

Gettysburg Elementary
2024-2025
Parent/Student Guidebook



Clovis Unified School District
Gettysburg Elementary
2100 Gettysburg
Clovis, CA 93611
559 327-6900
Mrs. Katie Scalzo, Principal
Ms. Shanna Tyson, GIS

This handbook has been designed to give you a quick and brief list of answers to questions, which are frequently asked regarding school operations. Information regarding the rights and responsibilities of all Clovis Unified School District parents and students is available on the District's Web site at www.cusd.com. If you do not have Internet access and would like a copy of the "District Handbook of Parent and Student Rights and Responsibilities," please contact the Gettysburg office at 327-6900. Hard copies of the handbook will be made available to parents upon request.

Gettysburg Elementary
2024-2025 Class Schedule
School Hours: 7:45 a.m. – 2:30 p.m.

Regular Schedule (Monday, Tuesday, Thursday, Friday)

Kindergarten	Grades 1-2	Grade 3
AM K	Class 7:45-9:45	Class 7:45-9:45
<i>Class 7:40-11:10</i>	Recess 9:45-10:00	Recess 9:45-10:00
	Class 10:00-11:00	Class 10:00-11:35
PM K	Lunch 11:00-11:20	Lunch 11:35-12:00
<i>Class 11:10-2:40</i>	Recess 11:20-11:50	Recess 12:00-12:25
	Class 11:50-2:30	Class 12:25-2:30

Regular Schedule (Monday, Tuesday, Thursday, Friday)

Grade 4	Grades 5-6
Class 7:45-10:25	Class 7:45-10:25
Recess 10:25-10:40	Recess 10:25-10:40
Class 10:40-11:35	Class 10:40-12:05
Lunch 11:35-12:00	Lunch 12:05-12:25
Recess 12:00-12:25	Recess 12:25-12:55
Class 12:25-2:30	Class 12:55-2:30

Early Release Schedule (Wednesday)

School Hours: 7:45 a.m. – 1:00 p.m.

Grade K	Grades 1-6
AM K	All schedules are the same.
Class 7:40-10:25	Dismissal at 1:00 p.m.
PM K	
Class 10:25-1:10	

Rainy Day Lunch Schedule

Grades 1-2	10:50-11:30
Grades 3-4	11:35-12:15
Grades 5-6	12:20-1:00

DATES TO REMEMBER

Dates to Remember*

Back-to-school Night.....	Aug. 22, 2024
Parent/Teacher Conferences	Nov. 01, 2024
Winter Holiday Program (K)	December 11, 2024
Drama Performance	December 12, 2024
Winter Performance (Room 21)	December 13, 2024
Winter Holiday Program (Gr 1-4).....	December 17, 2024
Winter Holiday Program (Gr 5-6 Performing Arts).....	December 16, 2024
6 th Grade to Sonora	March 26-28, 2025
Last Day of School.....	June 6, 2025

**Dates subject to change.*

School Holidays (no school)

Labor Day	Sept. 2, 2024
Elementary Parent Conference Day.....	Nov. 1, 2024
Veteran's Day	Nov. 11, 2024
Thanksgiving.....	Nov. 25-29, 2024
Winter Break.....	Dec. 23, 2024-Jan. 3, 2025
No School	Jan. 6, 2025
Dr. Martin L. King Day	Jan. 20, 2025
Lincoln Day	Feb. 10, 2025
Presidents' Day	Feb. 17, 2025
Spring Break	April 14-21, 2025
Memorial Day	May 26, 2025

Other Meetings

Parent/Teacher Club Meetings.....	Quarterly
- 9/23/24, 10/02/24, 2/24/24, 5/19/24	
School Assessment Review Team (SART)	Quarterly
- 9/10/24, 11/14/24, 3/04/24, 5/06/24	
Intercultural Diversity Advisory Council (IDAC)	Quarterly
- 10/17/24, 1/09/25, 3/20/25, 4/08/25	
School Site Council (SSC).....	Quarterly
- 10/03/24, 1/09/25, 3/20/25, 5/01/25	
English Learner Advisory Committee (ELAC)	Quarterly
- 10/03/24, 1/09/25, 3/20/25, 5/01/25	

