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This handbook is printed in June. Dates, names, etc., are as accurate as possible however you are urged to read your weekly online newsletter for current updates.

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## **HANDBOOK**

This handbook has been designed to give you information about Garden Gate School and to answer questions you may have about its SCHEDULES, PROCEDURES, AND POLICIES. The dates may be SUBJECT TO CHANGE so please consult your weekly GATORAID to keep in formed of changes in dates and times. The Gatoraid is posted every Thursday on <http://TeacherWeb.com/CA/GardenGateElementarySchool/SchoolHomePage>. Please note that paper copies of the Gatoraid will not be sent home in the Thursday folder beginning this 2009-10 school year. A limited number of paper copies will be available in the school office.

## **PARENT PARTICIPATION**

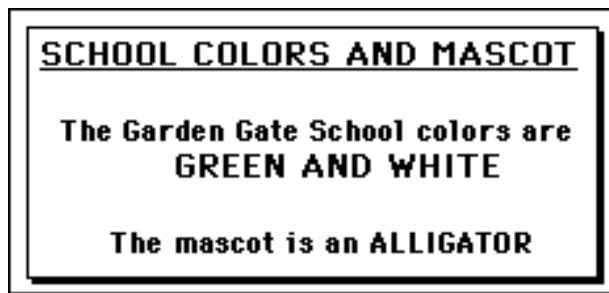
Your active parent participation helps make our school a more productive and enjoyable experience for both you and your child. At home you can be involved by discussing with your child his/her daily assignments, what he/she has learned, and what positive events have happened to him/her. At school you can be involved by being a parent volunteer or room mother, and by working with the Parent Teacher Association (PTA) and/or the School Site Council (SSC).

## **THE DISTRICT'S MISSION STATEMENT**

The mission of the Cupertino Union School district is to provide a child-centered environment that cultivates character, fosters academic excellence, and embraces diversity. District families, community, and staff join as partners to develop creative, exemplary learners with the skills and enthusiasm to contribute to a constantly changing global society.

## **GARDEN GATE'S COMMUNITY STATEMENT**

Garden Gate creates a nurturing environment that encourages success in learning. It is an environment where each child feels safe, respected and accepted. As a Garden Gate community, we take responsibility for ourselves and treat others the way we want to be treated.



## GARDEN GATE SCHOOL STAFF

### PRINCIPAL

Nancy Wood

Secretary II

Linda Bailey

Secretary I

Donna Killingbeck

Special Programs Coordinator

Patti Wolf

Custodian

Bernardino Uribe

### Food Cafeteria Services

Shufang Chen

### CDC (Child Development Center)

Madhu Paul, Director

725-0269



### TEACHERS:

Mariana Alwell  
Anita Amarnath  
Irene Brown  
Jamie Butcher  
Patrick Casey  
Stacy Caudill  
Joyce Che  
Grace Chang  
Sarah Cheng  
Karla Daw  
Ruth Gehle  
Sarah Hastings  
Marty Higgins  
Cheryl Kim

Nurse – Catherine Nalesnik  
Psychologist – Carla Kassoff

Casey Kuykendall  
Crislyn Lawson  
Ada Lee  
Kristie Nucci  
Erica Ornelas  
Beth Pearson  
Charron Perry-Barney  
Monica Petty-Bartel  
Jill Picone  
Sarah Schwinge  
Elana Trop  
Peter Ward  
April Wolff  
Roxanne Wolff

Speech Therapist – Sandy Martin  
Resource Specialist – Esther Sage  
Early Intervention Pre-school – Bonnie Libby  
Upper Grade Music (4-5) – Melanie Zhao  
Primary Music (K-3) – Pamela Ketcham  
Marva Morris

### Classified Staff

Cheryl Bianchi  
Terry Sulgit  
Prabha Swaminathan  
Kim Thornton  
Poonam Chaabra – Spectra Art  
Mrudula Gokhale - Librarian

*To email staff: lastname\_firstname@cupertino.k12.ca.us*

## Parent Teacher Association (PTA) 2009-2010

### Board

President	Kathleen McCulloch	343-1232; <a href="mailto:kathleen.mcculloch@comcast.net">kathleen.mcculloch@comcast.net</a>
Executive VP	Catherine Ng	873-1885; <a href="mailto:bng10m@yahoo.com">bng10m@yahoo.com</a>
1st VP	Nina Daruwalla	257-2656; <a href="mailto:choksyninas@yahoo.com">choksyninas@yahoo.com</a>
2nd VP	Merav Talmor	564-7057; <a href="mailto:merav.talmor@gmail.com">merav.talmor@gmail.com</a>
3rd VP	Mahalakshmi Rameshbabu	725-0899; <a href="mailto:mahaaramesh@yahoo.com">mahaaramesh@yahoo.com</a>
Secretary	Colleen Ali-Ahmad	446-2098; <a href="mailto:aliahmadcolleen@gmail.com">aliahmadcolleen@gmail.com</a>
Treasurer	Sumitra Penmetsa	873-8297; <a href="mailto:sumitrap@hotmail.com">sumitrap@hotmail.com</a>
Auditor	Allison James	774-0408; <a href="mailto:abj@stanford.edu">abj@stanford.edu</a>
Historian	Jhulan Haldar	257-8566; <a href="mailto:jhulan_haldar@yahoo.com">jhulan_haldar@yahoo.com</a>
Parliamentarian	Megha Shetty	257-1619; <a href="mailto:meghashetty@hotmail.com">meghashetty@hotmail.com</a>

### Committee Chairpersons

Assemblies	Patti Wolf	252-5414; <a href="mailto:wolf_patti@cupertino.k12.ca.us">wolf_patti@cupertino.k12.ca.us</a>
Book Fairs	Azmeh Ahsan	506 2977; <a href="mailto:Azmeh_ahsan@yahoo.com">Azmeh_ahsan@yahoo.com</a>
Box Tops	Kaveri Satya	
CEEF	Colleen Ali-Ahmad	446-2098; <a href="mailto:aliahmadcolleen@gmail.com">aliahmadcolleen@gmail.com</a>
Direct Donation	Merav Talmor	564-7057; <a href="mailto:merav.talmor@gmail.com">merav.talmor@gmail.com</a>
Directory	Carolyn Young	253-1206; <a href="mailto:csyoung26@yahoo.com">csyoung26@yahoo.com</a>
International Day	Mahalakshmi Rameshbabu	725-0899; <a href="mailto:mahaaramesh@yahoo.com">mahaaramesh@yahoo.com</a>
Fall Social	Mahalakshmi Rameshbabu	725-0899; <a href="mailto:mahaaramesh@yahoo.com">mahaaramesh@yahoo.com</a>
Family Events	Merav Talmor	564-7057; <a href="mailto:merav.talmor@gmail.com">merav.talmor@gmail.com</a>
Honorary Service Awards	Merav Talmor Azmeh Ahsan	564-7057; <a href="mailto:merav.talmor@gmail.com">merav.talmor@gmail.com</a> 506 2977; <a href="mailto:Azmeh_ahsan@yahoo.com">Azmeh_ahsan@yahoo.com</a>

