gold Trail campus include specialized academic instruction, speech and language support, occupational

therapy, and educationally related mental health services (ERMHS). Not all programs and placement options are available on the Gold Trail campus but can be provided through other placement options if determined necessary by the student's IEP. Annual review and eligibility determination meetings are held in compliance with mandated timelines.

## STUDENT INSURANCE, MEDICAL AND WELLNESS INFORMATION

Gold Trail Union School District takes appropriate steps to protect your child from injuries. Even so, accidents can and do happen while participating in the normal activities that take place on campus, on school trips, and during extra-curricular activities and sports. Gold Trail School does not carry insurance to cover student accidents which take place at school. It is the responsibility of the parents to provide coverage. Per Education Code, any child who participates in after-school sports or school connected activities shall have \$1500 hospitalization coverage. If your child is planning to participate in any of these programs, you must purchase or show proof of your coverage (signed waiver form indicating insurance carrier/type). Without insurance verification, students may not take part in after-school sports.

### Ambulance Consent

School personnel have basic first aid training. In case of serious injury or illness it may be necessary to call an ambulance. The school will attempt to contact parents of any severely injured child to obtain permission for ambulance transportation. However, if school personnel are unsuccessful in reaching a parent, and the injury warrants immediate transportation to a hospital, the school will allow the child to be transported to a hospital with **the cost being the responsibility of the parent.**

### Assessing if Your Child is Too Sick to Go to School

Sometimes it is clear that your child is sick. Other times it is not so easy to figure out as your child may not look so sick to you. Please DO NOT send your child to school if they have these symptoms: vomiting, diarrhea, fever over 100°. These symptoms must be gone for a full 24 hours, without the use of symptom relief medication, BEFORE they can come back to school. If your child is diagnosed with an illness requiring antibiotics, students may return to school 24 hours after their first dose. They must have received them for 24 hours prior to returning to school. Also, if an illness is suspected to be contagious in nature, a clearance note from a medical professional is required before returning to school.

Please abide by the following recommendations:

- Fever—If your child's temperature is over 100 degrees, keep them home. Encourage plenty of liquids.
- Mild cough/runny nose—If there is no fever, diarrhea, or vomiting, the student may attend school.
- Serious cough/cold symptoms—This could signal bronchitis, flu, pneumonia, or be a simple cold. A health care provider should assess if there is a concern. If feeling better, return to school. It may take weeks for the cough to totally reside.

- Diarrhea/Vomiting—Verify it truly exists. Keep your child at home until 24 hours after the last episode. If it persists, see your health care provider to rule out more serious gastrointestinal or anxiety conditions.
- Sore throat—If minor, it is not usually a problem. If accompanied by headache, stomach upset it may indicate strep throat (which can only be confirmed with a test). If confirmed strep, the child can return to school 24 hours after antibiotic treatment begins.
- Earache—Requires health care provider assessment.
- Pink Eye (conjunctivitis)—Health care provider assessment is necessary as it may be viral or bacterial (needing ophthalmic ointment). Your provider will give the OK to return to school.
- Rash—Most require health care provider assessment to rule out impetigo.

## Head Injuries

Should a student sustain a serious head injury, either at school or at home, a release from a medical doctor is required for the student to return to school and participate in physical and/or academic activities.

## Medication

Education Code 49423 specifies that your child **may not bring any** type of medicine to school or school activity **without written parental and physician permission**. This includes all over the counter as well as prescription medication (sunscreen cream is exempt from this requirement). When permission is granted, the child must bring the medicine to the school office in the original prescription container with his/her name, physician's name, times, and dosage on the label. Permission/medical release must be in writing and will be kept on file and valid for the entire school year. These forms are available on the school website.

## Miscellaneous Student Medical Restrictions

The district may require a student coming to school using crutches, walker, wheelchair, wearing orthopedic braces or slings of any kind, to have a medical release from their doctor, specifying that the student may return to school. The release should list any restrictions; including whether the student may ride the bus, participate in physical education & recess, and/or any other restrictions applicable. If a medical release is not received, the parent/guardian may be called to provide one, or to possibly pick up the student. A medical release may also be required before the student can return to full participation in all activities listed above.

