



## STEVENS CREEK SCHOOL 2011-2012



### CUPERTINO UNION SCHOOL DISTRICT MISSION

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, enthusiasm and tolerance to contribute to a constantly changing global society.

### STEVENS CREEK SCHOOL VISION

*Stevens Creek School is a place where students are motivated to become responsible decision makers and lifelong learners prepared to participate fully as citizens in our diverse society. The basis of our vision is a professional teaching staff and an optimal learning environment that includes student access to technological resources. At Stevens Creek School, staff and students appreciate individual strengths and recognize the value of building self-esteem through genuine accomplishments.*

### THINGS YOU NEED TO KNOW GENERAL INFORMATION

#### VOICEMAIL-

When the office is closed our answering machine is available for you to leave messages or to notify us about your child's absence from 4:00PM to 8:00AM on school days and all day on weekends and vacations. The school number to call is 245-3312 and then press "6" to leave a message on the absence line.

#### ARRIVAL

- Children **are not** to arrive at school BEFORE 8:45 AM. When the bell rings they may line up in front of their classrooms. There is no supervision until this time.
- Students do not play on the structures, blacktop or field before school.
- Kindergarten parents must walk their children to class.

#### DISMISSAL

- Students are not permitted to leave the school grounds except upon written request from the parents.
- Parents must sign students out in the office before they leave school.
- Students need to leave campus promptly after each dismissal. Children who receive a ride should be picked up within ten minutes after each dismissal time. Children who walk are to go directly home and not wait for older brothers or sisters. **No supervision is provided after school** except through YMCA's SUNSHINE COMPANY day care program at 736-5041.
- Primary students are not to play on the playground and structure after dismissal.
- While waiting for 4<sup>th</sup> and 5<sup>th</sup> grade dismissal students may wait with their parents at the primary picnic benches outside of rooms 4 and 6.
- Parents of students who are repeatedly not picked up promptly, will be contacted by the principal. The Santa Clara County Sheriff's office will also be contacted to assist the office with students who are not picked up prior to the office closing.
- If an emergency prevents you from picking up your child on time, make alternate arrangements and notify the school right away.

### **LEAVING SCHOOL EARLY-**

Students are not permitted to leave the school grounds except upon written request from the parents. Parents must come to the office to sign students out and the office will call them from class before they leave school. Leaving early on a regular basis to attend after school tutoring is not permitted. If you have an unusual circumstance, you must contact the principal.

### **NO ANIMALS ON SCHOOL GROUNDS-**

No animals are permitted on the school grounds as posted on the metal signs located on the perimeter fence. Horses, dogs, and cats are examples of forbidden animals but this is by no means a complete list. Any animal that is necessary under the Americans with Disabilities Act (ADA) of 1990 will be allowed.

### **BICYCLES, SKATEBOARDS AND ROLLERBLADES, HEELIES (Skateshoes)-**

Students from 3rd to 5th grade may ride bicycles to school with their parent's permission. (Bicycles, skateboards rollerblades, scooters, rollerblades and skate shoes are not to be ridden on school grounds at ANY TIME. They will be CONFISCATED if ridden on school grounds until parents pick them up. Students are responsible for locking their bikes when parked in the bike cage. Students may lose the privilege of using the bike cage if they do not use the area appropriately.

No self-propelled vehicles, go-carts, motor scooters, skateboards, motorcycles, automobiles or any other vehicular traffic will be permitted on the school grounds.

### **BIRTHDAY CELEBRATIONS-**

In accordance to the district's Health and Wellness policy, all edible birthday treats are discouraged. Parents must check with the teacher on the method in which a student's birthday may be recognized in a class. No special deliveries such as flowers or balloons are allowed.

### **CELLULAR PHONES AND PAGERS-**

Students may possess cellular phones and pagers under specific conditions. Cellular phones and pagers must be turned off during the entire day, including brunch and lunch and must be kept in the student's purse or backpack at all times. Students misusing cell phones will have them confiscated and parents will have to come to the office to retrieve them.

### **CLASS PLACEMENT/TEACHER REQUESTS-**

The Stevens Creek Staff works together to make class assignments. The goal is to provide each teacher with a well-balanced, heterogeneous group of children, which allows each learner to have an appropriate learning environment. The school does not accept requests for specific teachers.

### **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 in which is clean and not hazardous to their safety or to the safety of others, and which does not detract from the "learning" environment. Shoes must be worn at all times. Children should wear shoes that are appropriate for physical education activities. Short shorts or dresses which expose most of the thigh are inappropriate; bare midriffs (such as tube tops, half shirts, halters or see through clothing) are not permitted. Also, clothing or materials that display obscene messages, refer to drugs, or pictures of cigarette and/or alcohol are not permitted. (offensive clothing must be covered up and/or parents may be called to bring a change of clothing to school).

### **DONATIONS-**

You are encouraged to submit donations to the school at any time. Tax-deductible donations to "Stevens Creek School" can be made in the form of checks, equipment or classroom supplies. The Stevens Creek PTO also accepts donations to help fund programs not otherwise available such as PE, technology, art and music labs. A letter is provided to substantiate the donation for tax purposes.