### Hospitality:

a) Wlcm Bck Stff Lnch	Severietti	253-6183; <a href="mailto:cupertinolns@aol.com">cupertinolns@aol.com</a>
b) Welcome Breakfast:	Megha Shetty	257-1619; <a href="mailto:meghashetty@hotmail.com">meghashetty@hotmail.com</a>
c) Staff Appreciation:	Mahalakshmi Rameshbabu	725-0899; <a href="mailto:mahaaramesh@yahoo.com">mahaaramesh@yahoo.com</a>
Membership	Alicia Hancock-Shepard	859-6287; <a href="mailto:kyan9993@yahoo.com">kyan9993@yahoo.com</a>
Parking Lot Mgt	Carol Ozaki	863-0598; <a href="mailto:carol.ozaki@gmail.com">carol.ozaki@gmail.com</a>
Red Ribbon Week	Shelly Arora	564-6784; <a href="mailto:sarora_me@yahoo.com">sarora_me@yahoo.com</a>
Art Reflections	Mahalakshmi Rameshbabu	725-0899; <a href="mailto:mahaaramesh@yahoo.com">mahaaramesh@yahoo.com</a>
Room Rep Coord.	Debbie Hsieh	725-4251; <a href="mailto:debkid@gmail.com">debkid@gmail.com</a>
Volunteer Coord.	Debbie Hsieh	725-4251; <a href="mailto:debkid@gmail.com">debkid@gmail.com</a>
Safety/Emergency	Nina Daruwalla	257-2656; <a href="mailto:choksyninas@yahoo.com">choksyninas@yahoo.com</a>
Scrip Finances	Carolyn Young	253-1206 ; <a href="mailto:csyoung26@yahoo.com">csyoung26@yahoo.com</a>
Scrip Sales	Carolyn Young	253-1206; <a href="mailto:csyoung26@yahoo.com">csyoung26@yahoo.com</a>
Spiritwear:	Angelia Kan	<a href="mailto:angeliakan@gmail.com">angeliakan@gmail.com</a>
Spring Social:	Volunteer needed	
Walk-A-Round:	Chairperson needed Manonmani Ramdass	645-8449; <a href="mailto:manonrama@yahoo.com">manonrama@yahoo.com</a>

**From the Garden Gate Parent-Teacher Association (PTA)**

Dear Garden Gate Parents,

You are a part of an awesome school! We have many dedicated, highly-skilled teachers and staff, a positive school environment led by our principal, Nancy Wood, and an active and energetic Parent-Teacher Association (PTA). Each year, PTA volunteers contribute thousands of volunteer hours at our school, enriching the educational environment in and out of the classroom.

I continue serving as president, trusting in the many people that have stepped up and created this community. It binds us and helps each person and child to grow with a strength and confidence that is not otherwise attainable. Together, the parents and teachers do much more for each child as an individual, but the act of working together also teaches the children important life lessons for them to emulate.

A year ago, we lowered our membership dues from \$10 per person to \$5.00 per person to encourage a large PTA community, we will continue with that savings this year. I encourage you to join the PTA and help further strengthen our students' educational experience at Garden Gate!

Following this letter is a quick over view that may help you to understand the basics about our PTA. I am proud to serve as president of the Garden Gate PTA, and I look forward to meeting you!

Kathleen McCulloch

Garden Gate PTA President, 2009-2010

**What are Garden Gate PTA's goals?**

- To enrich the academic and non-academic environment of the students
- To build a sense of community among students' families and the staff
- To provide opportunities for parents to participate in their child's education

**How does the PTA decide on its programs and projects?**

- By consulting with teachers and the principal about school needs and goals
- Through discussions and votes among members at PTA meetings. As a member, you have a voice in what happens through the PTA.

**What are some PTA programs at Garden Gate Elementary School?**

The Garden Gate PTA provides funding and/or volunteer support for:

- An aide in the upper grade and kindergarten classrooms,
- A Librarian
- A Spectra Art Program Coordinator
- The Choral Music Instruction for grades K – 3
- Project Cornerstone
- Assemblies for Student Enrichment
- School-wide events such as International Day and Discovery Day, Literacy Events, Science Night, Parent Education opportunities, Spring and Fall Socials
- New library books
- Teachers' classroom funding needs
- Reflections art competition (including visual art, literature, musical composition, photography, dance choreography, film/video production)
- Red Ribbon Week (Drug prevention program)

**Where does the Garden Gate PTA get its money?**

We have only two major fundraisers per year

- Direct Donation Program
- Walk-Around

We also raise funds through

- Book Fairs
- PTA memberships
- Scrip and E-scrip
- Company matching donations

The Garden Gate PTA holds its meetings at 7:15 p.m. on the first Thursday of each month in the GLC. Our first meeting will be on Thursday, September 3rd, 2009. I hope you will join us.

## School Site Council (SSC)

Dear Parents,

The School Site Council (SSC) provides a forum for all members of the school community to offer productive input for improvement based upon their unique perspectives. The council is composed of the principal, elected staff members, and elected parent/community representatives.

SSC is required to periodically review and update the School-Based Coordinated Plan for Garden Gate School to reflect changing needs and priorities within the school. Supplemental resources from the state, primarily School Improvement Program (SIP) funds, are allocated to support the implementation of this plan. The school plan and budget are then submitted to the district for approval by the Board of Education.

Based upon teacher input, the parent survey, and district priorities, our Goals/Priorities for 2009-10 are:

1. Continue our focus on reading comprehension and mathematics by implementing strategies/programs to maximize student success.
2. Provide a safe and secure campus where students are encouraged to grow academically, socially and emotionally.

The majority of our SIP dollars fund our Library/Media aide, Technology Media aide, and Special Programs Coordinator positions. In addition, staff development, teaching materials, and computers are often funded through SIP dollars.

At the district level, SSC members often represent our school on district committees, such as the District Advisory Council, which has greatly improved communication between schools since its creation.

Everyone is invited to attend and participate in SSC meetings. Meetings will be held on the third Wednesday of each month at 3:45 p.m. in the Staff Lounge (reminders or changes will be in the Gatoraid). The meeting agenda will be posted in the office window the Friday before the meeting, and highlights will be published in the Gatoraid. We hope you become involved in this process, and consider running for SSC when elections occur.

