

Absences, Tardies and Attendance Hotline 408-252-5265 (4:30PM-8:00PM)

Regular and prompt attendance is necessary in order for a pupil to progress satisfactorily and is mandated by state law. 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 day and each successive day absence. State law requires that all absences be verified. A tape recorder is available between 4:30PM-8:00PM for this purpose. It is extremely important and helpful to have you call preferably during these times. If we have not heard from parents when attendance folders are turned in, it is then necessary to call every parent we have not heard from. This system is in place for the protection of your children, making sure that we have accounted for every student.

Classroom instruction begins promptly at 8:30 AM. Please keep in mind that each time your child is late –it becomes disruptive to the classroom instruction. Students must come into the office first for a tardy slip before going into the classroom.

Cupertino Unions School District gets its funding from the State of California based on ADA (average daily attendance). When a student is not in school for any reason, the school district loses the \$29.78 ADA funding for that day. We ask that parents do not schedule extra vacations outside the Cupertino Union School District calendar.

We are required by law to monitor student's absences and tardies. When a student has 3 or more unexcused absences or tardies, the school will remind parents, by letter, of the legal attendance requirements. Continued absences or tardies may result in being asked to appear before the School Attendance Review Board (SARB).

Arrival Times /Dismissal Times—Children walking or biking to school are not to arrive before **8:15AM**. Playground supervision begins at **8:15AM**. After dismissal, the children are to go directly home. School personnel provide no supervision after school.

After dismissal, children are expected to go directly home and to remain off the school grounds. School personnel provide no supervision after school; consequently, any primary students remaining on campus between 2:35PM and 3:05PM must wait in front of the school so that the upper grade classrooms are not disturbed. **The entire playground is reserved for students during the last half hour. Any primary children playing on the playground between 2:35PM and 3:05PM will be asked to leave. Police may be called for children left 30 minutes beyond dismissal.**

After school Homework and Tutoring Center—For the 2005-2006 school year the City of San Jose Parks and Recreation provides funds for a Homework Tutoring Center at John Muir. It is held after school from 2:35PM – 4:05PM on Monday, Wednesday, and Thursday. The program helps students from grades 1-5 with their homework as well as improving their reading comprehension skills. Students are referred by the classroom teacher and given permission by parents to attend. This is a continuing partnership with the City of San Jose.

Bicycles, Skateboards, Scooters, and Rollerblades—Children in third grade or above may choose to ride their bikes to school, with parental permission. A current permission form must be on file in the school office if your child is going to ride a bicycle to

school. Permission slips may be obtained in the office. **Skateboards, Scooters and Rollerblades are not permitted.**

If parents feel their child is able to safely get to and from school using a bike, they should review the safety rules of the road and the routes to and from school with their child. **Once they arrive at the edge of the campus, children should get off the bike and WALK it to the bike rack and lock it. *The law requires a student to wear a bike helmet.**

Birthdays—During the course of the school year, many children celebrate their birthdays. John Muir provides a birthday pencil to each student. Sometimes treats are brought to the classroom. We would like to discourage this and would like to suggest donating a book to your child's classroom or the library in their name. However, if food items are to be brought to the classroom, please make prior arrangements with the teacher first. Absolutely no delivery of balloon/floral bouquets to the classroom will be allowed as this becomes disruptive to the instruction program.

Change of Address/Telephone—For emergency purposes it is necessary for the office to be notified of any changes in your address, home or work telephone number, along with any medical changes for your child's enrollment card.

Checking Students out during class time- if at all possible

please try to make appointments before or after school or on Saturdays so that students do not need to miss valuable class time. Our procedure for checking a student out during the school day is as follows: The parent must come to the office and sign the student out in the **Student Sign Out/Sign In** book. The office personnel will then call the student from the classroom. Students will not be released to anyone during the school day that is not indicated on their Enrollment/Health card unless written permission by the parent is received. Students are not allowed to leave campus to walk home during the course of the school day with or without parent approval.