### **ILLNESSES AND INJURIES-**

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

1. An injury may be inspected by the teacher, who may keep the student under observation in the classroom.

2. For a more serious injury, the child is sent to the office for first aid.
3. The parents are routinely notified in the following situations. They may be asked to come and pick up their child.
  - a. Any blow to the head
  - b. Injury to the eye
  - c. Bee or insect stings

Parents are contacted and may be asked to pick up their child for other reasons. Symptoms that would indicate that a child should not be in school include:

- a. Temperature above or below normal
- b. Nausea or vomiting
- c. Evidence of a communicable disease
- d. Severe headache
- e. Spasm or convulsion
- f. Returning to school too soon following an illness
- g. Complaints from the child of feeling ill that do not respond to initial interventions

Parents are expected to be able to make arrangements to pick up an ill child within 30 minutes of our phone call. No child is sent home until the parent is contacted and a plan made for transportation. It is critical that all families have phone numbers on record with the school where they or a designee who can be reached immediately in an emergency situation. Transportation home is the responsibility of the parent. **Please note:** While there is a nurse assigned to Stevens Creek, she is on campus only 1 day a week. Therefore it is imperative that you keep emergency numbers where you can be contacted up to date at all times.

### **LOST & DAMAGED BOOKS-**

Students who have lost or damaged library or textbooks will be required to pay for the books. A student who has lost or damaged a library book will not be allowed to borrow additional library books until the school is reimbursed for the lost or damaged book. At the end of the school year the report card will not be issued until books are returned or fines are paid in full.

### **LOST & FOUND-**

The Lost and Found is located on a rack either outside or inside the long hallway. All articles found on the school grounds will be placed in the Lost and Found. Please check the rack if your child is missing sweaters, coats, etc. Unclaimed articles are donated periodically to a local charity.

### **LUNCH-**

Hot lunches are available for students at \$2.75 per day (including milk). Students must prepay for meals using lunch order envelopes. Milk/juice is available at 75¢ for students who bring sack lunches from home. **If your child has forgotten their lunch, parents are to bring their child's labeled lunch to the office and students should then automatically check on the lunch cart, students will NOT be called by the office to notify them of their lunch delivery. Hot lunches may not be purchased and taken off campus. To check your child's account balance go to [www.paypams.com](http://www.paypams.com) or call 408-245-3312 ext. 132. The school office staff does not have access to your child's account balance.**

### **Lunch Procedures-**

1. Primary teachers walk students to assigned lunch tables at 12:25 p.m. when the 4th and 5th grade students play on the playground. When the primary students are dismissed at 12:45 for lunch recess, the upper grade students go to the picnic tables for lunch.
2. Students eat their own lunch. No sharing of food. No playing or throwing food.
3. No glass containers of any kind are allowed.
4. Students are to use good table manners.
5. There is no yelling.
6. Before students raise their hand for help opening food packages, the student needs to ask neighboring students for help.
7. Each student is responsible for picking up his/her own trash on the table, under the table and "blown" away from the table. Assigned students will use the broom and dustpan to sweep around the grade level area after the bell rings.
8. Students that want to get a drink of water, go to the bathroom, or get additional lunch items from

- the café need to raise their hands to get permission to leave the table.
9. Students are dismissed table by table by the Noon Duty Aide.
  10. Primary lunch boxes are placed by the student's classroom after the table is dismissed.
  11. No food is allowed on the playground.
  12. Once students are dismissed, they are not to return to the eating area.
  13. Students are to walk from the lunch area and may begin running once they cross over the red line onto the blacktop.

### **MEDICATION-**

Medication may not be administered at school by a teacher, nurse or secretary unless approval has been given by a physician. Students should never carry medicine on them or in their school bags, this includes cough drops, eye drops or any kind of medicated lotions. Most medication can be timed so that it can be given at home by a parent. Rare exceptions may be the giving of emergency medication at the time of a bee sting, or the giving of sugar in the case of an insulin reaction. Aspirin is never administered to a student by a teacher, nurse or secretary. If it is necessary for the child to have medication at school, the required permission form may be obtained at the school office. No medication (prescription or nonprescription) will be given without proper forms. All medications are to be picked up on the last day of every school year.

### **MESSAGES-**

Teachers have telephones in their classrooms. You may leave a voicemail for teachers when needed. Please dial the school main number (408-245-3312) and then use the directions to access the teacher. A teacher's extension is ("2" plus the room number). An example would be for Mr. Hu in Room 27 – first dial (408) 245-3312, extension 227. Teachers may also be reached by email: (teacher last name)\_(teacher first name)@cusdk8.org

### **OFFICE HOURS-**

The office is open for routine business with the school community between 8:30 a.m. and 4:00 p.m. Registration hours are 9:30 – 3:00 Monday, Wednesday, Thursday, Friday and 9:30 – 2:00 on Tuesdays.

### **PARKING-**

Parking and student pick-up guidelines are distributed to the community each fall. Your cooperation in following these instructions will make the parking lots much safer. Please discuss the parking and student pickup guidelines with your child. The complete guidelines are at the back of this directory.

