

Guadalupe School

School Handbook

2018-19



Principal: Dale Jones

Guadalupe School

6044 Vera Cruz Drive • San Jose, CA 95120

(408) 268-1030 Fax (408) 268-6914

Absence Line (408) 927-9452

guadalupe.unionsd.org

UNION SCHOOL DISTRICT OFFICE

5175 Union Avenue • San Jose, CA 95124
(408) 377-8010 Fax (408) 377-7182

<http://www.unionsd.org/home>

Superintendent – Denise Coleman
Associate. Supt. Learning and Innovation– Andrew Schwab
Asst. Supt. of Human Resources – Steve Burrell
Asst. Supt. of Business Services – Rita Sohal

UNION SCHOOL DISTRICT BOARD OF TRUSTEES

Sheila Billings
Vickie Brown
Jennifer Petoff
Thomas E. Rossmeissl
Doug Evans

GUADALUPE SCHOOL OFFICE STAFF

Administrative Assistant – Jeannie Hamchuk
Health Clerk – Christina Ferguson
Head Custodian – Francisco Sorto

Guadalupe School Passion Statement

**We at Guadalupe will strive for our children to show growth in reading through confidence, engagement, and a love of learning.
Together we will commit to this challenging opportunity with a positive attitude, optimism, and effective collaboration.**

TABLE OF CONTENTS

GUADALUPE PASSION STATEMENT

GENERAL INFORMATION 5

 Lost and Found.....5

 Lunch Program.....5

 Healthy Snacks.....5

 Animals in the Classroom.....5

 Go Green.....5

 Supplies5

 Homework Policy.....5

 Make Up Work.....5

 School Pictures6

 Yearbook.....6

SCHOOL SCHEDULES 6

 Bell Schedule6

 Start Time & Dismissal/After School6

 Modified Wednesday & Staff Development Days7

 Modified Wednesday for Kindergarten7

 Staff Development Days7

OFFICE PROCEDURES 7

 Administrative Assistant7

 Visitor Badges7

 Office Telephone Use.....7

ATTENDANCE PROCEDURES... 7

 Absences Line7

 Absences.....8

 Travel8

 Tardies8

 School Attendance Review Board-(SARB)8

 Release of Students8

 Independent Study Program8

COMMUNICATION. 8

 Principal's Coffees.....8

 Report Cards, Progress Reports, Parent Teacher Conferences.....8

 Website, Gazette & Friday Folders8

 School Messenger8

 HSC Website, ROAR9

 USD Website...9

EMERGENCIES AND HEALTH CARE 9

 Health Aide9

 Communicable illness/condition10

 Procedures for student illness10

 Medication at School10

 Safety & School-wide Emergency Procedures11

SAFETY & SCHOOL-WIDE EMERGENCY PROCEDURES...11

 Safety Drills11

 Emergency Procedures11

SCHOOL POLICIES & PROCEDURES.....11

 Parking Lot & Traffic Safety.....12

Preschool Siblings on Campus	13
Dogs on Campus	14
Bicycles/Scooters	14
Skateboards, Rollerblades, & Roller Shoes	14
Cell Phones	14
Class Placement	15
STUDENT CONDUCT	16
Project Cornerstone	16
General Expectations ROARS	17
Consequences	19
Union School District Suspension/Expulsion	19
School Dress Code	20
STUDENT ASSESSMENT & PROGRESS	
Parent-Teacher Conferences	
Standards Based Report Card	
State Testing	23
District Benchmark Assessments	
STUDENT PROGRAMS & SERVICES	
Lifelab	24
Library/Media Center	24
Technology.....	24
Music.....	24
Visual Arts	24
Physical Education/Dance.....	24
GATE (Gifted & Talented)	24
Response to Intervention Program (Rtl)	25
Resource Specialist Program (RSP)	
Speech, Language, & Hearing Program	
Almaden Valley Counseling Services	
Lunch Bunch.....	26
STUDENT LEADERSHIP	26
Expect Respect.....	26
Safety Patrol, Student Council	26
Student Clubs and Extracurricular Activities.....	26
SCHOOL ORGANIZATIONS	26
School Site Council(SSC)	
English Language Advisory Council (ELAC).....	26
Home & School Club (HSC)	27
EASY WAYS YOU CAN SUPPORT YOUR SCHOOL	
Parent donations	27
Events	27
Escrip & Box Tops for Education	
Company Matching.....	27
Ongoing Fundraising	27
VOLUNTEER OPPORTUNITIES	28
Guadalupe School Handbook Acknowledgement (sign and return).....	32
Allergy Policy.....	29

General Information

LOST AND FOUND

Please **label** (write your child's name) all sweatshirts, jackets, sweaters, umbrellas, lunchboxes, and any other clothing items that has the potential to be lost. We do our best to find owners of lost items, but can only do so if it's labeled. Lost items are placed on the rack in the cafeteria. We donate all items to charity, so check the bin if an item is lost.