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. **No child will be sent anywhere until a parent or designee is located.** Parents will complete a Disaster ID card that will be placed in a plastic sleeve and kept in the student's classroom. In the event there is a disaster/emergency, the card will be worn as a necklace by each student. **It is imperative that you always keep all contact information up to date on the Enrollment/Health card. In the event of an emergency we ask that you do not call the school as we must keep any phones lines that we may have operable open.**

Dogs—In order to protect our students and the people of the community, various ordinances and animal control services has been established. **Dogs per Santa Clara County code Sections A 23-146 and A 23-156 are not allowed on campus at any time, even after school.** For additional information, please call the Santa Clara County Animal Control Division at **408-727-3383; Animal Bites and Complaints at 408-727-6529.**

District Attendance Policy-Cupertino Union School District has changed its attendance procedures regarding long-term absences. The district is experiencing a large increase in students traveling for long periods of time, and spaces can no longer be held for students with extended absences. It is important that students be in school everyday for the best learning to occur. While the district staff understands that sometimes-family travel is necessary the district cannot justify holding spaces for students with extended absences when other students are being bussed to a school outside their neighborhood.

Beginning in the **2005-2006** school year, students who are absent for more than ten (10) consecutive days will be dropped from the roster of their school. This regulation applies to all district schools including the alternative programs, Faria, Mandarin Immersion, Portal and McAuliffe. 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.

At the end of the school year a student must be in attendance on the tenth day prior to the close of school to retain his or her place on the roster for the following year. **If you are considering making travel plans, please consider the possible ramifications.**

Students who have an **unexcused absence** on the first day of school in August will be dropped from the school roster. Again, when the student returns, if space is available at his or her home school the student will be reinstated.

Dress Standards- Appropriate school wears and grooming is primarily a matter of determination by the parents. Students will attend school dressed in a manner that is clean and not hazardous to their safety of others. Clothes should be appropriate and acceptable (including logos on T-shirts). Shoes that are appropriate for physical education activities should be worn to school, so children can fully participate.

English Language Development Center (ELD)-John Muir School is one of the centers to Cupertino Union School District students in grades 1-6 who are non-English Proficient (NEP) and Limited English Proficient (LEP). The ELD program is designed to assist our limited and non-English proficient students in understanding, speaking, reading, and writing English at a level comparable to that of their native English speaking peers. All NEP and LEP kindergarten students attend their neighborhood school and are assigned to a teacher with a CLAD credential.

Gifted and Talented Education (GATE)-The GATE program is a school-based program. 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 develop a Classroom Learning Plan which is shared with parents of GATE students at fall conferences or when the child is identified. Watch the Muir Memos for specific dates and testing schedules. Parents, as well as teachers may refer students for testing. GATE identifies students have the opportunity to participate in the Math Olympiad and Chess Club. Forms to identify students for GATE are available in the office.

Guided Learning Center (GLC)-The GLC is home to our Library, Computer Lab (MAC computer equipped), Discovery

Lab (art and science projects), Stage and Music Room. All students' benefit from access to these facilities.

Homework and Homework During Absences-Requests for homework when a child is absent may be made on the **3rd** day of absence in the morning. Please leave a verbal request on the attendance hotline. Homework may be picked up from the school office after class time.

As part of your child's education, homework is important for learning responsibility and self-direction, for practicing and applying concepts and skills taught in class, good work habits, and study skills. Homework expectations may differ as to types of activities and the amount of time for each grade level. If your child is having difficulty understanding or completing an assignment, let the teacher know by note or telephone.

Included in the Board Policy are the following recommended weekly homework time allotments.

<u>Grades</u>	<u>Recommended Weekly Time</u>
Primary (1-3)	15-40 minutes week
Upper (4-6)	60-240 minutes /week
Middle School	240-360 minutes/ week

Suggestion to parents -There should be a consistent time and place for all homework. It should, whenever, possible be at the same time each evening. Each student should have a study area, which is quiet, well lighted, away from family traffic, television, and telephone.