### **RAINY DAY PROCEDURES-**

On rainy days, all classrooms are open to students at 8:45 AM. All activities, including lunch and recess, are held inside. There is supervision by members of the staff. Supervision during lunch time is done by yard duty personnel and selected 4<sup>th</sup> & 5<sup>th</sup> grade students.

### **SCHOOL BOARD MEETINGS**

The School Board invites you to attend the Board meetings, which are held the second and fourth Tuesday of each month at the District Administration Building, Board Room, 10301 Vista Drive, Cupertino. Copies of the agenda for the 6:00 PM meetings are available through the District and/or the School office the Friday afternoon prior to any scheduled meeting. It is to your advantage to learn about the school district by attending these bimonthly meetings.

### **SCHOOL SPIRIT DAY-**

Every Friday has been designated as a "School Spirit Day". Staff and students are encouraged to wear school colors, Walkathon t-shirts or school t-shirts and sweat shirts. We are proud of our school, so let's show it!!! School Spirit wear is sold in the office.

### **STUDENT CARE-**

Before and after school student care is available on a paid basis. Student care is sponsored by the YMCA Sunshine Company. Student care hours are from 7:00 AM to 6:00 PM. Contact the Sunshine Company at 736-5041 for fee and registration information.

## **STUDENT TRANSFERS-**

If you move from Stevens Creek School during the school year, please notify the office several days prior to the last day of attendance. Teachers need to prepare placement information for the new school. After all textbooks, library books, and school materials are turned in, the student transfer will be issued. It is helpful if you come to the office on the last day of attendance. School records, other than the transfer slip, are forwarded by mail only at the request of the new school.

## **STAR TESTING AND OTHER FORMAL ASSESSMENTS**

1. Each spring all 2<sup>nd</sup> through 5<sup>th</sup> grade students participate in STAR testing.
2. 5<sup>th</sup> grade students complete state physical fitness testing.
3. 3<sup>rd</sup> and 5<sup>th</sup> grade participate in a district on-demand prompt writing test.

## **VIEWING RECORDS-**

You may review your child's cumulative records at any time by calling the Principal for an appointment.

## **VISITORS AND PARENTS**

We need to know at all times who is on campus. We do require that you check in at the office and obtain a name badge before going into classrooms or to the playground. This is a precautionary measure to protect the children. Children not enrolled in the school may not come to visit. Parent observations of classrooms are scheduled by appointment only on Wednesday mornings between 9:50 – 11:40 p.m. one week in advance. Observations are a 20 minutes in length per classroom. Call the office to schedule an appointment. You will be asked to read and sign procedures for classroom observations before receiving your pass to enter a room. Please expect the teacher to ask to see your pass.

## **VOLUNTEERING-**

### **PLEASE SIGN IN AND OUT THE OFFICE WHEN VOLUNTEERING.**

Many Stevens Creek parents help children in the classrooms and library, on field trips and in other special programs. They tutor students, work with small groups, assist with cooking lessons, correct papers, run dittos, read stories, check out library books, etc. If you can participate in your child's education, please contact his/her teacher or the PTO Volunteer Coordinator.

# **ATTENDANCE**

Students are encouraged to maintain regular attendance. Good school attendance supports academic growth and the development of responsibility.

## **ATTENDANCE CALLS-**

Please be sure to call the attendance line when your child is sick or will be late. The number is 245-3312, Extension 6. Teachers are not always able to pick up their messages at the beginning of the school day, so please be sure to report your child's absence to the attendance line or the office first. If you do not let the office know of your child's absence it will be marked as unexcused.

## **ABSENCES-**

State law requires that all absences due to illness be verified each day a student is absent. Call the school after 9:15 AM when your child is absent. The school voicemail will record your message during non-school hours (4:00PM - 8:45AM). Students are only excused for illness or medical reasons; so state your name and relationship to the child, and the nature of the illness or medical need when you call. Please send a note to the teacher the day your child returns to school. **DO NOT SEND A CHILD TO SCHOOL FOR ANY REASON INCLUDING TO TAKE A TEST, TURN IN HOMEWORK OR TO PICK UP HOMEWORK. SEE YOUR TEACHER UPON RETURN FOR ANY MAKE-UPS.**

Include the following information in your note:

- Name of pupil
- Nature of the illness
- Date of the absence
- Parent signature

When a student has had five (5) absences in the school year for illness verified by methods of a written note or conversation with secretary, any further absence for illness must be verified by a physician. After ten (10) absences in the school year for illness, the student may be referred to the School Attendance Review Board (SARB), if necessary.

### **FIRST DAY OF SCHOOL-**

Students who are absent on the first day of school in August will be dropped from the school roster unless prior permission by the district is given. If space is available at the school when the student returns, 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 absences and provide documentation.

### **DOCTOR AND DENTAL APPOINTMENTS-**

Please make appointments before or after school hours. However, if this is not possible and your child must be released from school please come into the office and sign your child out. Students must be signed out/in at the office. Especially during STAR testing for 2<sup>nd</sup> – 5<sup>th</sup> grades avoid having any appointments where the child must be released during the day

### **EXTENDED ABSENCE POLICY-**

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, Murdock-Portal, and McAuliffe. When the student returns, if space is available, 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.