LUNCH PROGRAM

Lunch is served each day at school. The price for lunch is \$3.50 per student. The check should be made payable to "U.S.D. Food Service". Students who bring their lunch from home may purchase milk or juice for an extra charge. Register for online prepayments, 24/7 from the web, use your credit card to access balance and purchase history, and access nutritional content of meals at <https://unionsd.sodexomyway.com> or, you can place your check in an envelope, with your child's name and teacher's name and place it in the lunch basket in the office before 10:00 am. If your child forgets his/her lunch, bring it to the office marked with name and room number. ***Please do not take the lunches directly to the classroom as this interrupts instruction.***

HEALTHY SNACKS

Union School District has a **WELLNESS POLICY** to help students make healthy fitness and food choices. It encourages students and parents to provide healthy snacks for classroom and school functions. **Parents may not bring in treats for celebrations such as birthdays** due to the number of students and teachers with food allergies. Teachers will be planning class celebrations without food, or with food that has been vetted as safe for every student in the classroom. Please see the section on **FOOD ALLERGIES** at the end of this handbook (page 29).

ANIMALS IN THE CLASSROOM

This policy of the Union School District addresses pets that visit the classroom, as well as animals that are used as part of a standards based project. Pre-approval must be obtained for all animals visiting a classroom. Please contact your child's teacher before bringing an animal to school.

GO GREEN

In a joint effort with the City of San Jose, Guadalupe School is an environmentally friendly school. We encourage students to **reuse, reduce, recycle, and rethink** how we manage waste. Students who bring a lunch from home should pack things in reusable containers. Avoid single packs for items, especially items wrapped in foil or plastic that cannot be recycled, such as single pack granola bars. The Food Services Department provides recyclable lunch trays and sporks. We ask that if students bring in items that cannot be recycled, they also pack them out. Items that can be recycled should be put in our recycle station.

SUPPLIES

Parents have an opportunity to purchase a kit with all required school supplies in the spring for the next grade level. School supply lists are on the Guadalupe website for parents who choose to purchase the supplies on their own.

HOMEWORK POLICY

Guadalupe teachers will require reasonable, grade appropriate homework, which can be completed independently and may be differentiated. When students repeatedly fail to do or turn in their homework,

parents/guardians shall be notified and asked to contact the teacher.

MAKE UP WORK

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Students who miss schoolwork because of an unexcused absence shall be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress.

SCHOOL PICTURES

A professional photographer will take a picture of your child in the fall each year. Purchasing these high quality photos is optional.

GUADALUPE YEARBOOK

Full color, high quality yearbooks are a wonderful way to commemorate your child's experience and available for purchase in the spring each year.

School Schedules

BELL SCHEDULE

Grades

	<u>Start Time</u>	<u>Recess</u>	<u>Lunch</u>	<u>Dismissal (M, T, TH, F) Wednesday Dismissal</u>	
1-3	8:15	10:25-10:45	11:55-12:45	2:40	1:15
4-5	8:15	10:25-10:45	12:05-12:45	2:40	1:15

Kindergarten

	<u>Start Time</u>	<u>Dismissal</u>
AM	8:05	11:25
PM	11:30	2:50

Wednesday: PM Kinders attend from 9:40-1:00 to allow for school wide collaboration.

SCHOOL START TIME

School begins daily at 8:15 AM sharp for grades 1-5. Those students arriving after 8:15 must report to the office for a tardy slip. There is no recess before school. Students may not be on campus before 7:55 as there is no supervision before that time. Students may participate in the Mileage Club from 7:45 – 8:05 daily. Students should arrive on campus between 7:55 and 8:15 am and line up by their classrooms.