Independent Study Contract-The IS contract is given to the student with a **minimum of 5 days** and **no more than 10 days** of absences. The classroom teacher can **prepare IS contracts with at least 2 weeks written notice** prior to departure. These contracts are not for illnesses. All completed assignments must be given to the teacher on the first day of return to receive credit. In this way, ADA (**\$29.78**) monies can be allotted to the school as if the student was in class.

John F. Kennedy University Counselor/Intern-John Muir currently has 2 counselors/interns who see students either individually or in a group setting. Students are recommended to receive services by the principal, resource teacher, classroom teacher, or as a suggestion from the Student Success Team. Students learn to deal with many issues ranging from personal family matters to working on strategies to control anger, to developing a plan to help them focus more effectively. Sometimes students benefit simply from having a trained adult with whom they can talk with.

Lost and Found- All articles found on the grounds or in the building will be put in the Lost and Found in the Star building. This includes clothing and lunch boxes; tiny articles and cash are turned into the office. Please label your child's articles and stop by periodically to check the Lost and Found. At the end of each quarter, everything in the Lost and Found is donated to a charitable organization.

Lunch Program-A Hot Lunch Program is available to student on a **prepay basis**. You may pay for lunches a week at a time, a month at a time or for the entire year. Your child will receive a personal pin number (PIN) and the account will be debited each time a hot lunch is given to your student. A monthly menu is sent home with your child. Vegetarian lunches also available upon request. Milk can be purchased separately. Free or reduced price lunches are available to those students who qualify. Contact the school office for more information. If you

have any questions or concerns regarding the Hot Lunch Program, please send a note to Student Nutrition Services or call after 10:30AM.

Lunches from home must not contain any glass. We do not heat or microwave student lunches from home. This rule also applies to fieldtrips on school buses. Students must remain seated at the picnic tables for the first 15 minutes of the lunch period. Students must exhibit good table manners and wait to be dismissed by the noon supervisors.

Lunches (Forgotten)-Our policy is that lunches that are forgotten at home should be brought directly to the office marked with the child's name and room number. The teacher will have the student check in the office if she or he does not have a lunch. Please do not deliver lunches to the classroom or lunch tables. **Students are not allowed to pick up lunches from the curb.** If there is an extra lunch available, the child may have it and be asked to reimburse Food Services the following day.

Moving-When a student is moving from the John Muir attendance area, parents should notify the school a week in advance, if possible. We need the following information: Child's name, new home address, and the name of the new school. The new school will request student records.

If you have moved out of the John Muir attendance area and would like your child to remain at John Muir a **Request for Transfer** must be completed. The transfer request is submitted to the Cupertino Union District office for approval or denial. If you have moved out of the Cupertino Union School District boundaries, you must apply to your new school district in order to remain at John Muir. The approval or denial is determined at district level.

Office-The office hours are 8:00AM to 4:30PM. on school days. The telephone will be answered during those school hours and someone will be available to assist you. You can reach the office personnel at 408-252-5265. During non-school hours an answering machine is available for you to leave a message. **Students and parents should enter and exit the office from the front door only.**

Parking/Drop-off Areas-Parking at John Muir School is very limited during the start and pick up times. Visitors and volunteers may park in the available parking spaces or on the street. Please do not block our neighbor driveways. Parents are encouraged to carpool, walk whenever possible, follow the direction of staff and student volunteers, and be courteous, thoughtful and safe whenever driving on campus. The circular driveway in the front of the school is for drop off and pick up only. The back parking lot is technically for the district school buses for drop off and pick up. **Cars are NEVER to be left unattended during student drop-off or at release times.** We ask parents to stay in their cars, always move as far to the front of the "pick up" lane as possible, and wait for their children to come to them. We also ask that you do not drop or pick up your children off in the driveway area or in the middle of the street.

Resource Specialist (R.S.) -The R.S. assists the principal, school staff, school psychologist, and other support staff in defining the special 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 participates in Student Success Team meetings.

Speech and Language Services-A speech teacher is on campus 1 day a week. Services provided are individual and small group therapy for language related difficulties. Children are referred for testing by staff members and parents. Parent permission is required for speech/language assessment and services.

Special Education Services-Our special education team includes our Resource Specialist, Psychologist, school nurse, speech therapist, and the principal. This team meets regularly to monitor the progress of all students receiving special education services.