### **INDEPENDENT STUDY-**

**There is a maximum of 2 independent study contracts that may be done in one school year.**

If you plan to vacation for a minimum of 5 actual school days, maximum of 10 actual school days, contact the teacher and the office at least one week ahead of your departure date to arrange for an independent study contract so your child can keep up with the class. If the contract is returned and work completed the first day back to school, days missed do not count as absences. If work is not back on the scheduled contract date or work is incomplete ALL days missed will be counted as UNEXCUSED.

### **TARDY POLICY-**

1. All students should be in the classroom and in their seats at the 9:00 a.m. bell. A warning bell rings at 8:58am.
2. Students who arrive at the classroom after 9:00 are late and must have a tardy slip from the office before entering class
3. After five (5) tardies, a parent will be contacted by letter.
4. After eight (8) tardies, a second contact with the parent will be made by form letter.
5. If the problem continues after twelve (12) tardies, the student may be referred to the School Attendance Review Board (SARB) or to the probation department.

### **HOMEWORK DURING ABSENCES**

When a child is absent during the school day, especially due to illness, please do not have the child come after school of the same day to get his/her homework. If a child is ill, he/she needs to stay home the entire day. Aside from the student's own health, there is a risk that others may be exposed. This is especially true during the flu season. Each teacher has a homework policy that will be described at Back To School Night. The office will maintain a record of each teacher's procedures.

### **LAST DAY OF SCHOOL POLICY**

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 the 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 absences and provide documentation. **When you are making travel plans, please consider the possible ramifications.** If you have any questions, please contact Jeremy Nishihara at (408) 252-3000, extension 323.

## COMMUNICATIONS

**ENROLLMENT & HEALTH INFORMATION- *IT IS ESSENTIAL THAT YOU KEEP ALL INFORMATION ON YOUR CHILD'S HEALTH AND ENROLLMENT CARD UP TO DATE AND ACCURATE.*** You must include information to allow the school to get in touch with you in case of an emergency. List home and work numbers, voicemail/email and pager numbers, and contact people who can find you quickly in case of an emergency or whom you give permission to pick up your child.

Report any changes of address, phone or work, emergency contact and childcare providers information to the office immediately. List all up to date medical conditions and medication. **Your child's safety may depend on it. Office records are also used for the release of students in a disaster situation.**

### **CONFERENCES WITH TEACHERS-**

Conferences for all parents are scheduled from October 7-15, 2010. At this time, parents and teachers work together to set annual goals. You may contact your child's teacher to schedule a conference if one is needed at any other time.

### **CLASS NEWSLETTERS-**

Class newsletters are sent home in the Thursday folder or are distributed through email on a web address, at least 6 times a year. Newsletters contain information about the curriculum, class standards, special programs and activities.

### **THURSDAY FOLDERS-**

The best form of continual communication is the Thursday Folder. Student work and teacher notes are sent home weekly. It is important for parents to review the folder with their child each week and return it Friday. If you have questions, call the teacher or write a short note.

### **KEEPING IN TOUCH-**

You are encouraged to notify the teacher right away if you feel your child is having a problem in school (in class or on the playground). Also, let the school know if your child is experiencing a difficult situation (divorce, illness in family) that may affect his performance in school. Please do not wait for the problem to go away or settle itself. The simplest and most successful solutions happen when concerns are addressed before they escalate.

### **PARENT ORGANIZATIONS-**

One of the best ways to find out what's happening at Stevens Creek School is to attend meetings of the Parent Teacher Organization (PTO), which meets once a month on a Thursday evening, or School Site Council which meets one morning each month.

### **REPORT CARDS-**

Report cards are issued three times a year, at the close of each trimester. The marks on the report card

represent the teacher's evaluation of your child's progress toward meeting grade level standards. We feel the report card is a teaching tool as well as a means of reporting progress. The staff welcomes any questions you may have concerning the marks or comments on the report card.

### **SCHOOL TELEPHONE-**

Students may use the office telephone for EMERGENCY use only. Calling a parent for permission to visit a friend after school is not considered emergencies. Telephone calls for homework or forgotten textbooks may be made only at the teacher's request.

### **STEVENS CREEK SUPERSTARS NEWSLETTER-**

The SuperStars Newsletter is a weekly newsletter that keeps parents informed of the activities at Stevens Creek School. It includes the principal's message, school calendar, lunch menus, minutes from SSC, district news, community events, PTO activities and short parenting article. The Newsletter is sent home via email each Thursday. Hard copies are available in the office. It is also posted on Stevens Creek website – [www.cupertino.k12.ca.us](http://www.cupertino.k12.ca.us).

## **Emergency Procedures**

Stevens Creek School has an Emergency Plan that is updated and reviewed every year. In the fall the whole school performs an Earthquake Emergency Drill most often when the students are in school. At these times students are required to leave the classrooms and assemble on the field. These drills help the teachers review their responsibilities and tasks during a true emergency. Every staff member is assigned to a team. Among the teams are Student Release, Operations, First Aide, Search and Rescue, and Traffic. Every classroom has an emergency pack with supplies such as flashlights, first aide items, tissues, gloves, and small games for students. These bags are also resupplied as necessary at the beginning of the school year.