SCHOOL DISMISSAL

There is no supervision after school. Children should be picked up on time so please be sure that your child has a way home upon dismissal. On Wednesdays, 1st –5th graders are released at 1:15 PM so that teachers have time for grade level collaboration and planning. Children are allowed to play on the play structures or playground after school with parent supervision. This applies to the upper playground only. Parents must supervise kids at all times and ensure teachers or after school programs are not being disrupted. If students are not abiding by school rules after hours, they will be asked to leave campus.

MODIFIED WEDNESDAYS

Union School District elementary students dismiss early on Wednesdays for grade level planning and collaboration. On these days, all students, first through fifth grades, will be dismissed at 1:15 pm. Please make arrangements for your child's early pick-up from school each Wednesday as we sometimes go to another school site for collaboration and often have meetings or trainings and therefore have no one available on site to supervise students who are not picked up in a timely fashion. *PM Kindergartners attend from 9:40-1:00.

STAFF DEVELOPMENT DAYS

Union School District will conduct staff development days for teacher training. Students do NOT attend school during these days. Please check the district or school calendar for the staff development dates. Guadalupe will focus on goals established in our School Plan, teaching to standards in all academic areas, and serving our gifted and talented and underachieving students. Check the calendar on the Guadalupe website for specific dates.

Office Procedures

Guadalupe's Administrative Assistant is in the office from 7:30 – 4:30 most days.

VISITOR BADGES

A safe environment requires the identification of every person who comes onto campus. Everyone, including parents, who visits the school must first come to the office and sign in. Any person going to areas other than the office must sign in and wear a visitor badge. Your cooperation with these practices will give the school community peace of mind.

OFFICE TELEPHONE

Use of the office telephone by students is for school business and emergencies. The classroom teacher may allow students to use the classroom telephone or give permission for students to use the office telephone.

Attendance Procedures

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for excused or unexcused absences. Refer to Union School District's Parent Handbook (Attendance section) for specific information and policies about attendance. Always review the school calendar and plan activities and vacations during days off.

ABSENCE LINE

Guadalupe has a 24-hour absence line available (408) 927-9452. Please call the absence line before 8:30 AM. If a student is absent, and there is no message or phone call, a call will be made to the parent's home or work place. We want to check the whereabouts of all of our students to verify their absence and ensure their safety.

ABSENCE FROM SCHOOL

It is important that your children be in school unless they are really sick. To help us keep accurate records, call the absence line (24-hour attendance line 927-9452) as soon as possible. If your child is marked absent and we have not heard from you, we will contact you at home or work to confirm the absence. **Remember, we receive no funding from the State when children are absent, even if they are called in sick. Funding is based on the number of students in attendance on any given day in school. If we cannot contact you and you have not called the school, your child will be marked “unexcused”.**

TRAVEL

Any trip, no matter how educational it may be, is considered by the State of California to be an unexcused absence unless covered by an Independent Study Agreement. Please stop by the school office or contact your child’s teacher at least *two weeks* prior to the trip to sign an Independent Study Contract for an absence of 5 days or longer. This contract constitutes an agreement between the parent and the teacher that your child will complete the class work that has been missed during his/her absence. It is extremely important to recover the funding that might be lost due to unexcused absences by use of this contract, if the trip is for a period of 5 or more days. Please try to schedule trips during holidays or Professional Development days.

TARDIES

Children arriving late can be a major distraction. We ask that every effort be made to have children at the classroom door by the opening bell. If your child arrives late to school, he/she receives a tardy slip from the office. Please come to the office to get an admit slip before sending your child to class. State law considers a child truant upon a third tardy in excess of 30 minutes. Parents of students who are frequently tardy will be asked to meet with the principal to discuss solutions for consistent timely arrivals.

Truancy - SCHOOL ATTENDANCE REVIEW BOARD-(SARB)

SARB was established by the California State Legislature to provide intensive guidance and coordinated community services to meet the needs of those children with school attendance or behavior problems. The SARB group is composed of school district and community representatives. *Students with chronic absence or tardy problems will be referred and monitored through SARB. Refer to Union School District’s Parent Handbook for additional information about Truancy, including the SARB process and California Education Code Regulations.*

RELEASE OF STUDENTS

If a child is to leave school early during the day for any reason (doctor/dental appointments, family, etc.), the parent/guardian must come in person, show identification, and sign out the child in the office. This procedure is for the protection of your child. Your child will be released only to those persons designated on his/her emergency card. If your child returns to school on that same day, have him/her stop by the office to get a pass to return to their classroom. As a courtesy, please notify the teacher ahead of time, so homework and assignments will be ready.