Staying After School-If it is necessary for your child to stay after school for any reason, you will receive a phone call from us if the stay will be longer than 15 minutes. The state law allows school personnel to detain children up to one hour after school for assistance, to make up time due to tardies, for behavioral reasons, etc., providing the parents are notified. Parents are responsible for arranging transportation home following this after school time.

Student Achievement-John Muir School uses multiple assessment tools to monitor academic growth in students. These measures include STAR our state mandated norm referenced test, Performance Task Assessments and teacher judgment.

Student Care-Before and after school care is provided by the YMCA. For campus information call: 408-253-7440 or call the Northwest YMCA at 408-996-9260 for more information

Student Council-Students in grades 3-5 are eligible to participate in Student Council. Each classroom in grades 3-5 selects a representative to the Student Council. Meetings are to be determined by the advisor and members. There will be regular meetings as well as meetings on an "as need" basis. Meetings are held during the lunch hour in the GLC.

Student Information-Effective home/school communication on a regular basis and in an emergency depends on up-to-date student information on file in the school office. Complete and accurate information helps school staff reaches you in a timely manner. To ensure that we have current information for your child and to be compliance with Cupertino Union School District Regulation 5111.1, parents are **required to report a change of residence to the school office within ten (10) working days. Failure to report such a change may result in the immediate withdrawal of your child from the school.**

Student Records-Viewing and Transfers-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 John Muir. A Letter of Verification of Student Attendance will be provided upon request. The actual student record will be sent to the new school upon receipt of a written request from the school. Securing a copy of the Immunization Record and Report Card will save needless phone calls between school officials and will make your child's enrollment and placement to the new school much easier.

Student Success Team-The Student Success Team (SST) is a group of John Muir educators who meet regarding students who are experiencing an adjustment/academic problem at school. The purpose is to provide support and assistance to the student,

parent, and classroom teachers. The parents and student generally attend the SST conferences. We prioritize concerns and select strategies for remediation. The meetings have been very rewarding for students, parents, and staff.

Sustained Silent Reading- (SSR) is 15 minutes set aside daily in the classroom. Staff and students sit down and read a book. SSR encourages children to read for pleasure. In addition, the SSR program enables adults to serve as role models, helping children to see that everyone can make time to read for pleasure.

Transportation-Students transported in a school bus shall be under the authority of, and responsibility directly to, the driver of the bus. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. **Parents of students who are responsible for defacing or vandalizing while being transported will be liable by law for damages.**

Visitors-Parents are always welcome to visit the classroom. In order to have the least amount of disruption, visiting may be limited to Wednesdays only and for 10 minutes. Visitors must sign in at the office and get a visitor's badge in order to be on campus or to be admitted to a classroom. Please refrain from talking to the students or teachers, or from handling any classroom materials. Teacher and student papers, grade book, etc. are to be considered private. **Children are not permitted in the classroom during observations.** Thank you for your cooperation.

Volunteers-Parent volunteers are welcomed and important people and we sincerely 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 student in our schools be PPD Mantoux tested and cleared for Tuberculosis in accordance with the required state guidelines.**

Any parent 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.

Volunteers help make our school a more productive place to learn. Your time given can be of great assistance whether you work in the classroom, help from home or work on organizing projects in the office. Parent volunteers are an integral part of John Muir school programs. If you are interested in becoming a parent volunteer, you may contact the SIP coordinator, classroom teacher, or the PTA. **Volunteers are asked to sign in the office in the Volunteer book and wear a badge. This helps the students and staff recognizes who is on our campus.**

Communication

Appreciation Tea- This is an annual event in which we thank all of our parents and community members who volunteer their time to our students and staff. At John Muir School, we are fortunate to have parents helping in the classrooms and Guided Learning Center (GLC), assisting with chaperoning field trips, planning classroom parties, and organizing special school events.

Back to School Night-September 15, 2005-General meetings are held with parents 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 with the teacher.** Please refer to the Muir Memos for specific times.