There are emergency storage sheds on the campus that also hold supplies that include:

- Emergency water and food
- First aid station supplies
- Search and rescue tools and equipment
- Traffic cones and portable shelters

### **WHAT SHOULD PARENTS DO BEFORE A DISASTER?**

Be sure that your child's Health/Enrollment Card (on file in the office) has accurate and up-to-date information: phone numbers, family members, people allowed to take your child off of campus, address. Make sure that you list emergency contacts on the card. The only people other than yourself, who can take your child from school, are those you list on the card. Inform these people that you have listed them as authorized persons to take your child in an emergency.

Prepare your child. Let your child know who might be picking him/her up if you are unable to do so. If you work out of the local area, be sure that your child understands that it may take you many hours or even days to reach home. Reassure them that they will be cared for until you arrive. Children who are prepared experience less fear.

### **WHAT SHOULD PARENTS DO IN THE EVENT OF AN EMERGENCY?**

Remain calm because your child at school is probably in one of the safest places to be in during an emergency. School personnel must remain with the children. We are well prepared to take care of your child for at least 24 hours.

Information will be broadcast to parents over local radio stations KNBR-AM 680, KCBS-AM 740, KGO-AM 810, KLIV-AM 1590, KARA-FM 105.7 and/or local television station KNTV-Channel 11(NBC 3). Information also will be posted at the school site.

- Please do not call the school. If local phones are working, they will be needed for emergency personnel.
- Please do not drive to school. Instead, walk or bicycle to school. Leave the street free for emergency vehicles.
- Go to the Student Release Center in the field area. You must sign out to have your child released. Each child will have an identification card with release information on it. A staff member or volunteer will bring your child to you. **WE COUNT ON YOU TO SUPPORT AND FOLLOW OUR EMERGENCY STUDENT RELEASE PROCEDURES SO EVERY CHILD CAN BE ACCOUNTED FOR.**
- Volunteer to help. Report to the Control Center if you can volunteer to help with traffic, first aid, calming children, search and rescue,...etc.
- If you are delayed and find the school has been evacuated, look for a notice posted in a visible location on the outside of the school which identifies where the remaining children and staff have been relocated.

## HOMework

Recommended amount of time, according to Cupertino Union School District's policy, is 15-30 minutes per day for K through 3<sup>rd</sup> grade, and 40-60 minutes per day for 4<sup>th</sup> through 5<sup>th</sup> grade children.

### **Students: Remember to Take Your Homework Materials With You at Dismissal Time!**

We occasionally have students come back to campus requesting to get into their classrooms to retrieve forgotten materials. If their teacher has left for the day, they need to wait until the following day. The office staff will not be able to open the classroom door. Organizing oneself is an important skill students need to learn. At the end of the day, they should always check to make sure they have the books and papers they'll need to complete their homework. Teachers usually spend a few minutes at the end of the day reminding student of what they need to complete at home. Students who take an extra minute or two to check their homework assignments and gather the appropriate materials can be confident they have what they need. Students who do not check to see if they have what they need can end up frustrated and worried if they find they don't have a book or a homework sheet. Please encourage your children to spend an extra minute or two at the end of the school day making sure they have everything they need. It makes life easier for everyone in the family when the student is prepared.

Homework has a definite purpose. It is important for learning responsibility, good work habits and good study skills.

Homework should:

- Reinforce information presented in class
- Help develop good work habits and scheduling of time
- Promote growth in personal responsibility
- Provide opportunities for increasing self-direction
- Enrich and extend what is learned in school
- Be able to be completed with little or no direction from parents

Examples of homework are:

- Preparing book and other types of report
- Preparing for sharing time and oral report
- Studying for a test
- Making up work missed through absence
- Reading
- Studying words for spelling tests, math facts
- Completing work not finished in class
- Extra drill in an academic skill
- Re-doing messy work

For each grade level, the homework policy may differ as to types of homework activities.

Children vary in the amount of time they spend on homework, so these suggested times are guidelines for teachers and parents. Homework is generally limited to Monday through Thursday and is not assigned over the major holidays. Long-range projects are scheduled well in advance and parents are informed. Parents should support their child by providing a positive environment and atmosphere for homework at home:

- Make sure you have the necessary materials available, such as dictionaries, pencils, paper, etc.
- Help your child set aside a regular time for homework.
- Make sure you have a quiet, well-lit place for your child to work.
- Follow-up on suggestions from your child's teacher to help your child when problems arise.
- Be familiar with your child's homework assignments. Spot check completion of homework.
- Call the teacher right away if you have any questions or concerns about the homework.

**Students: Your responsibilities are to:**

- Write down all assignments, do not trust to memory.
- Write down the date the assignment is due, make sure it is correct.
- Ask questions about any confusing parts of the assignment, be sure you understand what your teacher expects from you
- Before leaving class, make sure you understand the purpose of the assignment.
- Before leaving school make sure you have all the materials you need to bring home for the assignment

## **STUDENT SUPPORT SERVICES**

### **HANDICAPPED SERVICES-**

Services are available for handicapped youngsters. Parents can contact the school, the Principal or the Resource Specialist for information.