INDEPENDENT STUDY PROGRAM

If a student is going to be absent from school for five days or more, for reasons other than illness, contact the school secretary and the child’s teacher regarding the Independent Study Program. Parent must notify the office a minimum of two weeks prior to leaving in order to allow time for the teacher to prepare the

classwork and the office to secure approval. The school will receive funding for students who are on an Independent Study.

Communication

PRINCIPAL'S COFFEES

The principal holds several coffees for parents, in which programs, events, and important information about the school are discussed. Parents have the opportunity to learn about school safety initiatives, school-wide performance data, and strategies to assist with homework. Refer to the Guadalupe website calendar for the specific dates.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued three times a year for all children. The report is given to the student to take home in the Wednesday envelope when not given to the parent at a conference. You are encouraged to discuss your child's progress with the teacher. The District Report Cards are grade level specific and standards based. The report indicates the student's progress toward meeting grade level standards.

PARENT-TEACHER CONFERENCES

Since both the parent and teacher are interested in the child and his/her wellbeing, parent-teacher conferences are welcomed and strongly recommended. Regular parent-teacher conferences are scheduled in November and March for all students. Other conferences are arranged as the need arises. These should be scheduled by telephone, email, or letter with the teacher. Conferences are held before or after school so that they do not take up regular class time.

GUADALUPE WEBSITE

Our school website, guadalupe.unionsd.org, provides current information for parents about school programs, events, meetings, organizations, staff, schedules, and emergency information. Parents can also find additional classroom and grade level information on the classroom pages.

GUADALUPE GAZETTE SCHOOL NEWSLETTER

Guadalupe Gazette is the school's newsletter. It is a valuable source of information about our school and district activities. The newsletter is published on a regular basis throughout the year. It is available on the school website at guadalupe.unionsd.org. Our school is making efforts to "Go Green" and asks that parents subscribe to the e-Newsletter.

FRIDAY FOLDERS

School-based information will be sent home with students in their Friday Folder. This includes announcements from the teacher, Home and School Club, school or school district. All other flyers, announcements, etc., will be posted electronically on our website. In order to stay current on school news, please read the contents promptly and return the envelope and any needed papers to school on Monday morning. As part of our Go Green effort, we are striving for as much information as possible be sent electronically.

SCHOOL MESSENGER

Periodically, you may receive an automated message from the school with important information. Our district utilizes School Messenger, which allows schools to send messages to all families within our community. These

messages are reserved for necessary communication such as absence alerts, emergency information, important reminders, and notifications. Please keep your phone numbers updated so that you can continue to receive current information.

HOME AND SCHOOL CLUB (GHSC) WEBSITE

The Home & School Club maintains a webpage that is linked to the school website at: guadalupe.unionsd.org. The purpose of the page is to encourage communication and participation within the Guadalupe community. You will find valuable information here on upcoming events, enrichment programs, meeting agendas and minutes, fundraising news, and Home & School Club contact information. You will also be able to provide feedback on recent events and offer suggestions on possible activities or programs Home & School Club should consider.

UNION SCHOOL DISTRICT WEBSITE

USD also has a website with news, policies, school SARC reports, a link to school pages, and district information. Information can be accessed at <http://www.unionsd.org>.

Emergencies and Health Care

HEALTH AIDE

The Guadalupe Health Aide is in her office Monday through Friday from 10:00 AM until 1:00 PM to assist the children when they are ill or injured. In addition, our principal and secretary are trained in first aid. In the event of a serious medical emergency, the Union School District Nurse is available on call.

COMMUNICABLE ILLNESS/CONDITION

Inform the school secretary or health aide if your child is diagnosed as having any communicable illness/condition (i.e., chicken pox, lice, strep throat, pink eye, measles, fifth disease, etc.). We will notify the families of other students in your child's classroom about the possible exposure. Should your child be running a fever or have symptoms of an illness, please keep him/her home. A sick child not only gets much less from instruction, but often unfairly exposes others to illness.