E-Mail Addresses

Katie Scalzo, Principal.....	katiescalzo@cusd.com
Shanna Tyson, Senior GIS.....	shannatyson@cusd.com
Shannon Raiskup, Office Manager	shannonraiskup@cusd.com
Michelle Schilling, Registrar/Attendance Clerk	michelleschilling@cusd.com
Starlene Finley, Library Technician.....	starlenefinley@cusd.com
Sara Latham, Nurse.....	saralatham@cusd.com
Debi Quan, Health Assistant.....	debiquan@cusd.com

Absences may be cleared by one of the following procedures:

call attendance line at 327-6998
e-mail michelleschilling@cusd.com
fax (327-6990) a doctor's note

PRINCIPAL'S MESSAGE

On behalf of the Gettysburg staff, we would like to welcome you to the 2024-2025 school year! Our staff takes great pride in providing the best educational experience for your children. We ask that you partner with us in the pursuit of excellence in Mind, Body, and Spirit. We welcome any comments or questions you may have regarding the educational services provided by Gettysburg and Clovis Unified School District. We encourage you to stay connected by visiting our website Gettysburg.cusd.com for updates and other information. Parent Connect can also be accessed for grades and attendance. We are here to serve you and your family. Thank you for your support of Gettysburg Elementary.
Go Generals!
Katie Scalzo, Principal

ABSENCES

Each child is expected to be punctual and at school. It is well established that regular attendance in school is related to student progress and achievement. California State Law requires students to attend school. In the case of excessive absenteeism, it may be necessary for the Gettysburg SARB Committee to become involved in assisting the school in enforcing attendance. **All absences must be cleared within five days of the absence.** Uncleared absences are considered unexcused. Parents may send a written note, a doctor's note, call the attendance line at 327-6998, or e-mail michelleschilling@cusd.com to clear absences. If your child will be absent three or more days, please contact the office to place your child on an Independent Study Contract.

ARRIVAL/DISMISSAL

Students should not be on campus prior to 7:25 a.m. unless in a supervised program such as Campus Club. School is dismissed at 2:30 on Monday, Tuesday, Thursday, and Friday for grades 1-6. All students should go home immediately at the end of the school day or be picked up within 15 minutes of school dismissal unless they are involved in an afterschool activity. **Every Wednesday is early dismissal.** School is dismissed at 1:00 p.m. Students should be picked up by 1:15.

BICYCLES/SKATES/SCOOTERS

Students are to obey all traffic laws when riding bicycles to and from school. Helmets must be worn. Students are to remove their skates and walk their bikes and scooters while on school grounds. Riding any type of vehicle on campus is strictly prohibited. Racks are provided for parking bicycles. The school is not responsible for loss or damage to bicycles. Students who consistently fail to abide by these provisions may be required to use another form of transportation to and from school.

BREAKFAST AND LUNCH PROGRAM

Gettysburg provides breakfast daily from 7:25-7:40. Meals will be available to every CUSD student at no cost during the 2024/2025 school year. Thanks to action by the USDA, Campus Catering can offer these free meals as part of the Summer Seamless meal program.

CELL PHONES

Cell phones must remain off and stored in the student's backpack during the school day. Smart watches may only be

able to be used to tell time. Cell phones that are being used during the school day will be confiscated and a parent/guardian will need to pick them up in the main office.

CO-CURRICULAR INVOLVEMENT

Each student is expected to develop as a "Sparthenian." This is an individual who develops in the areas of MIND, BODY, and SPIRIT. Many opportunities are available for each student. In grades 4-6 there are Interscholastic Athletics, Band, Choir, Oral Interpretation, History Day, Drama, Pep and Cheer, and Student Council.

Fall Sports

Football	5 th /6 th
Girls Volleyball	5 th /6 th
Cross Country	4 th /5 th /6 th

Winter Sports

Basketball	5 th /6 th
Wrestling	4 th /5 th /6 th

Spring Sports

Baseball	5 th /6 th
Softball	5 th /6 th
Boys Volleyball	5 th /6 th
Track	4 th /5 th /6 th

All athletes must sign a Code of Ethics. Insurance verification is needed prior to students practicing or playing.

CUSD has established Board Policy 3514 to establish regulations for bad air days. Whenever the AQI is forecast to reach above 150-Red, Unhealthy Air Quality, students diagnosed with asthma, heart conditions or other respiratory ailments on the nurse's list may not participate. The site and District will monitor real time air quality reading to determine when the AQI reaches above 150. **Only students participating in a co-curricular activity can stay after school. Siblings of students participating in a co-curricular activity are not permitted to stay after school unless they are supervised by their parents.**

DISCIPLINE

Maintaining student conduct is necessary to achieving our goals of providing a safe school. Misbehavior results in specific steps which the teacher, GIS, or principal takes to help the student find acceptable ways to improve his/her behavior. The steps may include: verbal warning, counseling, and parent contact or parent conference. Certain infractions may result in detention or suspension.