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 discuss your child's progress. During the time that students are in the classroom, the teacher is not available for conferencing. Conferences for all parents are scheduled from **October 10-October 18, 2005. These will be early dismissal days.** If possible, we ask that you do not bring siblings to these conferences. A notice will be sent home in early October indicating your scheduled appointment. Please return your confirmation notice to the teacher right away. Please call or send a note to your child's teacher if a conference is needed at any other time. **Conference day schedule for grades 1-5 is 8:30AM –1:00PM. Kindergarten is on regular AM / PM schedule.**

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. **No child will be sent anywhere until a parent or designee is located. It is imperative that you always keep all contact information up to date in the office.**

Emergencies-Fire, Earthquake, Evacuation-In case of an emergency, please do not call the school. We must keep our phone lines open for emergency communications. We are on an immediate telephone alert system with our district office. If phones are out of order, there is a backup radio system. Many staff members are CPR and/or First Aid certified. Student Emergency Cards will be used for identification for each child. If evacuation becomes necessary, the instructions on the Emergency Release Card will be followed. **It is imperative that you always keep all information up to date.**

Parents should develop an evacuation plan with their children and be sure that children understand its detail. In case of emergency, traffic conditions may prohibit the use of cars, so parents may need to park a distance and walk to the school. A student release center will be set up on the field. This is where parents will go to check out their child.

Both the district and the school have disaster plans in place. Fire, earthquake, and lockdown drills are practiced regularly. The school's Disaster Preparedness coordinator will be distributing updated information each year. The PTA and district have supported the schools effort to purchase necessary equipment and supplies.

Muir Memos-is the weekly school newsletter sent home every Thursday to keep you informed of the on-going activities at John Muir including holidays, vacations, and general news information.

New Student Registrations- All students must provide "Immunization Records" either from their physicians or from their previous school. New students/kindergarten are required to have the Hepatitis B, Varicella, current PPD Mantoux immunizations, current PG&E bill, and birth certificate/passport is also required. **All of the foregoing must be originals, no photocopies please.** A student's most current report card is also helpful.

Open House- will be held on **May 24, 2006** to provide an opportunity for students and parents to visit the classrooms together, talk with the teacher, and view some of the work students have completed during the school year. Parents and community are welcome to circulate throughout the campus building to see various classes and programs. **Teachers are not available during this time for individual conferencing.**

P.T.A.-The Parent Teacher Association strives to encourage cooperation between the home, school, and community, for the best advantages for our children. The PTA sponsors diverse activities, and the funds raised by the PTA are used to supplement programs and materials not funded through other channels. PTA meetings are scheduled for once a month on Mondays in the GLC.

School Improvement Program (SIP)- SIP is a special state funded program that provides additional financial resources for school improvement. Our funds are used to hire a program coordinator, classroom instructional aides, media school clerks, provide staff development for teachers, and purchase equipment and supplies related to our school plan.

School Site Council (SSC)- SSC is an elected committee. Its function is to annually approve and monitor the School Improvement Plan and Budget. The council is composed of ten members: five parents, three teachers, one classified employee and the principal. The SSC meets on one Thursday of each month in the GLC at 3:15 PM.

Telephone Use-Students may use the school phone for emergencies only. Generally forgotten homework, books, milk money, lunches, etc. are not considered emergencies. We have a very limited number of phone lines for such a large school and the phones need to be kept available for school business.

Thursday Envelopes-this is John Muir's means of weekly communication from classroom to home. Student work, newsletters and other additional information will be sent home on Thursday. The Thursday envelopes encourage comments between parents and teacher and allow parents to observe the academic progress of the students. We ask that parents set aside time with their child to go through the contents of the envelope. The envelope needs to be signed and returned the next day, notes to the teacher, lunch orders, PTA information and SCRIP orders may be sent back in the Thursday envelopes.

Visitors- All visitors AND volunteers must come to the office to sign in and out. Visitors and volunteers are asked to pick up and wear a visitor's badge and sign out before leaving. This helps us to keep track of our volunteer hours as well as keeping the campus safe.