PROCEDURES FOR STUDENT ILLNESS

If a child becomes ill at school, we will contact parents at home or at work. If a child is unable to reasonably participate in classroom activities, parents will receive a call to pick up their child. Examples of reasons why students would be sent home include, but are not limited to: lethargy, excessive sneezing or coughing, general malaise. If a child is sent home with a temperature of 99.5 degrees or greater, our procedure is to have the child remain home until he/she is fever-free for a minimum of 24 hours. If your child complains of not feeling well prior to leaving home, we would appreciate your cooperation by taking the time to check the complaint before sending him/her to school.

EMERGENCY CONTACT INFORMATION

Emergency and Health information printouts are sent home the first week of school. Complete all information and return the card to the classroom teacher immediately. If you change your address, telephone number, doctor, or people to call in an emergency, be sure to notify the school secretary. It is very important that we have up-to-date information for the protection of your child in case of an emergency or illness.

MEDICATION AT SCHOOL

California Education Code 49423 indicates that any student who is required to take medication prescribed for him/her by a physician (during the regular school day) may be assisted by the school health aide or other designated school personnel if certain requirements are met. PRESCRIBED medication may be given at school only if a "Medication Request"/physician's form is on file in the Health Office. It is the responsibility of the parent to present the signed physician's form and medication to the school. The "Medication Request" form is available in the school office. The medications should be in the original container clearly labeled with the student's name, name of the medication and its dosage, and kept only in the health office at school. For the safety of your child and others, **DO NOT** put medication in lunch boxes/sacks or have the child carry medication on his/her person.

OVER-THE-COUNTER medication cannot be dispensed at school. Unless a completed "Medication Request" form is on file in the Health Office, cough drops, cough syrup, Aspergum, throat lozenges, Tylenol, Aspirin, Benadryl, etc. cannot be brought to use at school. If students are in need of these aids, dispense them at home, before or after school, or follow the above requirements for dispensing medications at school.

SAFETY & SCHOOL-WIDE EMERGENCY PROCEDURES

SAFETY DRILLS

Fire drills are practiced monthly and disaster drills at least twice each year. The Guadalupe Safety Committee has worked diligently with police and fire departments to establish the necessary emergency procedures and protocols for use of the walkie-talkies. In addition, Guadalupe maintains disaster preparedness mobile container kits designed to meet immediate needs if a major disaster strikes during school hours. Guadalupe's supplies include water, first aid supplies for the injured, protective wear for a search team, hand tools for securing utilities, two-way walkie/talkies, and removal tools for rescue.

EMERGENCY PROCEDURES

Annually, parents receive a copy of our school *Student Emergency Release Procedures*. The procedures are also available on Guadalupe's website. These procedures are designed to ensure all parents/guardians know where to go to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time. The additional benefits of the release program are to lessen the confusion/panic of an unplanned event and to ensure that students are released only to those people who are written on the emergency card. Please visit our school website to learn more about our **Emergency Procedures**, including procedures for power failure, safety drills, and student release.

School Policies and Procedures

PARKING LOT & TRAFFIC SAFETY

Below you will find important traffic safety information for dropping off and picking up your child. We ask for your cooperation with these procedures to ensure the safety of all children and to eliminate as much frustration as possible given our limited number of parking spaces and the increasing number of cars needing to pick-up and drop-off children.

Guadalupe School Parking Lot and Traffic Improvement Plan



In order to improve safety and maintain a safe campus, the City of San Jose has recommended the following improvements/changes:

- When possible, parents are advised to carpool or walkpool to drop off and pick up their children.
- **No left turn from Vera Cruz into the parking lot** between 8:00 - 9:00 and 1:00 – 3:00 Monday through Friday
- No parking zone along the curb near the track and field on Vera Cruz between 1:00 and 4:00 pm Monday – Friday, excluding holidays. The lane adjacent to the curb will be used for the cue to line up to turn right into the parking lot.
- The traffic circulation route (see map above) will go clockwise from Coleman, right on Redmond, right on Monteverde, right on Vera Cruz. Cars will cue up along the curb and then turn right into the parking lot.
- The parking lot will be blocked with cones until 5 minutes after the bell rings at the end of the day. When cars enter the parking lot, they will participate in “airport style” pick up: they will collect their children who are waiting. If children are not yet waiting on the grassy area, cars will continue to drive through and enter the traffic circulation pattern around the school and get back in the cue.

When Dropping Off & Picking Up Your Children by car...