DO NOT BRING TO SCHOOL

Students are not allowed to bring live animals, gum, candy, or play items (such as iPods, tablets) to school except by special permission from the teacher. Cell phones must be turned off and kept in the student's backpack during the school day. A teacher or administrator may take away such items from students and hold them for the parent to pick up. No dogs are allowed on campus during school hours. Any student apprehended with any type of weapon on school grounds or at school sponsored functions will be recommended for expulsion.

DRESS CODE

Gettysburg staff enforces the Clovis Unified School District Dress Code. Please refer to the Dress and Grooming Board

Policy 5132 on the Clovis Unified School District Website for a complete description of the Dress Code Policy.

<https://boardpolicies.cusd.com/protected/ArticleView.aspx?iid=5GYGPI&dasi=1B>

1st violation – warning

2nd violation – Dress Code Violation letter to parent

3rd violation – Student Responsibility Form and loss of privilege

FIELD TRIPS

All students wishing to participate in school or class field trips must have **written** permission from a parent or guardian.

Students will not be allowed to use the phone to obtain verbal permission on the day of the planned trip.

Chaperones for all field trips must fill out the CUSD Volunteer Application.

<https://www.cusd.com/ParentVolunteers.aspx>

GENERAL RULES OF CONDUCT AND BEHAVIOR

- Students will be expected to always follow the direction of the teacher when he/she gives instruction.
- We will encourage students to settle conflict peacefully without name calling, pushing, hitting, etc.
- Students should not go to the office without written permission or a pass from their teacher.
- Students may only play on the soccer field, blacktop, or play structures. Hallways and other areas are off limits.
- Students cannot wander or run in the hallways.
- No loitering or playing in the restrooms.
- Profanity or vulgar language is prohibited on campus and at school sponsored events.

GENERAL CLASSROOM CONDUCT

Students should be in class on time and ready to learn. Behavior must not hinder or disrupt the learning environment. Respect the rights of others, school, and personal property. Be respectful, courteous, and cooperative with school personnel and fellow students.

HEAD LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused. Students must check with Health Office and be cleared to return to class.

INDEPENDENT STUDY

Independent Study will be available based on state guidelines. Information is available from the front office.

LOST AND FOUND

Many articles become lost or are left unclaimed during the year. It helps if personal belongings are clearly marked on the inside label with your child's name so that your child can identify his/her articles easily. Children may claim lost items by checking the lost and found bin in the cafeteria. At the end of each quarter, unclaimed items are given to a charitable organization.

LUNCH OFF CAMPUS

Students must have written permission from a parent or guardian to leave campus with an adult during lunch. The permission slip must state the name of the adult who will be taking the student to lunch. **Please do not check out students early for lunch.** The principal may remove off-campus privileges if students are tardy after lunch.

MEDICATIONS

All medications, even over the counter medications (including Tylenol, Advil, cough drops, eye drops, etc.) must be checked in through the Health Office and require a physician order that **must be updated at the beginning of each school year.** The Medication at School form is available from the Health Office or on the CUSD website at

<https://www.cusd.com/HealthForms.aspx>

MOVING/WITHDRAWING YOUR CHILD FROM SCHOOL

If you move, you must notify the school within five days. If you are found to reside outside of Gettysburg's boundaries, your child will be dropped from Gettysburg.

Notify the school at least two days prior to your child's last day of school. Return all library and textbooks and pay any fines. All financial obligations will follow a student through 12th grade.

NEWSLETTERS

At the end of each week an activity calendar, "General News", is posted on the Gettysburg website and emailed to parents weekly. Copies are also available in the main office. The calendar includes the weekly menu, school events, activities, meetings, and sometimes community activities.

NON-DISCRIMINATION STATEMENT

The Clovis Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact: Equity Compliance Officer - Norm Anderson, Deputy Superintendent, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, NormAnderson@cusd.com; Title IX Coordinator - Sharen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, SharenCrosby@cusd.com; Assistant Title IX Coordinator – Steve France, Assistant Superintendent of Education Services, 1450 Herndon Ave., Clovis, CA 93611, (559) 327-9380, SteveFrance@cusd.com; Section 504 Coordinator - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, WendyKarsevar@cusd.com.