Garden Gate School Site Council

### SCHOOL SITE COUNCIL

#### Parent Representatives

Alicia Hancock-Shepard (Chairperson)  
Alexandra Chong  
David Hodgkins  
Xiaoyin Liang  
Carolyn Young

#### Staff Representatives

Certificated: Marty Higgins  
Erica Ornelas  
Jamie Butcher  
Classified: Patti Wolf  
Administrator: Nancy Wood

## 2009-10 School Calendar

August 20, 2009	Students Return - Welcome Back Breakfast
August 26, 2009	Parent Coffee with the Principal, GLC 8:15 a.m.
September 7, 2009	Labor Day (Holiday)
September 9, 2009	Back to School Night
September 18, 2009	Staff Learning Day (no school)
September 27 –	
October 2, 2009	Fall Book Fair
October 5 – 13, 2009	Parent Conferences
October 19 – 23, 2009	Red Ribbon Week
October 26, 2009	Staff Learning Day
October 30, 2009	Halloween Parade
November 4, 2009	School Pictures
November 11, 2009	Veterans Day (Holiday)
November 25 – 27	Thanksgiving Recess
December 21 – January 1, 2009	Winter Recess
January 18, 2009	Martin Luther King Birthday (Holiday)
February 9, 2009	Book Exchange, Family Literacy Night
February 15 - 20, 2009	Mid-Year Recess
March 15, 2009	Staff Learning Day (no school)
March 23, 2009	International Day
April 2, 2009	Walk-A-Round
April 5 – 19, 2009	Science Camp (Fifth Grade)
April 12 – 16, 2009	Spring Recess
April 26 – May 7, 2009	STAR testing
May 27, 2009	Open House
May 28, 2009	Staff Learning Day (no school)
May 31, 2009	Memorial Day (Holiday)
June 4, 2009	Fun in the Sun Family Event
June 10, 2009	Last Day of School



## WEEKLY SCHEDULE

### KINDERGARTEN

#### Early Session

M, W, Th, F - 8:00 - 11:25  
Tuesdays 8:00 - 11:10

#### Late Session

M, W, Th, F - 9:55 - 2:05  
Tuesdays 9:35 - 1:30

### GRADES 1 - 5

#### Grades 1, 2, 3

M, W, Th, F - 8:00 - 2:05  
EVERY TUESDAY: 8:00 - 1:30

#### Grades 4, 5

M, W, Th, F - 8:00 - 2:35  
EVERY TUESDAY: 8:00 - 1:30

Morning Recess - All Grades - 10:00 - 10:20  
Lunch Break - Primary - 11:35 - 12:20  
- Upper - 11:50 - 12:35

### ABSENCES, TARDIES, & ATTENDANCE HOTLINE - 408-252-5414 Ex. 6

A message can be left twenty-four hours a day. Regular & prompt attendance is necessary in order for a pupil to progress satisfactorily. Longer absences may be prevented by parents KEEPING THEIR CHILDREN HOME AT THE FIRST SIGNS OF ILLNESS.

When a child is ABSENT OR LATE FOR ANY REASON, parents are to CALL THE SCHOOL OFFICE ON THE FIRST AND EACH SUCCESSIVE DAY OF ABSENCE. You do not need to send a note once a voice message is left. Voice mail can be left twenty-four hours a day MONDAY THROUGH FRIDAY, AND ALL WEEK-END. It is extremely IMPORTANT AND HELPFUL to have you call, and leave a message. If we have not heard from you when attendance folders are turned in, it is then necessary to start the time-consuming process of CALLING EVERY PARENT WE HAVE NOT HEARD FROM. This system is in place for the PROTECTION OF YOUR CHILDREN, MAKING SURE EVERY CHILD IS ACCOUNTED FOR.

## ATTENDANCE

School attendance is very important to each child's education. Because of this, there are certain laws, made by the legislature in Sacramento, that say there are certain reasons why a child may be excused from school. These include illness, doctor appointments, and dentist appointments. Students can be excused for bereavement in the immediate family for 1 day within California, and 3 days if it is out of state. Absence due to illness must be called into the school for each day of illness. After 5 illnesses, by law, the school can request a doctor's note. Vacations and trips are unexcused absences. If you will be gone for 5 to 10 days, you can request an Independent Study Contract.

Students who are absent for more than ten (10) consecutive days will be dropped from the roster of their school. This includes those on Independent Study. When the student returns, if space is available at his or her school, the student will be reinstated. If no space is available, the student will be assigned to another school in the district where space is available.

Students who have an unexcused absence on the first day of school in August will be dropped from the school roster (vacations are unexcused). Again, when the student returns, if space is available at his or her school, the student will be reinstated. If no space is available, the student will be assigned to another school in the district where space is available. If the student is ill on the first day, parents must notify the school of the absence and provide documentation.

Students must be in attendance on the last day of school to guarantee their place in the district for the following school year. As with the first day of school policy, when the student returns, if space is available at his or her school the student will be reinstated. If no space is available, the student will be assigned to another school in the district where space is available. If the student is ill, parents must notify the school of the absence and provide documentation.

It is important for your child to be at school and on time daily, so that he does not miss instructional time or disturb others by coming in late. School starts promptly at 8:00 a.m. Students need to be lined up at the door when the second bell rings at 7:55 a.m. If your child is late, they will need to go to the office for a late slip. A delay is from 1-29 minutes and it is considered a tardy after 30 minutes. Excused delays and tardies are given for illness, doctor and dentist appointments, and religious reasons. An attendance letter is sent after 5 unexcused delays, letting you know your child has been late. If the pattern continues, a second letter will be sent at 8 delays and a face-to-face meeting at the school will be requested. If the attendance issue continues, the district may request a face-to-face meeting to discuss ways to help get your child to school on time.

If a student has 3 unexcused tardies, or 3 unexcused absences, or a combination thereof, the parent will receive a formal letter notifying them of this fact. A second letter will be sent at 5 unexcused tardies/unexcused absences, and the school will request a face-to-face meeting. If these tardies/absences continue, the district will request a formal meeting.

## INDEPENDENT STUDY CONTRACTS

Contracts can be prepared by your child's teacher for assignments if you know **AHEAD OF TIME that you will be OUT OF TOWN for a minimum of 5 school days and up to 10 days.**

These **contracts are not for illness**. These student work contracts are signed by the teacher, parent, and student. This is work that the student must do while they are away. The work must be returned on the day the student returns. If the work is successfully completed, the student will have full credit for the time out of school. In this way, ADA (\$'s) can be allotted to the school as if the child were here. This trip information must be reported to the office directly by the parents. **You must let the school office know at least a week or more in advance of your trip. A student must be in attendance the previous day for the contract to be valid.** If an Independent Study Contract is not prepared, the absence is considered unexcused.

**HOMEWORK DURING ABSENCES** - Requests for homework when a child is absent may be made **ON THE THIRD DAY OF ABSENCE**. Please leave a **VERBAL REQUEST ON THE ATTENDANCE HOTLINE**. Homework may be picked up **IN THE SCHOOL OFFICE AFTER 3:00**.