### **HEALTH SERVICES-**

Emergency first aid is performed by the secretaries or other staff who have had First Aid training. The school nurse is on campus one day a week and may be paged in an emergency. The school nurse completes state mandated screenings (vision, hearing) at designated grade levels. If your child has a suspected health problem, the school nurse will contact you.

### **PSYCHOLOGIST-**

The District Psychologist provides special testing for referred students. Parent permission is required for testing.

### **SPECIAL EDUCATION-**

Grades K-5: Some children are identified as having special learning needs & have an IEP (Individualized Education Plan). The District's philosophy is to keep these children in the regular classroom as much as possible and to supplement their education through Special Education Services. Individual programs for these students are designed by a team that may include the Resource Specialist, resource teacher, psychologist, nurse, classroom teacher, speech pathologist, and principal. Students who need intensive individual and small group support may be eligible for a Special Day Class. Staff works with the parent to establish an appropriate placement.

## **SPEECH & LANGUAGE SERVICES-**

The Speech Pathologist provides speech and hearing therapy based upon the child's needs. If you feel your child may have a speech or hearing problem, talk with the teacher or Resource Specialist about it. Students with suspected speech problems are referred to the speech pathologist by the staff.

## **STUDENT STUDY TEAM-**

The SST is a group process that brings teachers, parents and the student together to develop plans to improve student success. Teachers and parents may refer a child to the SST for assistance with problem solving.

## **VISION & HEARING TESTING**

Vision screening is done for all children in first and third grades, and for others as requested. Hearing testing is done by the Santa Clara County Audio metric services for grades 1, 2 and 5 each year.

# **STUDENT CONDUCT**

## **Philosophy**

The Cupertino Board of Education supports the concept that individual and group responsibility is learned through positive management and discipline procedures. Classroom and school student conduct policy at Stevens Creek is in accordance with district policy.

Stevens Creek is proud of the positive behavior that is maintained by our students. Students at Stevens Creek are asked to always follow the Golden Rule, "Treat others the way you want to be treated". They are expected to act in ways that protect their safety and rights and the safety and rights of others.

## **Student Expectations at School**

### **I will:**

- treat others the way I want to be treated.
- respect everyone's right to be safe and happy
- come to school, on time, prepared for each day, ready to learn, with the necessary material.
- put my best effort into every assignment
- show respect, kindness, and compassion for students and school staff including parent volunteers, siblings and visitors
- respect and protect school property, supplies, and the property of others
- be helpful when someone needs assistance
- stay off of rollerblades, skateboards, and bicycles while on school grounds
- use appropriate and respectful language, teasing name calling, swearing or references to someone's race, sex or religion is not acceptable
- solve problems calmly and peacefully using my words with respect to all involved
- keep toys, cards, or electronic equipment from home at home unless permission is obtained from the teacher
- be honest with students, teachers and friends
- keep our school clean (desk, eating area, playground, restroom, etc.)
- follow the school and district " No Tolerance Policy " regarding weapons and drugs, possession of weapon (including toy or facsimile weapons) or dangerous objects will result in suspension
- take my hat off when inside the school building
- not bring gum to school

# Playground Rules

**Please follow the Playground Rules so that it will be safe and fun for everyone.**

## **Student Playground Expectations-**

1. I will stay in designated areas under staff supervision at all times.
  - a. Areas behind the portables and behind the track are out of bounds.
  - b. Students are not to be in the hallway, labs, library or classrooms unless supervised by a staff member
  - c. No playing in front of the school.
2. I will display courtesy and good sportsmanship in games and while using equipment.
3. I will allow all fellow students to join in organized games and activities.
4. I will play at the assigned areas for different grade levels.
5. I will use the bathrooms appropriately and not play or hang out in them.
6. I will not throw any objects, except balls or assigned P.E. equipment
7. I will kick balls only on the grass, never on the blacktop unless directed by the P.E. coach or teacher.
8. I will play chase games only on the grass.
9. I will play with only school assigned balls. I will not throw or kick them against the wall or at others with the purpose of hitting them. No tennis balls are allowed.
10. I will use appropriate language and not name-call or swear.
11. I will only slide down the slide one person at a time. ( **No climbing up**)
12. I will keep my hands and feet to myself to keep everyone safe.
13. If I am involved in a conflict or see a conflict that could involve physical aggression, I will get the assistance from the yard duty immediately.
14. If I am involved in a minor disagreement, I may request the assistance of the Peace Patrol to help solve the problem.
15. I will not cut in line or allow other students to cut.
16. I will not climb trees, fences, or the building structures.
17. I will report behavior that is unsafe or hurtful to others.
18. I will return any playground equipment back to class after recess

## **KINDERGARTEN PLAYGROUND RULES-**

1. Keeps hands and feet to yourself.
2. Share all equipment; take turns.
3. Use equipment safely as it was meant to be used.
  - a. You may only go down the slide feet first. Do not go up the slide.
  - b. Only go to the top of the slide when the child has reached the bottom.
  - c. Do not swing or tie things with the jump ropes.
  - d. Do not touch anyone who is on the bars.
  - e. Do not take both hands or feet off the bars at anytime.
4. Use balls carefully. Do not throw against classroom walls

## **Consequences of Poor Choices Made and Not Following Behavioral or Procedural Expectations-**

Most student conduct problems are handled by the classroom teacher or playground supervisors. When there is a need for student discipline, expected behaviors and the consequences for not meeting standards will be explained. Parents will be notified of serious behavior incidents.