## Wellness Policy

The Gold Trail Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The complete text of the district's Wellness Policy may be found on the school website at [www.gtusd.org](http://www.gtusd.org).

# TRANSPORTATION AND BUS CONDUCT

## Bus Service

Gold Trail Union School District recognizes the importance of a comprehensive transportation system to meet the needs of students. A transportation fee has been established to defray costs not covered by the state's school transportation program. A fee schedule for home-to-school bus service is available at each school office, and on our school website. Please be aware that students must have a bus application on file before they will be granted access to bus transportation.

## Bus Conduct

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations always apply when students are riding a school bus, including school activity trips.

It is the student's responsibility to:

- Stand at least 12 feet clear of the bus when waiting to board or after having disembarked.
- Be responsible for any damage to the bus which cannot be considered ordinary wear and tear. Any such damage will be paid for by the student.
- Refrain from chewing gum or eating food on the bus. Only drinking water is acceptable.
- Board the bus when the driver or another supervising adult is on the bus.
- Not transport live animals, reptiles, insects, glass containers, flammable materials, or balloons on the school bus.
- Take only possessions that can be held on their laps.
- Go directly to the destination directed by their parent/guardian upon disembarking the school bus.
- Use any electronic device in silent mode only.
- Leave the bus ONLY at their regular stop unless there is a note from their parent/guardian, logged in at the school office, to that effect.
  - Present a note to the driver, after having it stamped and logged by the school office, containing the following information: date, name of student, bus stop destination, parent/guardian signature and school office approval signature.
- Be respectful to all those around them in addition to district and personal equipment and belongings.
- Arrive at the bus stop five (5) minutes prior to scheduled pick up time and be respectful of the bus stop area.
- Approach the bus only after it has completely stopped, and the driver has opened the door.
- Take their seat quickly, remain seated and face forward, at all times; not moving from their seat until the bus makes a complete stop.
- Change seats only with the bus driver's permission.
- Keep the aisle clear—no books, lunch boxes, legs, instruments, sports gear or anything else which could trip other passengers.
- Ensure that all body parts (hands, arms, head, and legs) remain inside the vehicle windows.
- Never throw things in, at or out of the bus.
- Refrain from loud talking, yelling, singing, whistling, playing musical instruments, and profane language.



- Refrain from any horseplay; keeping hands and feet to oneself.

Riders who fail to comply with the above rules shall be reported to the superintendent or designee, who shall determine the severity of the misconduct and take action accordingly. In most cases, the rider and their parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the superintendent or designee, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the superintendent or designee.

## Audio-Video Camera Surveillance

Please be advised that audio-video cameras are used on school buses to monitor student behavior while traveling to and from school and school activities. Such monitoring will deter misconduct and ensure the safety of students and staff. Audio-video recordings may be used in student disciplinary proceedings. Students found in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy. It is prohibited for students or staff to tamper with video surveillance equipment on our buses.

Recordings retained as part of an individual student's disciplinary record shall be maintained in accordance with law and board policy governing the access, review, and release of student records. Tapes are to be considered confidential information and will only be viewed by the parents/guardians of those students who have been cited.

## Red Light Crossing Instruction

1. Students are to remain seated until the bus comes to a complete stop and the driver directs them to exit the bus and execute a safe crossing.
2. No student will be allowed to cross the street in back of the bus or anywhere else except between the driver and the bus. The students are to wait on the bus, and wait for the driver to tell you it is safe to exit the bus and cross the street.
3. No student will be allowed to re-enter the bus after exiting for any purpose. If the student has forgotten an item on the bus, they may call the Gold Trail Union School District office and pick up the item later in the day or from the bus driver the following day.
4. After crossing the street, the student must stay on that side of the street.

## School Bus Danger Zone

The **DANGER ZONE** around the school bus is the immediate 12-foot vicinity on each side of the bus and the back of the bus. These are the blind spots for the driver and the most dangerous for a student. At no time shall a student stand or loiter before or after exiting the bus in this vicinity. After exiting, the student must walk away from the immediate vicinity of the vehicle. Flashing lights indicate that the bus has stopped, and the children are getting on or off. Motorists must stop their cars and wait until the red lights stop flashing, the extended stop sign is withdrawn, and the bus begins moving before they can start driving again.