Yearbook- Approximately 220 yearbooks were sold last year. We will be sending out pre-order information in March for our next yearbook

Medical Information

Head Lice-Head lice can happen to anyone, anywhere. Please report any case of head lice to the school office. Cleanliness does not seem to be a significant factor. Lice are attracted to ALL children. You will seldom see the lice themselves. The symptom is an itchy head. Look for the tiny silvery eggs (nits) attached to a strand of hair. After treatment, district policy requires that children not be allowed to return to school until all nits have been removed. Students must be checked in the office before returning to class.

Injuries, Illness, Medication, Rashes- A school nurse is on call during the school day in an emergency. The office staff has been trained in basic first aid procedures. A child will not be sent home until the parent or emergency contact is notified and transportation arranged. **In the event of an emergency,** the school will contact the parent or the next emergency contact person listed on the enrollment card if no response from the parent. **If the office is unsuccessful in locating the parent/guardian, then 911 will be called to transport the child to the nearest medical facility if needed.** It is imperative that the school must be notified of any changes of home /work telephone numbers. Transportation is the responsibility of the parent. **Students are not allowed to walk home for safety reasons.**

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

1. The teacher, who may keep the student under observation in the classroom, may inspect an injury.
2. For a more serious injury, the student is sent to the office for first aid,
3. The parent is notified of a student who has hit their 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 symptoms. **Please remember to keep your child home at least 24 hours after running a fever.**

A child should not be in school when he or she is ill and is experiencing one or more of the following symptoms:

- Nausea or vomiting (**must remain at home until free of symptoms for 24 hours**)
- Diarrhea (**must remain at home until free of symptoms for 24 hours**)
- Severe headaches
- Continuous coughing or sneezing
- Evidence of a communicable disease such as a rash, swelling or unusual sore throat
- A temperature of 100 degrees or higher (must remain at home until he/she has a normal 98.6 degree temperature for 24 hours without the use of a fever reducer such as Tylenol.

Medical/Dental Appointments or Early Check Out- Please makes appointments before or after school hours. Students miss valuable classroom instructions when they are out.

On occasion parents find it necessary to pick up their children prior to the regular dismissal time. When this happens, parents must come to the office and sign the student out. Please wait in the office until your child is called from the classroom. This will be less disruptive to the classroom. **Students will not be**

released to anyone during the school day that is not on their enrollment / health card.

Medications at School-No medications may be administered by school personnel without written approval from the physician and the parent. School office personnel **are not** required to administer medication but will assist when the appropriate forms and medication 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. All medication must be kept in its original labeled container and will be locked in the medicine cabinet in the school office. **Medication Authorization forms are available in the office upon request. A new medication authorization form is needed each year, and/or with each medication.** Medications not picked up at the end of the school year will be properly disposed.

Behavior Expectations

The school staff of John Muir is proud of the Peace Builders positive management program and discipline procedures that are implemented. Classroom teachers and other school personnel monitor student behavior. All students are expected to follow the school's behavior expectations as well as the individual classroom and playground expectations. All staff members are responsible for all students. Therefore all staff members have the responsibility to enforce general school rules. Depending on the violation, a staff member will determine the consequence. If a violation falls into the category of **Zero Tolerance**, harassment and/or fighting, the student will be referred to the Principal.

1. Playground Rules
 - a. Contact sports are not allowed because these types of games are rough and injuries or arguments occur.
 - b. Tag and chase are not permitted due to students arguing, running into each other and pushing other students.
 - c. For safety reasons, please do not walk or stand on the ball walls, picnic tables, or walk up the slide.
 - d. Play in the designated blacktop and field areas during recess and lunch. Do not play in the areas between or behind the school buildings.
 - e. Only school issued equipment will be used on the playground.
2. Throwing rocks, sticks, tanbark, or any item not meant to be thrown is prohibited. This behavior, depending on the severity of the action, could result in dismissal from school for the remainder of the day and /or the following day.
3. Inappropriate language is not tolerated. Students may have to call home to discuss this infraction with their parents. An administrative behavioral referral notice will be sent home for parent signature.
4. Toys, trading cards, radios, tape and CD disc players, electronic games, pets, water balloons, yo-yos, etc will be confiscated. Student toys brought for sharing must remain in the classroom during recess and lunch and are brought at their own risk.