Some student conduct problems cannot be resolved by staff members. These students are referred to the principal.

### **Step 1 - First referral to the principal**

The student will complete a "What Really Happened" form and be referred to the Principal for problem

clarification and discussion. Parents may be informed depending on the seriousness of the problem.

### **Step 2 - Second referral to the principal**

Same procedure as Step 1. The Principal will discuss the problem again with the student. The Principal will send a discipline referral home and/or telephone the parents. A conference may be scheduled to develop cooperative approaches for changing student behavior.

### **Step 3 - Third referral to the Principal or Referral for behavior that may result in suspension.**

Same procedure as Step 2. In cases where behavior does not improve or when a student engages in serious or dangerous behavior, the Principal will immediately contact the parents. Students may be suspended from school. Parents are responsible for their child's care when he/she is suspended from school.

## **PARKING LOT PROCEDURES**

Safety around the school and neighborhood is everyone's responsibility. Parking lot rules apply to everyone. Speed limits in school zones are 25 mph or less if the conditions warrant slower speeds. In the parking lot use great caution, drive slowly, follow these guidelines and instruct your child to follow them well. The Santa Clara County Sheriff's Office helps to enforce compliance with the law in and around Stevens Creek School.

### **DRIVERS INSTRUCTIONS FOR STUDENT PICKUP/DROPOFF**

*Enter the Parking Lot alongside the curb on the field side of Ainsworth.*

*There is NO PARKING in the area by the office wing and Kindergarten rooms. These parking spaces are for staff only all day.*

1. When entering the parking lot, stay to the far right.
2. Do not park along the red zone and block access to school busses.
3. The yellow curb is for loading and unloading students at arrival and dismissal times.
4. No car may be left along the curb. A driver must be in the car at all times.
5. During arrival times pull the car up as far as possible along the loading and unloading zone towards the Stop Sign by the office building before having your child exit the car.
6. Have your child ready with the backpack to exit the car right away.
7. During dismissal times, pull the car up as far as possible along the loading and unloading zone.
8. Only a single line of cars is allowed to move up to the Loading Zone. Do not form a double line. this creates a hazard for children and cars.
9. Students will be restricted on where they may stand when waiting for cars to pick them up. Do not ask them to cross the driveway or to cross the end red line that informs students how far along the curb they may stand.
10. Do not park in the staff parking spaces during drop off and dismissal times.
11. Do not walk your child through the loading and unloading zone. Use the crosswalk.
12. Students are not to run around or play during dismissal times. They are to watch for the car that will pick them up.
13. While waiting, students are to keep backpacks on or to their side. They are not to swing them or hit other students with them.
14. The only exit to use is the center driveway. Do not exit through the parking lot and driveway portion near the Kindergarten rooms. This is the bus loading zone area and staff parking lot only.
15. Please observe the directions of the staff parking lot monitors. They have the authority to contact the Sheriff's department regarding any unsafe traffic issues at any time.
15. Stop at **all** Stop signs.

### **PARENTS NOT DRIVING AND WALKERS**

1. Walking parents who have picked up their students should not hang out by the grass and let their students play. This creates confusion during the dismissal process and safety concerns for the students. Please keep your children by your side, away from the loading and unloading zone. Look both ways at crosswalks before stepping off the curb.

## **BUS TRANSPORTATION**

Transportation is provided in certain very limited areas for a fee. Passes are available with a discount for more than one student in a family. The passes can be purchased at the Cupertino School District Transportation Office, 10301 Vista Drive, Cupertino, CA 95014 on weekdays from 8:00 a.m. to 5:00 p.m.

The School District endeavors to provide safe transportation for your child. Please make sure your child understands the following rules:

1. Students who ride the bus are required to go immediately to the bus stop upon departure from home in the morning and are required to report home immediately after getting off the bus in the afternoon.
2. Orderly behavior is required at all bus stops.
3. Preschool children and visitors are prohibited from riding the bus at any time. Parent aides may ride school buses on field trips.
4. Throwing any items in, at, or around the bus at any time is prohibited.
5. Science specimens are to be encased in safe containers of pliable plastic or cardboard; glass containers will not be allowed on buses.
6. No live animals (birds, reptiles, fish or insects) may be transported. No exceptions will be made.
7. The bus driver will move children from one seat to another at his discretion. Children will remain seated until the bus has stopped at its destination.
8. When your children are aboard the school bus, they are directly responsible to the school bus driver for their conduct and actions. The bus driver will supervise the boarding and departure from the bus and escort children whenever necessary.
9. All parts of the body-arms, head, etc., must be kept **INSIDE** the bus at all times.
10. Trash of any kind is not to be left on the bus.
11. No eating is allowed on the bus.
12. All children are expected to board and leave the bus at their regularly assigned stop at all times. If there is a reason for your child boarding or leaving his regular bus at a stop other than the one regularly assigned, a note shall be submitted to the bus driver. Without such authorization, bus drivers cannot permit children to enter or leave at points other than their regular stop.
13. State law requires all children to cross streets in **FRONT** of the bus when disembarking.