**ARRIVAL TIMES** - Children walking to school are **NOT TO ARRIVE BEFORE 7:45**. There is no supervision until that time. KINDERGARTEN children should not arrive before 7:45 and 9:40 depending on their session. AFTER DISMISSAL, children are TO GO DIRECTLY HOME and are to remain OFF the school campus until after 2:35. No supervision is provided after school. If parents and students are waiting for older siblings from 2:05 until 2:35, they must wait at the benches in front of kindergarten rooms 1 and 2. **Play equipment and kindergarten playground are not wait areas.**

#### **TARDY PROCEDURE**

1. ALL students are to be **IN THEIR SEATS WHEN CLASSES BEGIN (8:00)**.
2. TARDY STUDENTS, students arriving after the 8:00 bell, (whether excused or unexcused) **MUST REPORT TO THE OFFICE FOR A LATE SLIP UPON ARRIVAL AT SCHOOL**.
3. THREE UNEXCUSED TARDIES ARE THE MAXIMUM before a letter is sent from the principal to the student's parents. NOTE: The State only allows MEDICAL/DENTAL APPOINTMENTS AND ILLNESS as EXCUSED TARDIES. Additional UNEXCUSED tardies may result in the principal requesting a conference with a student's parents.

**BACK TO SCHOOL NIGHT FOR PARENTS ONLY - September 9,2009** - General meetings are held with parents in individual classrooms to explain specific curriculum areas. The meetings cover grade level expectations, instructional materials, homework policies and the way the subjects are taught. Provision is also made for parents to raise questions that are more general in nature. This is **NOT** a time for an individual conference.

**CLASS PARTIES/STAFF GIFTS** - Individual GIFTS to staff are not encouraged or discouraged. However, collections for gifts or parties are NOT to be taken without prior approval of the principal. This includes UNSCHEDULED classroom parties.

**COMMUNICATIONS** - We attempt to keep parents informed about Garden Gate School's programs, special events, items of general interest and other newsworthy items. The School bulletin is posted every Thursday on our school website: <http://teacherweb.com/CA/GardenGateElementarySchool/SchoolHomePage>. Beginning with the 2009-10 school year, we no longer send home a paper copy of the school bulletin. This change is due to the cost of materials and the desire to be environmentally conscious. Fliers and other notices are sent home with your student on Thursday in the "green folder." Please keep this in mind and check in pockets, backpacks, lunch bags, etc., for notices and class work. In addition, upcoming events are posted on the sign in front of the office. Your interest will help your child know you care about what he/she is doing in school.

**CONFERENCES WITH TEACHERS** - In order to ensure adequate time to consult with your child's teacher, we suggest you **MAKE AN APPOINTMENT** if you wish to talk about your child's progress. During the time that youngsters are in the classroom, the teacher is **NOT AVAILABLE FOR CONFERENCING**. Therefore, make arrangements for conferences when class is **NOT IN SESSION**. **CONFERENCES FOR ALL PARENTS ARE SCHEDULED** at the end of the first reporting period. Parent Conferences are scheduled for **October 5 – 13, 2009**. We ask that you **NOT BRING SIBLINGS** to these conferences. Please call or send a note to your child's teacher if a conference is needed at any other time.

**DOCTOR & DENTIST APPOINTMENTS (LEAVING CAMPUS DURING THE SCHOOL DAY)** - Please try to make appointments for **AFTER SCHOOL** or **SATURDAYS**. When this is not possible, **CHILDREN MUST BE SIGNED OUT BY A PARENT (or someone authorized on the enrollment card) IN THE SCHOOL OFFICE**. After signing a child out, the teacher will be notified and your student will come to the office. Students are not allowed to come to the office to sit and wait to be picked up as they often lose valuable class time. Again, this is for the safety of your children.

**EMERGENCIES - Fire, Earthquake, Evacuation** - Please **DO NOT CALL THE SCHOOL**. We **MUST KEEP OUR PHONE LINES OPEN FOR EMERGENCY PURPOSES**. We are well equipped to handle these situations. We are on an immediate **TELEPHONE ALERT SYSTEM** with our District Office. If our phones are out of order, we have a CB radio set up. Many staff members are Red Cross certificated and CPR certificated. We have multiple first aid kits, extra clean water, food packets, etc. Emergency tags will be used as a means of identification for each child. If evacuation becomes necessary, the instructions on the **ENROLLMENT CARD** will be followed. **IT IS IMPERATIVE THAT YOU ALWAYS KEEP ALL CONTACT INFORMATION UP TO DATE ON THIS CARD**. No child will be sent anywhere until a parent or designee is located. By your understanding our procedures, knowing how busy we are attending to the safety of the children, and how much we may have to use the phone, we need to reiterate how important your cooperation is in **NOT CALLING THE SCHOOL**. Be assured, you will be contacted if it is necessary to do so.

**EMERGENCY PREPAREDNESS/CODE RED DRILLS** – Two emergency preparedness drills and one Code Red drill will be conducted during the school year. One drill will be conducted each trimester. All staff has assigned roles in the event of an emergency.

**GATORAID** – is our weekly school bulletin. It is posted every Thursday of our school website. See “COMMUNICATIONS” above for more information. If you have an item you wish published in Gatoraid. It must be submitted to the school office for the Principal’s approval before **noon on Tuesday**.

**HEAD LICE** - - Head lice can happen to anyone, anywhere. Cleanliness does not seem to be a significant factor; lice are attracted to **ALL** children. You will seldom see the lice themselves. Look for the tiny silvery eggs (nits) attached to a strand of hair. Nits are smaller than the period at the end of this sentence. Favorite hiding places are behind the ears and at the base of the neck. The nit **CANNOT** be flicked off like dandruff; it is glued to the hair. After treatment, our **District policy is to not allow children in school UNTIL ALL NITS HAVE BEEN REMOVED**. Therefore, students must be **checked in the office before returning to class**.

## HOMEWORK POLICY

GRADE	TIME	FREQUENCY
Primary	15 – 40 minutes	Daily - Weekly Time
Intermediate	60 – 240 minutes	Daily - Weekly Time

There should be a consistent time and place for all homework. It should, whenever possible, be at the same time each evening. These are minimum times only. Each student should have a study area that is quiet, well lighted, away from family traffic, television, and telephone. Each study area should include at least the following reference works and materials: dictionary, atlas, pencils, pens, erasers, paper, coloring pens and/or pencils.

Homework will be required for:

1. Completion of unfinished classroom work
2. Makeup of schoolwork assigned during the student's absence.
3. Practice or review of content previously studied.
4. Individual study motivated by particular interests.
5. Research related to classroom activities, e.g., interviews, projects, maps, graphs.
6. Recreational reading for book reports.
7. Discriminating use of radio, television, motion pictures.
8. Use of community resources, such as libraries and museums if available.
9. Encouragement of creative work including creative writing.

**INJURIES AND ILLNESS** -Please **DO NOT** refer a child to the nurse or secretaries for a diagnosis or first aid for an illness or injury that has occurred at home. Secretaries are Red Cross certificated. They are trained to perform emergency first aid and to determine when it is necessary for a parent to pick up an ill child.