- Arrive early so you don't rush to drop off your child. Drive slowly as you approach the school.
- Stop at the intersection of Vera Cruz & Puerto Vallarta and observe the Safety Patrol Crossing Guards.
- **DO NOT BLOCK THE INTERSECTION...wait until there is space for your car on the other side of the crosswalk.**
- **DO NOT STOP IN THE CROSSWALK** – it will prevent children from crossing the street.

- If the Crossing Guards are approaching the road and preparing to plant their signs on the ground, it means they are about to enter the roadway:
 - **DO NOT MOVE when Crossing Guards are in the road** or about to enter the road.
 - **“Right Turn on Red” does NOT apply** when Crossing Guard children are in the street.
- Once you enter the school driveway, proceed as far forward along the curb as you can to drop off your child. Backpacks and other school materials should be in the car with the children (not in the trunk). **Adults should not get out of the car.** The Safety Patrol will open the doors for the children. Students should exit the car on the passenger side.
- **After school pick up is “airport” style.** If the child you are picking up is not ready and waiting, you will be asked to drive forward, exit the lot, and go around the block. This prevents a huge back up in the parking lot as a parent waits for one child. You may want to consider arriving at 2:55 to make sure you child is out front and waiting.
- **Parents who are walking their children to school should use the walkway on the inside of the fence near the track.** If you walk on the sidewalk by the parking lot, you could be hit by someone opening a car door in front of you.
- If you drive, always park in the designated Visitor parking places or on the street. Remember the white curb and red curb are for drop off and pick up only.
- If you drive, please do not block or park in our neighbors’ driveways.
- While our staff and safety patrol do their best to encourage parents to follow our drop-off and pick up rules, we appreciate your assistance with violators. If you notice traffic violations in the neighborhood **please report immediately to the San Jose Police at 408-277-4341 or going to www.sjpd.org and make a “Traffic Enforcement” request.**
- **Do not use your cell phone while driving in our parking lot.**
- Please be aware that Staff will report unsafe and/or inappropriate conduct to the office and the police will be contacted if the situation jeopardizes the safety of our staff and/or students.

Please drive thoughtfully!

PRESCHOOL SIBLINGS ON CAMPUS

Our school and all schools in Union School District greatly value parent volunteers. It is important to adhere to school safety and instructional guidelines if your little one is with you at school. To ensure that your infant, toddler, or preschooler is safe at all times while on campus and that instruction is not interrupted for students, please follow these guidelines:

- Please make other arrangements for your little one if volunteering in the classroom. Younger siblings can unintentionally disrupt the learning environment and be a distraction for students.
- You must have the teacher’s prior approval for your little one to be in the classroom with you. Teachers have the right to ask parents to remove a younger child who is being disruptive to the classroom activities and/or interfering with the classroom learning.
- The office and workroom areas are for adults only. No young children are allowed.
- Younger children should not be left unsupervised on school grounds, in the hallways, restrooms, or playground.
- Remember that playground and playground equipment are for school-aged children only during the instructional day. Little ones should not be on the playground during recess.
- Field trip supervision requires the adult chaperone’s undivided attention. Younger siblings are not permitted to accompany an adult chaperone volunteer on field trips.

DOGS ON CAMPUS

Union School District has a district-wide policy of “**No Dogs On Campus.**” There are signs posted at all entrances and we ask parents for their cooperation with this policy. This includes dogs that are on leash and/or carried by their owners. While we understand the value of a community atmosphere where animals are welcome, student safety must be our first concern. Our school and district simply cannot take the risk of having a child or adult injured, even unintentionally. In addition, many children today have allergies to animals and in some cases can have severe reactions when coming in contact with animal fur.

BICYCLE/SCOOTERS

Students in the **fourth and fifth grades** are permitted to ride their bicycles/scooters to school alone. Other students should be accompanied by parents.

1. Bike riders **MUST** wear safety helmets for their own protection.
2. Bicycles **must be walked** on sidewalks around the school and inside the school grounds. We have a NO WHEELS rule inside the school grounds, meaning NO bikes, skateboards, scooters or other wheels may be ridden on campus grounds during school hours.
3. Bicycles must be parked in one of the bicycle racks located inside the school grounds by the office or Kinder playground. Due to space and fire codes, we discourage scooters being kept in the classrooms, however, at this time it is up to individual teacher discretion. **Guadalupe is not responsible for lost or stolen items brought to school.**
4. Motorized bicycles/scooters are not allowed on the school grounds at any time.
5. Bicycles and scooters may be ridden on the blacktop area after 4:00 pm on school days, but not before school.