OFFICE HOURS

The office is open from 7:00 a.m. to 4:00 p.m. daily.

PARENT INVOLVEMENT

Parent involvement is an important part of implementing programs at Gettysburg. Parents are invited and encouraged to participate in the following: School Site Council (SSC),

English Learner Advisory Committee (ELAC), School Assessment Review Team (SART), Intercultural Diversity Advisory Council (IDAC) and the Parent Teacher Club (PTC).

PARENT/TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. Parents may not confer with teachers during class time. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

PARTIES

Room parents will plan class parties scheduled during the year by each grade level. Room parents **must** coordinate with the teacher for these events. Parties are generally scheduled during the lunch hour or at the end of the day. Class parties include: Fall Harvest, Winter Holiday, Valentine’s Day, and Year-end. A small treat for birthdays is permitted at the end of the day. **All treats must be pre-packaged. No homemade food is allowed. All treats must be approved by the teacher 24 hours prior to the event. NO EXCEPTIONS.** Balloons are not allowed in the classroom or on school buses. No deliveries are allowed to the main office and/or classrooms. This includes but is not limited to: floral, stuffed animals, balloons, etc.

PHYSICAL EDUCATION

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, Board Policy 6142.7. Please refer to the CUSD website for more information.

RELEASE OF CHILDREN DURING SCHOOL HOURS

On occasion it may be necessary for you to pick up your child for an appointment or emergency. **Students may not be removed from the school directly from the classroom.** The student must be called to the office where an adult who is on the Student Release Authorization Card signs them out. Parents with court ordered custody should provide a copy of the current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the school office has granted approval.

REPORTING PUPIL PROGRESS

During the sixth week of each quarter, Progress Reports will be available for students in grades 1-6. Report cards will be issued four times per year. All progress reports and report cards must be signed and returned as soon as possible.

The reporting periods are as follows:

<i>6-week Progress</i>	<i>Quarter Ends</i>
September 27, 2024	October 25, 2024
December 6, 2024	January 17, 2025
February 21, 2025	March 21, 2025
May 02, 2025	June 6, 2025

SCHOOL PROPERTY

Students are responsible for all school property that has been assigned to them. The parent/guardian of the student will be financially responsible for any lost, stolen or damaged items such as music instruments, sports uniforms, choir uniforms, classroom books, library books, computers, etc. All end of year rewards and activities will be cancelled for the students owing any obligations to the school. In addition all obligations follow the students through the 12th grade.

SCHOOL BUS

Rules for riding the bus are discussed with the students by the bus drivers. Rules include: staying seated while the bus is moving, talking quietly, being quiet when the lights are on, respecting each other, and following all bus driver directions. Parents need to provide supervision for their child at bus stops.

SPIRIT DAY

Students are encouraged to wear Gettysburg spirit wear every Friday. Occasionally popsicles are given to students who wear school spirit wear. T-shirts and sweatshirts can be purchased from PTC.

STUDENT BEHAVIOR EXPECTATIONS

Maintaining student conduct is necessary in achieving our goals of providing a safe school environment and student success. Gettysburg follows a philosophy that we all are responsible for our decisions and behavior. We promote a positive school environment based upon The Positivity Project. The development of students to be good and productive citizens in society is part of the school’s mission. Students are held accountable for their decisions and actions. The Clovis Unified School District has a Zero Tolerance Policy, which is supported by the school. Students are expected to treat each other with respect. Verbal abuse and physical abuse are not acceptable. Students should “Be Respectful,” “Be Responsible,” and “Be Ready To Learn.”

STUDENT RECOGNITION

One of the quality indicators for exemplary schools is the existence of a school recognition program to provide positive reinforcement to students for a job well done. To promote curricular and co-curricular goals and to recognize student achievement in a wide variety of areas, the school provides many opportunities for students to receive recognition. There will be quarterly assemblies scheduled throughout the year for all grade levels, in which students will receive recognition for curricular as well as co-curricular accomplishments. A schedule of these assemblies will be provided to all parents in our weekly calendar. Awards include: 3-STAR General Award, Character Award, GRIT Award, and Principal’s Honor Roll.

The Block G Medal of Honor Award is the highest award a student may earn at Gettysburg. Block G is available to fourth, fifth, and sixth grade students. Please refer to the Block G handbook.