Pupils **injured while at school** are cared for in the following ways:

1. The injuries may be inspected by the teacher & the student kept under observation in the classroom.
2. If the injury is serious enough or needs medical attention, the child is sent to the office. The child's name, injury, action, etc., are recorded.
3. The home is routinely notified of any student receiving a blow to the head, whether it appears serious or not.
4. The parent will also be notified and asked to come for the child if the student exhibits any of the following:
  - a. Mouth temperature of 99.6 or over. Student should remain home until the temperature has been normal (98.6) for 24 hours.
  - b. Nausea, vomiting, or earache. Student should remain home until there are no symptoms for 24 hours.
  - c. Evidence of a communicable disease (including head lice), or rash. All rashes must be medically diagnosed and a **NOTE FROM THE DOCTOR** indicating the child is not contagious must be brought to the office before a child will be readmitted.
  - d. Severe headache, spasm, or convulsions
  - e. Complaints on the part of the child of "feeling ill", and where there is a history of the child having been home the day before, or of having felt ill before coming to school.
  - f. Any severe accident, including a deep cut, possible fracture or dislocation, or any accident requiring immediate medical attention or parent involvement.

**PLEASE KEEP YOUR PHONE CONTACT NUMBERS UP TO DATE ON YOUR CHILD'S ENROLLMENT CARD.** No child will be sent home until a parent or authorized contact is reached, however, once this initial contact is made it automatically becomes the parent's or emergency contact's responsibility to see that the child is picked up as soon as possible. **STUDENTS WILL NOT BE RELEASED TO ANYONE WHO HAS NOT BEEN AUTHORIZED ON THE ENROLLMENT CARD.**

**LOST AND FOUND** - All articles found on the grounds or in the building will be put in the **LOST AND FOUND BOX**. This includes clothing and lunch boxes; tiny articles and cash are turned in to the office. Please **LABEL** your child's articles and stop by periodically to check the **LOST & FOUND** box.

**LUNCH (HOT) PROGRAM** - A **HOT LUNCH PROGRAM** is available to students using a computerized system. A **MONTHLY MENU** is sent home with your child. Each student is assigned a Personal Identification Number that they should memorize. At mealtime, students enter this number as they pass through the cafeteria line and the money is deducted from the account. Pre-payment envelopes are available in the office. You may pay for one or more meals. You are encouraged to prepay for a number of meals at once. Your child should be prepared each morning to respond in class when the teacher asks, "Who is having a school lunch, today?" Milk may be purchased separately on a daily basis for \$.75 and hot lunches are \$2.75. Free or reduced price lunches are available to those students who qualify. Contact the office for appropriate application.

**FORGOTTEN LUNCHES** - Our policy is that **LUNCHES that are forgotten at home should be BROUGHT DIRECTLY TO THE OFFICE, NOT TO THE CLASSROOM**. Forgotten lunches are taken to the classrooms by fifth grade office helpers at 11:30. If you have not provided a lunch, your child will be asked to try to find a friend to share a lunch with or they may buy a hot lunch. **IF** there is an extra hot lunch available, the child may have it and will be asked to reimburse Food Services the following day. **Students may only charge one lunch**. A child may also get milk from the lunchroom and will be asked to repay the 75 cents the following day. If you have any concerns regarding the Hot Lunch Program, please send a note addressed to "Food Services" or call 252-5414 after 11:00 a.m. The price for a hot lunch is \$2.75.

**MEDICATION- NO MEDICATION, INCLUDING ASPIRIN, MAY BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT WRITTEN APPROVAL FROM A PHYSICIAN AND PARENT.** The forms are available in the school office if you should need them. **SCHOOL OFFICE PERSONNEL ARE NOT REQUIRED TO ADMINISTER MEDICATION, but will assist when the appropriate forms, and MEDICINE IN ITS ORIGINAL CONTAINER, are provided.** Most medications can be timed so that they can be given at home rather than during the school day. **STUDENTS ARE NOT TO HAVE PILLS, ASPIRIN, ETC., IN THEIR POSSESSION; ALL MEDICATIONS ARE TO BE PLACED IN OUR LOCKED CUPBOARD IN THE HEALTH ROOM.** They are to be picked up at the end of each school year. **A NEW MEDICAL FORM IS NEEDED EACH YEAR, AND/OR WITH EACH MEDICATION. Please pick up the form in the school office.**

**MOVING?** - Please be sure to **NOTIFY THE OFFICE** if you move during the school year. We need to update our computer for mailing purposes. If you move out of the Garden Gate attendance area and wish to have your child remain at Garden Gate, **AN INTER- OR INTRA-DISTRICT TRANSFER REQUEST MUST BE COMPLETED.**

**NEW STUDENT REGISTRATIONS** - ALL STUDENTS must provide **IMMUNIZATION RECORDS EITHER FROM THEIR PREVIOUS SCHOOL OR FROM A DOCTOR IN ORDER TO REGISTER.** New kindergarteners must have the **TB TEST, HEPATITIS B SERIES and Varicella (chickenpox).** A **current ORIGINAL P.G&E. BILL** must also be provided as proof of residency in our attendance area and one other form of ID, such as Driver's License, bank statement, etc. A "Conditional" admittance may be allowed upon presentation of a sales/lease contract, but this must be followed with an original utility bill as soon as one is received. In addition to the above, **KINDERGARTENERS MUST PROVIDE AN OFFICIAL DOCUMENT SUCH AS A BIRTH CERTIFICATE (NOT HOSPITAL CERTIFICATE), PASSPORT, OR BAPTISMAL CERTIFICATE WITH SEAL. ALL OF THESE DOCUMENTS MUST BE ORIGINALS, NO PHOTOCOPIES WILL BE ACCEPTED.**

**PARENT VOLUNTEERS/TB TEST REQUIREMENT** - Parent volunteers are very important people and we truly appreciate their time, expertise and commitment. We must make sure that we are in compliance with California State regulations, which mandate that parent volunteers who directly serve students in our schools be tested and cleared for tuberculosis in accordance with the required state guidelines. (The only TB tests accepted by the State of California are the TST Mantoux test and the chest x-ray, which must indicate the absence of disease. The tine test is NOT acceptable as proof of TB clearance. Any parent in our school who is providing direct volunteer services to students and who has not been cleared through the accepted testing methods is not in compliance with state regulations, and the volunteer's services will have to be terminated. We value our community partnerships. It is with this help that we are able to achieve excellence in our school.

**PEDESTRIAN AND BICYCLE SAFETY** - Please discuss the following rules with your children:

1. Use **CROSSWALKS** and look both ways before crossing.
2. **WALK, DON'T RUN,** across the streets. Cross only at safe corners, even if you must walk further.
3. Bikes should be equipped properly and licensed.
4. When possible, cross streets where there are **TRAFFIC SIGNS & CROSSING GUARDS.**
5. Watch for **TURNING CARS** and **DO NOT WALK BETWEEN PARKED CARS.**
6. Obey all traffic signals.
7. **GO DIRECTLY BETWEEN HOME AND SCHOOL AND REFUSE TO RIDE WITH STRANGERS.**
8. Wear a bicycle helmet.