SKATEBOARDS, ROLLER BLADES

Skateboards and roller blades are not permitted at Guadalupe School. Toys from home are not permitted at school unless it is a specially designated day. We have had upset children and parents after a toy is lost, broken or bartered away.

CELL PHONES

We understand that parents sometimes want student to have a cell phone for safety or health reasons. Union School District Board Policy allows students in elementary school to possess cell phones at school. However, they may only be used before or after school and as long as they do not create a distraction or disturbance. Using this device to capture digital images and/or to take photographs of any kind shall be prohibited on school grounds and at school sponsored activities.

It is a student’s responsibility to ensure that cell phones are turned off and out of sight during school hours. If disruption occurs, a teacher or other staff member may confiscate the device until the end of the school day or activity and are subject to disciplinary action including confiscation and/or loss of the privilege of carrying the cell phone at school, as well as suspension for more serious incidents. Students shall be personally and solely responsible for the security of their cell phones. The Union School District shall not assume responsibility for theft, loss, or damage of a cell phone.

Parents of students wishing to possess cell phones on campus should sign their permission and acknowledgement of the above on the appropriate Request for Possession of Cellular Phone Form (available on the school website and in the school office). For more information on the rules and regulations for having cell phones at school, please refer to the Union School District Board Policy 5131.

District Policy: Using this device to capture digital images and/or to take photographs of any kind is prohibited on school grounds and at school sponsored activities. Students are personally and solely responsible for the security of cell phones. The Union School District assumes no responsibility for theft, loss, or damage of a cell phone. It is the students' responsibility to ensure that their cell phone is turned off and out of sight during instructional times. If disruption occurs, an employee may direct the student to turn off the device and confiscate it until the end of the school day or activity. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and may be subject to disciplinary action.

CLASS PLACEMENT

Our teachers spend many hours and put much professional thought and effort into placing their present students into next year's classes. Our teachers consider a variety of factors as they place your child. **Requests for specific teachers are not appropriate and will not be considered when student placement is made.**

KINDERGARTEN:

- AM/PM Preference: When we build new classes, factors such as age, gender, special needs and preschool experience are taken into account. Due to the high numbers of registrations and the need to balance classes, **we do not accept preference requests for placement in AM or PM kindergarten classes.** We do work with families who have medical or educational special needs, as well as make every effort to accommodate sibling and other student situations (to separate or keep together).
- Parents will receive a letter sometime the week prior to the start of the school year. In this letter, parents will be notified of their child's AM/PM placement and information regarding our Kinder Orientation. We realize parents are anxious to make arrangements for child-care, however due to enrollment changes over the summer we are unable to announce class placement prior to this date. Please do not schedule your children in alternative programs before we send out the notification letters in August. **We will not take parent requests for teacher and/or change in placement.**
- **Champions** provides a quality on-site activity-based before/after school program, including half-day programs for kindergarten students. Many of our parents find this to be the ideal option for a working schedule. Champions will accommodate students for either AM/PM placement. Champions can be reached at (408) 997-9821.

GRADES 1-5:

The objective of the process is to produce the most "workable" heterogeneous combination of student groups. This important task contributes significantly to the creation of a positive class environment that enables students to reach their potential. It has been my experience that nearly all children are able to adjust rapidly to the different teachers they have over the years.

COMBINATION CLASSROOMS

In most cases, yearly changes in enrollment will produce the need for one or more combination class. Rest assured that the staff gives careful consideration to the students they feel would function well in a multi-age classroom. In combination classrooms, students are selected who are independent and confident workers, learn well in a cooperative environment, and have average to above average learning skills without behavior, social or academic concerns.

It should be noted that elementary classroom teachers are certified to teach grades kindergarten through six. This range of ability was most notably applied during the early days of the one-room school. It should also be pointed out that regardless of grade level assignment, children in a given classroom perform at varying levels. In other words, the designation of "third grade" does not mean that all children in that classroom perform at the "third grade level" in all subjects. Therein lies the need to consider the individual differences among

students. Stated another way, grade levels are not “pure” but are groups of students whose only common denominators may be chronological age and uninterrupted progression through the system.