TARDIES

Kindergarten students are tardy if they arrive after 7:40 and students in grades 1-6 are tardy after 7:45 a.m. Students must report to the office to obtain a tardy slip to be given to the

teacher. Excused tardies include: illness, medical appointments, or funeral attendance. On the 4th tardy, and every tardy thereafter, students may be assigned recess detention. After school detention may be assigned for excessive tardies (more than 7 per quarter). Habitual tardiness will be referred to the Gettysburg Student Attendance Review Board.

TELEPHONE

The office will not transfer calls for a student into the classroom unless it is an emergency.

VISITORS

All visitors and volunteers must check in at the main office each visit with their photo identification to receive their mandatory, temporary visitor’s badge. Visitor ID badges should always be worn while on campus, and anyone without one will be asked by a staff member to report to the main office. Visitors should check in at the main office before they leave campus. An exception to this is the attendance of parents and community members at school activities open to the public. If you need to pick up your child, please check them out through the main office.

VOLUNTEERS

Clovis Unified encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Community volunteers in our schools enrich the educational program, contribute to school safety, and strengthen our schools’ relationships with the community.

In order to be a volunteer you must follow the guidelines in [Board Policy 1240](#):

Complete a volunteer application each school year, which will include the site conducting a Megan’s Law background check (Penal code 290).
<https://www.cusd.com/ParentVolunteers.aspx>

2. Have a current clear TB assessment within the last 4 years if you have ongoing, frequent, or prolonged contact with students. (Ed. Code 49406(m)).

3. Be fingerprinted when placed in a situation in which you would directly supervise students with-out a paid District employee present (i.e. off-campus activities such as Sierra Outdoor School, overnight events, or any activity without direct supervision by a paid District employee).

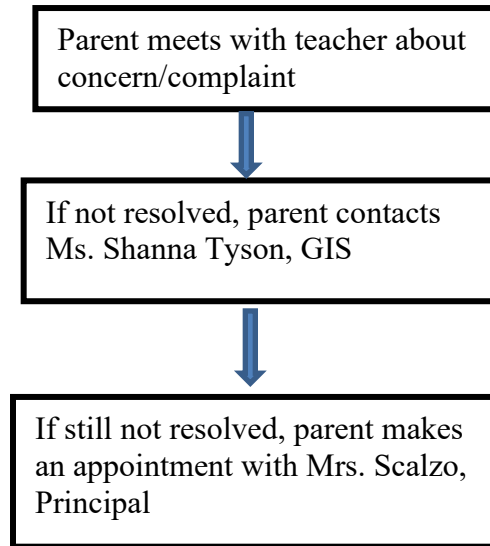
2024-2025 Parent Teacher Club

President Rachel Eslick
 Co-Vice President Nicole Gough, Allison Rangel
 Secretary Melissa Traugh
 Treasurer Siricca Zubia
gettysburgptc@gmail.com

Parent Concern/Complaint Procedures

If a concern or problem arises regarding your child in or outside of the classroom, please contact your child’s teacher. Most parent concerns are usually resolved by the teacher. If you feel that your concern/complaint has not been resolved

with your child’s teacher, please contact Ms. Shanna Tyson, GIS, to schedule a meeting or phone conference. Concerns/complaints that are still not resolved can be addressed with Mrs. Scalzo, principal. All appointments to meet with Mrs. Scalzo must be scheduled by calling the front office. Our goal is to resolve any concerns/conflicts in a timely and professional manner.



Please refer to the Student and Parent Rights and Responsibilities handbook for additional information.
<https://www.cusd.com/StudentRightsResponsibilities.aspx>

Clovis Unified provides a handbook for parents to serve as an effective resource to answer any questions or concerns you may have throughout the school year. It is easily accessible all year and an electronic version of the handbook can be found at: <https://www.cusd.com/StudentRightsResponsibilities.aspx>

The booklet contains information on:

- Governing Board Policies and Administrative Regulations
- California Education Code
- Special Education, Categorical Funding and Child Development
- Dress Code
- Student Discipline

The Board declares the schools of the District to have a **Zero Tolerance Policy** on sexual assault and sexual battery, battery, possession of a firearm, possession of a knife, possession of a dangerous object, possession of explosive devices, sale of controlled substances, possession of controlled substances, vandalism, repeated mutual combat, robbery or extortion, participation in gang motivated intimidation, hate motivated behavior constituting a statutory violation, assault on or threats to school staff, and terroristic threats. In all discipline matters, the Board intends that all students will be afforded statutory due process rights pertaining to suspension, expulsion, involuntary transfer, and other discipline.