### **STUDENT RECORDS -VIEWING AND TRANSFERRING**

Parents may review their child's cumulative records at any time by calling the principal for an appointment. Please notify the OFFICE several days in advance if you are moving from GARDEN GATE. A TRANSFER SLIP will be prepared by the teacher and the office staff will prepare a copy of IMMUNIZATION records for you to take with you. The actual CUMULATIVE RECORD FOLDER will be sent directly to the new school upon receipt of a written request from it stating that your child is enrolled there. Securing the transfer slip and immunization records will save needless phone calls between school officials and will make your child's enrollment and placement to the new school much easier.

**STUDENT STUDY TEAM (SST)**- Students are most successful when there is a cooperative effort between parents and school personnel. In a spirit of shared responsibility, the Student Study Team meets at school, exploring and problem solving, in order to help students. Parents are an important part of the team.

The SST sits in review of students and their education, learning and/or behavioral needs. Student strengths are listed as well as areas of concern. As much data as possible regarding the student is written down, along with questions, and what has been done to modify learning and to reach improvement. There is a brainstorming session where any possible strategy is listed. We then prioritize the concerns and select strategies for remediation. Each person in attendance has full input rights. The meetings have been very rewarding for students, parents, and staff. This is another way we assist children. Parents may contact the principal to refer their child to the Student Study Team.

**.TELEPHONE - STUDENT USE** - The school telephone is **NOT available** for use by students **EXCEPT IN CASES OF EMERGENCY**. Emergencies are **NOT** forgotten homework, lunches, books, milk money, rides home, rain, etc. Students are not allowed to carry cell phones or pagers during school hours.

**VISITATIONS** - It is necessary to schedule appointments through the office for visitation or classroom observations. Arrangements should be made 24 hours before. Visits should not exceed 15 minutes. As this visit is during class time, conversation is inappropriate while in the classroom. You may leave your name and phone number in the office if you wish to have the teacher call you to answer any specific questions. You will be asked to be seated in an area determined by the teacher. Children's and teacher's papers, grade books, etc., are to be considered private. Please come to the office to sign in and **DO NOT** enter the classroom until the teacher has arrived. Thank you in advance for your cooperation.

**VISITORS ON CAMPUS** – All visitors, including volunteers, must sign in and out at the school office. For the safety of students and staff, we must know who is on our campus at all times. The exceptions are the arrival and dismissal times.

**VOLUNTEERING** – All volunteers must have a current TB Mantoux test on file with the school. Many Garden Gate parents help children in the classrooms, library, and with special programs. They tutor students, work with small groups, assist with cooking lessons, correct papers, run copies and stencils, read stories, check out library books, etc. Any parent interested in participating in this program is invited to contact their child's teacher or PTA. Our PTA also needs volunteers and will send home Volunteer Sign-up Sheets. Please remember to **REPORT TO THE OFFICE UPON ARRIVAL ON CAMPUS IN ORDER TO SIGN IN AND TO SIGN OUT EACH TIME YOU LEAVE.**

### **GARDEN GATE SCHOOL** **RULES AND CONSEQUENCES**

We value a learning environment where respect and courtesy is the norm. To help ensure a positive school climate, we must adhere to certain guidelines and rules. The following rules are for order and safety at our school. They apply to **ALL** students. The rules are in **bold print**. The consequences are in parentheses ().

- 1. WEAPONS OR ANY DANGEROUS OBJECTS, INCLUDING ILLEGAL SUBSTANCES ARE FORBIDDEN ON SCHOOL GROUNDS.** (California law states that expulsion shall be recommended for any student who has possession of a weapon.) See Zero Tolerance.
- 2. STUDENTS WILL RESPECT AND PROTECT SCHOOL PROPERTY AND SUPPLIES, AND THE PROPERTY OF OTHERS.** (Students and families will be requested to make restitution for any damage to school or personal property, including any vandalism that results from student action.)
- 3. COURTESY AND GOOD SPORTSMANSHIP ARE EXPECTED OF ALL STUDENTS AT ALL TIMES.** (Poor sportsmanship will result in being removed from a game or activity and/or result in equipment being taken away.)
- 4. OUT OF BOUNDS AREAS DURING RECESS** include courtyards, walkways, area behind and between the portables, dirt area of the track near fences and classrooms without adult supervision. (Students will be benched or receive a consequence from their teacher or other school personnel.)
- 5. THROWING ROCKS, STICKS, TANBARK, OR ANY ITEM** not meant to be thrown is prohibited. (Infractions will be handled on an individual basis.)
- 6. KEEP HANDS AND FEET TO YOURSELF.** (Infractions will be handled by the individual teacher or other school personnel.)
- 7. WALK SAFELY** everywhere at school except for designated blacktop and playing field areas. (Violations will result in benching; time limit to be determined by the adult.)
- 8. SPORTS EQUIPMENT IS TO BE USED APPROPRIATELY AND ONLY IN PLAYGROUND AREAS. ALL PLAY WITH EQUIPMENT STOPS WHEN THE BELL RINGS.** (Equipment may be taken away for either offense.)

**9. ALL FOOD AND SNACKS ARE TO BE EATEN ONLY AT DESIGNATED TABLES.** (Infractions will result in benching for the duration of recess, not just while they eat their food.) Students are expected to clean up after themselves.

**10. TOYS FROM HOME ARE NOT PERMITTED.** (Toys will be taken away from the students and kept until the end of the school day.) The only exception to this rule is for soft playground balls that students are willing to share with others.

**11. DRESS STANDARDS.** Appropriate school wear and grooming is primarily a matter of determination by the parents. Students are asked to attend school dressed in a manner which is clean and not hazardous to their safety or to the safety of others, and which does not detract from the “learning” environment. Hats, including bandanas, can be worn outside, but not in a school building at any time. Shoes must be worn at all times. Children should wear shoes which are appropriate for physical education activities. Short shorts or dresses are inappropriate; bare midriffs (such as tube tops, tank tops, half shirts, halters, or see through clothing) are not permitted. Beach attire, sagging pants, tops with small straps and bare shoulders, dyed hair, makeup, tattoos, and high heels may detract from the “learning” environment and are not allowed. Also, clothing or materials which display obscene messages, refer to drugs, or pictures of cigarettes and/or alcohol are not permitted. Tennis shoes with wheels are not allowed. (Offensive clothing must be covered up and/or parents may be called to bring a change of clothing to school.)

**12. GAMES INVOLVING PHYSICAL CONTACT ARE FORBIDDEN AT GARDEN GATE.** These games include Red Rover and football. (Consequences will include benching or other disciplinary measures as deemed appropriate.)