5. Food and beverages must be brought to school in plastic containers as glass jars may break and become a hazard.
6. School Property-Children will respect and protect school property and supplies, and the property of others. Families will be required to pay for any vandalism that results from actions of their children.
7. If it is going to hurt somebody, Don't Do It! No tackle football, slide tackling, rough play or play fighting—keep hands to self, no pushing pulling clothes, grabbing fighting/hitting, or put downs. Notices will be given for infractions.
8. Biting other students is serious. Students will be sent home for biting.

Zero Tolerance

State Law, Cupertino Union School District Resolution No. 1553, and the regulations of the California Education Code support Zero Tolerance by requiring immediate suspension and recommendation for expulsion for 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 being strictly enforced in the Cupertino Union School District. Please refer to the "first day packet" of information from the district office.

Consequences for violation of classroom rules, general school rules, and playground rules:

1. Any violation of classroom rules that does not fall into the category of **Zero Tolerance** will be dealt with by the classroom teacher. All classes have class rules. The teacher will determine the consequence. Any student who continues to violate classroom rules will be referred to the Principal. Any violation of classroom rules that falls into the category of **Zero Tolerance** (weapons-real or toy, drugs, alcohol, and tobacco), harassment, and fighting will be referred to the Principal.
2. All staff members are responsible for all students.. Therefore all staff members have the responsibility to enforce general school rules. Depending on the violation, staff members will determine consequences. If a violation falls into the category of **Zero Tolerance**, harassment, and fighting, the student will be referred to the Principal.
3. Playground rules are for the purpose of insuring safety and fair play for all students. Teachers and staff on yard duty will be responsible for enforcing playground rules. If any rule is violated, the student is given one warning.
4. If the student does it again, the following are consequences:
 - a. A second warning will result in the student being benched for the remainder of the recess. If it happens

during lunch, the student will be benched for 10 minutes at lunch.

- b. After returning to play and the same violation or another violation happens, then the student cannot go out for morning recesses) and lunch recesses) to be determined by the Principal depending on the violation. The student may serve detention in the office per Principal. The parents will also be called and informed of the situation and consequence.
 - c. Continued violation of playground rules will result in the student serving two to five days of office detention or garbage duty for the same period of time. The Principal will call home and ask for a conference with the parents to determine further action.
 - d. Fighting and using physical force on purpose will result in the student being removed immediately from the playground, the parents will be contacted and the following consequences will apply depending on the severity and nature of the incident.
 - 1. Five days of detention.
 - 2. Five days of garbage duty.
 - 3. One to five days of suspension.
 - 4. A written citation by the San Jose Police Department.
5. **Zero Tolerance**, fighting, harassment, theft, and vandalism –in all of the above situations, parents will be contacted.
- a. Any violation of the **CUSD Zero Tolerance Policy** (weapons-real or toy, drugs, alcohol, and tobacco) will result in immediate suspension from the school for three to five days, citation by the San Jose Police Department and a possible recommendation for expulsion.
 - b. Fighting is not tolerated. If it can be determined who started a fight, then the person will be suspended for at least one or more days depending on the severity and nature. If it cannot be determined who is at fault, then all parties involved will be suspended.
 - c. Harassment: sexual, verbal, or physical is not tolerated. If reported to the teacher or staff member, that person needs to advise the Principal. The student is given one warning to cease. The Principal will call home to inform parents of the offense. If the student continues, the Principal has the authority to contact the San Jose Police Department to cite the student. In addition, suspension from school is possible depending on the severity and nature of the harassment.
 - d. If any student is caught stealing private or school property, he/she is suspended

immediately for one or more days depending on the severity and nature of the theft. Depending on what was stolen, it may also be referred to the San Jose Police Department. Restitution may be required by the person involved.

- e. Vandalism: destroying and defacing school property is subject to immediate suspension, referral to the San Jose Police Department and restitution by the person or persons involved.