## **CUPERTINO UNION SCHOOL DISTRICT SUMMARY OF EDUCATION CODE 48900 (Grounds on which a student may be Suspended or Expelled)**

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence on another person, except in self defense
- c. Possessed, sold or otherwise furnished any firearm, knife, explosive or any other dangerous object.
- d. Possessed, used, sold, or otherwise furnished, or been under the influence of an controlled substance, alcoholic beverage, or intoxicant of any kind.
- e. Offered/arranged/negotiated to sell a controlled substance/alcoholic beverage/intoxicant and then sold /delivered/furnished liquid/substance/material represented to be a controlled substance/alcoholic beverage/intoxicant.
- f. Attempted or committed robbery or extortion.
- g. Attempted or caused damage to school or private property.
- h. Attempted or stole school or private property.
- i. Possessed or used a tobacco product.
- j. Committed an obscene act or engaged in habitual profanity/vulgarity.
- k. Offered/arranged/possessed or negotiated to sell any drug paraphernalia.
- l. Disrupted school activities, or willfully defied authority of school personnel.
- m. Knowingly received stolen school property or private property.
- n. Possessed an imitation firearm.
- o. Attempted or committed sexual assault or sexual battery.
- p. Harassed, threatened, or intimidated a student who is a complaining witness in a school disciplinary matter.
- q. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.

- r. Engaged in, or attempted to engage in hazing.
- s. Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act.
- t. A pupil who aids or abets in the attempted or infliction of physical injury on another person.
- u. Committed sexual harassment.
- v. Caused, attempted, or threatened to cause, or participated in an act of hate violence.
- w. Created an intimidating or hostile educational environment
- x. Made terrorists threats against school officials or property.

## **Cupertino Union School District Uniform Complaint Procedures Public Notification**

The district’s Board Policy, Uniform Complaint Procedures, addresses complaints alleging unlawful discrimination on the basis of ethnic group identification, religion, age, sex (including sexual harassment), color, and physical or mental disabilities, or failure to comply with the law in selected state and federal programs, child care and child development programs, child nutrition and special education programs. The timeline for filing a discrimination complaint shall not exceed six (6) months from the alleged occurrence or when knowledge was first obtained. If you are unable to put your complaint in writing, district staff will assist you. The district will not retaliate against complainants and the complainant’s identify will remain confidential.

The Director of Instruction, Pupil Services, is designated as compliance officer to receive and investigate complaints. Investigations shall be conducted in a manner that protects confidentiality of the parties and the facts. A final written decision shall be sent to the complainant within sixty (60) calendar days of the district’s initially receiving the complaint.

### **Uniform Complaint Procedures**

- Step 1 **File Complaint** — A complaint must be filed no later than six (6) months from the date when the alleged incident occurred.
- Step 2 **Mediation** — Within three (3) calendar days of receiving the complaint, the compliance officer discuss the possible use of mediation.
- Step 3 **Investigation of Complaint** — The compliance officer will hold a meeting within five (5) calendar days of receiving the complaint to review the result of mediation and begin the investigation, if necessary.
- Step 4 **Compliance Officer’s Written Decision** — Within forty (40) calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the investigation and decision including:
  - 1. Findings and disposition of the complaint, including corrective active, if any.
  - 2. Rationale of above disposition.
  - 3. Notice of complainant’s right to appeal decision to the Board of Education and the California Department of Education, and procedures to initiate such an appeal.
- Step 5 **Appeal to the Board of Education** — If dissatisfied with the compliance officer’s decision, the complainant may file, within five (5) calendar days, the complaint in writing to the Board of Education.
- Step 6 **Board of Education Decision** — The compliance officer will send the Board’s decision to the complainant. **Total Time (Steps 1-6): 60 Calendar days.**
- Step 7 **Appeal to California Department of Education** — If dissatisfied with the Board’s decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) calendar days of receiving the Board’s decision.

The district and California Department of Education provide administrative remedies. Civil law remedies may be pursued through local, state, or federal legal aid agencies, or offices of private/public interest attorneys. For more information regarding civil law remedies, call the Santa Clara County Bar

Association, 4 North Second Street, Suite 400, San Jose, CA 95113, Phone (408) 287-2557.

To file a complaint or receive more information, please contact the compliance officer, **Director of Instruction, Pupil Services, Cupertino Union School District, 10301 Vista Drive, Cupertino, CA 95014, phone (408) 252-3000.**

**CUPERTINO UNION SCHOOL DISTRICT**  
**Cupertino, California**  
**Board Policy**  
**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 supervisors and employees, between employees and between non-employees and employees.
- 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:

- 1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
- 2. Submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting that individual;
- 3. Such conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance;
- 4. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or employment environment; or
- 5. 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 Policy. Cross Reference: Board Policy 1312.3 – Uniform Compliant Procedure

**PLEASE SIGN AND RETURN THIS PORTION TO YOUR CHILD'S  
TEACHER**

**Stevens Creek Elementary School**

I have read this handbook entitled "*Things You Need To Know*"

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Room No. Signature of Parent or Guardian