**13. PLAYING TAG IS NOT ALLOWED AT GARDEN GATE.** The exception to this rule is when tag is part of a supervised primary P.E. activity. Unsupervised games of tag often end up in arguments or someone getting hurt. (Consequences will include benching or other disciplinary measures as deemed appropriate.)

**14. BICYCLES, ROLLER BLADES, SCOOTERS, AND SKATEBOARDS MUST BE WALKED ON SCHOOL PROPERTY.** (If a student rides on the school grounds BEFORE 4:00, the item will be taken from student and stored until a parent comes with the child to retrieve it.)

**Any violations of the above rules may result in the student receiving a discipline referral, commonly called a “white slip” depending upon the severity of the infraction.**

**STUDENTS MAY NOT PLAY ON THE PLAYGROUND BEFORE 4:00 P.M. THERE IS NO ADMITTANCE TO CLASSROOMS AFTER SCHOOL IF THE TEACHER IS GONE AT THE END OF THE DAY.**

## **DISCIPLINARY PROCEDURES**

We are proud of our Garden Gate students and the positive school climate in which they learn. However, disciplinary action sometimes becomes necessary with a small percentage of students. The seriousness of the action depends on the seriousness of the behavior. Every attempt will be made to assist students to solve their problems. If satisfactory citizenship continues to be lacking, students may expect the following: counseling by teachers or principal, loss of privileges; assignment to a campus clean-up (picking up litter); detention after school; a parent conference or dismissal if the above remediation does not solve the problem. White slips are warnings that are sent home with a child who has broken a serious school rule. Parents are to sign the white slip and have the student return it to the school office the day after it is given.

Parents are encouraged to notify the teacher and/or the principal when they hear their child may be having a problem with another student. Please don't wait for the problem to go away or settle itself.

**CORPORAL PUNISHMENT** - The District has a regulation, which states no principal, or staff member shall administer corporal punishment as a means toward controlling student behavior.

### **ZERO TOLERANCE**

Our district Board of Education has adopted a resolution of **Zero Tolerance** for violence, weapons, and drugs on school campuses or at school activities off campus. Zero Tolerance is a countywide project that brings together school boards, parents, students, school personnel, representatives of the juvenile justice system, elected officials, and other community members in a joint effort to ensure that our schools are free of weapons, violence and drugs.

State Law, district policy, and regulations of California Education Code support Zero Tolerance by requiring the immediate suspension and recommendation for expulsion of any student who possesses or furnishes a firearm, knife, explosive, or other similarly dangerous object on school grounds or at school events off school grounds. This policy is strictly enforced in the Cupertino Union School District.

To support our students, all district schools have discipline policies that promote a positive environment and stress good citizenship. Our schools also have prevention and intervention programs to help students make decisions, solve problems, and deal with conflict.

## **DISTRICT PROGRAMS AT GARDEN GATE**

**DISASTER PREPAREDNESS PLAN** - The District maintains a continuing plan to provide for student safety when school is in session. The school staff is prepared to make prompt and responsible decisions in any situation that could threaten the safety of students.

The decision to close schools before the regularly scheduled closing time might have to be made. This need could arise from a relatively minor emergency, such as a prolonged interruption in power, or from a major event, such as fire, disastrous earthquake or severe storm. Evacuation would take place as soon as it appeared safe to do so.

Parents should develop an evacuation plan with their children and be sure that children understand its details. It is important that a calm, matter-of-fact approach be used in discussing possible emergencies with your children. Neighbors might want to establish cooperative procedures for evacuation of their children from school. Evacuation plans should not include use of school buses or private cars as traffic conditions may prohibit their use. Emergency Plans should also include NO USE OF THE SCHOOL TELEPHONE as those lines will be kept open for emergency use; children should be instructed to contact you upon arrival at a predetermined destination.

If a major emergency occurs when schools are in session, information will be broadcast to parents over local radio stations KXRX, 1500 KHZ; KLOK, 1170 KHZ, KEEN, 1370 KHZ; and local television station NBC, Channel 3.

**SPECIAL EDUCATION PROGRAMS AND SERVICES** - All students receiving special education services are served in the regular classrooms for the maximum amount of time possible. This is in keeping with the mandate of serving students with exceptional needs in the "least restrictive educational environment." Students may be referred by the staff or by the parents. A specific process for referral and service has been determined by federal and state law and is incorporated into the District guidelines. Cupertino is part of Special Ed. Local Planning Area II (SELPA II).

CUSD has a wide range of programs for students with handicapping conditions. Not all programs are provided at each school, but all are available to those students who are identified as being in need of a specific program

**GIFTED AND TALENTED EDUCATION (GATE/ELP)** - The GATE Program has moved from a district-based to a site-based (school-based) program. Many of the strategies and activities that had been used exclusively at the Exploration Center off campus have, through the years, been implemented into the regular classrooms. Open-ended projects, critical thinking skill development and simulations are some of the strategies teachers are using to challenge gifted students within the classroom. All teachers who have identified gifted students in their classes develop a Classroom Learning Plan for those children. These plans are discussed with parents during the Parent/Teacher Conference. In addition to the classroom learning activities, an after-school GATE enrichment program is offered. The program includes field trips, speakers, and learning activities. The after-school GATE enrichment program is coordinated by parent volunteers.

**ITINERANT SPECIAL EDUCATION SERVICES** - Students in need of specialized services in such areas as hearing or visually impaired are served by Designated Instructional Services (DIS) personnel.

**HEALTH SERVICES** - A school nurse is on campus 1 day per week to perform health services such as vision screening. **VISION SCREENING** is done for all children in grades Kindergarten, 3<sup>rd</sup>, SDC, and others as requested. **HEARING** testing is done by the S.C. Co. Audiometric Services for grades K, 2, and 5 each year.

**PSYCHOLOGIST** - The District Psychologist provides consultation to teachers of children with special needs and testing for referred students. Parent permission is required for this testing.

**RESOURCE SPECIALIST** - The R.S. is trained in the diagnosis and prescription of learning problems, classroom management techniques, problem solving, and interaction skills. The R.S. assists the principal, school staff, school psychologist, and others in defining the needs of the student and in providing appropriate services to meet the educational needs of IDENTIFIED students. Students in the Resource Specialist Program are identified as those students needing LESS THAN 1/2 DAY IN A SPECIAL EDUCATION PROGRAM. The R.S. also coordinates the special education programs within the school and is a member of the Student Study Team.

**SPEECH SERVICES** - The Speech and Language Pathologist provides speech and hearing therapy based on the child's needs and eligibility. If you feel your child may have a speech or hearing problem, talk about it with the teacher and/or Resource Specialist. Students with suspected speech problems are also referred to the Speech Pathologist by the staff. Parent permission is required for speech/language assessment and services.

#### **TESTING** -

Statewide testing (STAR) of the students takes place in late spring. Scheduled testing dates for 2009-10 are April 26 – May 7, 2009. The STAR assessment is given to grades second through fifth. The fourth grade STAR writing assessment is scheduled also in the spring. The STAR program is a state accountability measure that helps us assess how we are meeting the needs of our students. The fifth grade takes a California Physical Fitness Test. There are also Kindergarten through fifth grade literacy assessments given by the classroom teacher through out the year.

#### **SELF-ESTEEM PROGRAMS, AWARDS, AND ACTIVITIES**

GARDEN Gate's self-esteem programs are designed to help children develop and maintain a positive self-image and get along harmoniously with other children. Self-esteem activities occur in all areas of the school's program. See Project Cornerstone.

**STUDENT COUNCIL** - Students in grades 4-5 are eligible to hold an elected office on the Student Council. The leadership positions on the Student Council are: President, Vice-President, Secretary, Treasurer, Public Relations, and Sports Coordinator. Each classroom in grades 2-5 selects a Representative and Alternate to the Student Council.

## SPECIAL PROGRAMS AT GARDEN GATE

### Project Cornerstone

Project Cornerstone is a countywide collaborative with the mission to mobilize the entire community to shift from simply reacting to children and youth as problems to connecting with them so they can thrive. Participants in Project Cornerstone believe that every child needs to feel valued, respected, and known. Research-based information indicates there are approximately forty developmental assets needed to help children to grow into well adjusted, contributing and caring adults. Developmental assets are the experiences, values, relationships and opportunities that all children and youth need to thrive. They are the building blocks of healthy development.

At the school level, Project Cornerstone began here in the 2006-07 school year. Currently, Project Cornerstone is fully implemented in all classrooms. Parents, students, and staff have active roles in supporting the goals of Project Cornerstone. To support the success of Project Cornerstone at Garden Gate, the PTA funds a part-time Project Cornerstone Coordinator position. In addition, we have a faculty advisor for the program, training for our fourth grade students to become "Cornerstone Kids" in fifth grade, a parent education evening and a parent six-week book study.

**Reading Incentives:** Special reading incentive programs offered include: Reading is Cool, Reading Counts, and the Library Read-a-thon. The Reading is Cool program is sponsored by local companies and organizations. When a classroom reaches their reading goal, Sharkie, the San Jose Sharks mascot, makes a classroom visit as a reward. Reading Counts takes place in the classroom as children read books and answer questions.

Our librarian is in charge of the Read-a-thon. The theme changes each year and will be announced in September. The program will begin in October and end in May. Tracking sheets are always available IN THE LIBRARY. These programs are a total school/community LEISURE reading program. Its aim is to encourage children and adults to make leisure reading an integral part of their lives and to decrease the amount of television viewing. The number of books read by children, staff, and community is rewarded in various ways. The Read-a-thon is tracked and displayed on a theme bulletin board in the library. Small rewards are given to the children at about 8-week intervals throughout the school year. The librarian has reading parties at the end of the year for all the children who participated.

One exciting feature of the program is that reading together as a family counts. Whenever a parent reads to a child, or a child to a parent, the pages read count for both the parent and the child...so READ TOGETHER EVERY DAY.

Cupertino Parks and Recreation offer various afterschool classes. This catalogue becomes available each fall and spring. The upper graders also have an opportunity to participate in an afterschool French and Band class. In addition a performing arts class, The Happily Ever After Theater, offers a program for both primary and upper grade students. Look for flyers announcing these programs in the fall. There is a fee involved with all these activities.

## **SCHOOL IMPROVEMENT PROGRAM - SIP**

SIP is a State-funded program intended to provide individualized instruction to meet the needs of each student. Instruction is planned and carried out as provided for in the School Plan. The School Plan is developed jointly by the community and staff and approved by the School Site Council (SSC). The plan describes the priorities, goals, objectives, and activities the students, staff or parents will meet during the school year. SIP encourages active parent involvement both in the classroom and in the planning process. SIP funds enable the school to hire some of our instructional aides (others have been funded by our PTA), and provide small group instruction, special programs, and instructional materials.

SSC members are elected in the spring of each year. Any parent or community member may be a candidate for the School Site Council.



## **CUPERTINO UNION DISTRICT BOARD POLICIES**

### **CUPERTINO UNION SCHOOL DISTRICT BP 0410 (1)**

**Cupertino, California**

#### **Board Policy**

#### **PHILOSOPHY, GOALS, OBJECTIVES, AND COMPREHENSIVE PLANS**

##### *Nondiscrimination in District Programs and Activities*

The Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to them.

As required by law, the superintendent or designee shall notify students and parents/guardians of the district's policy on nondiscrimination and related complaint procedures.

Complaints shall be referred to the Title IX Coordinator, the Assistant Superintendent, Instructional Services.

ALL PERSONNEL AND STUDENTS  
*Sexual Harassment*

I. Intent

A. The district shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

B. Within the educational environment, sexual harassment is prohibited between students, between employees and students and between non-students and students.

C. Within the employment environment, sexual harassment is prohibited between supervisors and employees, between employees and between non-employees and employees.

II. Definition

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by an individual constitute sexual harassment when:

A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;

B. Submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting that individual;

C. Such conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance;

D. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or employment environment; or

E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

III. Confidentiality

Effort will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process will not be made available to the general public.

IV. Communication of Policy

The Superintendent shall establish a procedure for complaints of a sexual harassment nature and this procedure will be communicated within the district and school community.

Complaints involving students shall be processed pursuant to the Uniform Complaint Procedure policy.

## Student Wellness & Classroom Celebrations (Birthdays and Other)

C.U.S.D. Board Policy 5030 and Administrative Regulation (AR) 5030 call for encouraging and teaching the components of a life-long healthy lifestyle to our students. Part of the policy addresses classroom celebrations involving food. AR5030 states:

“Schools should limit celebrations that involve food during the school day to no more than one party per class per month. It is recommended that each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.”

For our purposes at Garden Gate, the policy translates as follows:

- **No food for separate birthday celebrations (healthy or otherwise).** If parents and students want others to share in their birthday celebrations by providing something for students, they may provide non-edible items such as pencils or stickers. We do announce birthday daily for student recognition.

- **Food may be provided at only one celebration monthly.** The food provided should be nutritious. Keep in mind that we are getting more and more students with severe allergies to different types of foods. Each year, the number of EpiPens in the nurse’s office increases. Eating the wrong foods can be very dangerous to some students.

## Tobacco-Free/Smoke Free Environment:

Garden Gate School is a tobacco-free facility in accordance with CUSD Board Policy 3513.3 and the State of California.

Please be aware that for students to possess tobacco, or any products containing tobacco or nicotine products is grounds for suspension from school. Tobacco/nicotine products may include but are not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, or snuff. Adults smoking or using tobacco products on campus will be asked to refrain when observed.

To further the purpose of both the Tobacco-Use Prevention Education and the Safe, Drug-Free Schools and Communities grants, programs of prevention, intervention, education, and referral are implemented on the school campus to prevent and reduce the use of tobacco and drug abuse in our youth. A smoking cessation program informational flyer is available in the office.