Additionally, scope and sequence of the curriculum does not, in any way, inhibit teaching across grade levels. Contrary to popular belief, older children in a combination classroom are not “naturally held back” in their instruction. If it does occur, it is the result of something other than the fact that it is a combination class. For more information on combination classes, please visit our school website under “Parent Information”.

Student Conduct

The goal at Guadalupe School is to provide a safe and friendly environment. The Project Cornerstone program helps all students to recognize their responsibilities as Guadalupe students. We also believe that students should be empowered to solve their own problems and to model problem solving behavior for others. We ask all students and their parents to read and discuss our school rules and expectations.

PROJECT CORNERSTONE

Project Cornerstone is a Santa Clara County initiative that motivates and supports all individuals and organizations to come together to nurture and develop competent, caring and responsible children and youth. Research shows that the more assets a child has the more likely they are to exhibit positive attitudes and behaviors: succeeding in school, helping others, valuing diversity, maintaining good health, exhibiting leadership, resisting danger, delaying gratification, and overcoming adversity.

40 Developmental Assets

External Assets

Support

1. Family support
2. Positive family communication
3. Other adult relationship
4. Caring neighborhood
5. Caring school climate
6. Parent involvement in schooling

Empowerment

7. Community values youth
8. Youth as resources
9. Service to others
10. Safety

Boundaries & Expectations

11. Family boundaries
12. School boundaries
13. Neighborhood boundaries
14. Adult role models
15. Positive peer influence
16. High expectations

Constructive Use of Time

17. Creative activities
18. Youth programs
19. Religious community
20. Time at home

Internal Assets

Commitment to Learning

21. Achievement motivation
22. School engagement
23. Homework
24. Bonding to school

- 25. Reading for pleasure
- Positive Values*
- 26. Caring
- 27. Equality and social justice
- 28. Integrity
- 29. Honesty
- 30. Responsibility
- 31. Restraint
- Social Competencies*
- 32. Planning and decision making
- 33. Interpersonal competence
- 34. Cultural competence
- 35. Resistance skills
- 36. Peaceful conflict resolution
- Positive Identity*
- 37. Personal power
- 38. Self-esteem
- 39. Sense of purpose
- 40. Positive view of personal future

Project Cornerstone’s The Asset Building Champions (ABC) program promotes positive connections between parents and their own children and youth in the community. A dedicated group of volunteers at schools reads specially selected books and leading activities that help teach valuable lessons on a monthly basis. For more information visit <http://www.projectcornerstone.org/>.

Positive Behavior System at Guadalupe

Guadalupe School believes that behavior expectations should be taught to all students and that students should be positively recognized for following the school expectations. We believe that all expectation language should be clear, concise and used amongst all staff. Therefore, we have created a set of school-wide expectations that all students can follow:

Guadalupe ROARS:

RESPONSIBILITY
OWNSHIP
ACCCEPTANCE
RESPECT
SAFETY

Our team has created a matrix of expected behaviors for each identified school area:

<u>Assemblies</u>	<u>Bathroom</u>	<u>Lunch Areas</u>
R Listen	R Take care of needs	R Eat own food
O Learn	O Flush	O Clean space
A Polite	A Privacy	A Food is unique
R Pay attention	R Leave it clean	R Listen to adults
S Site down; hands to self	S Wash hands	S Walk

Media Center

- R Care for materials
- O Log or check out

up

- A Learn
- R Remain quiet
- S Stay on task

Learning Zone

- R Remain quiet
- O Go directly where I need to go

- A Know others are learning
- R Consider others
- S Walk

Playground

- R Play or relax
- O Follow rules; clean

- A Include others
- R Let people be
- S Eat or play

Office

- R Polite
- O Business only
- A Understanding
- R Use quiet voice
- S Wait my turn

Guest Teacher

- R Business as usual
- O Responsible for my actions
- A Everyone teaches differently
- R Guest teacher has authority
- S Follow established procedures

General School Playground Rules

1st– 3rd Grades

1. Snacks in snack area only – eat and go
2. Stay on grass: no dirt area playing, or playing by the trees
3. Use the slide only in a sitting position: feet first
4. The following games are not allowed
 - tag on play structures (tag is only allowed on the field)
 - “butts up”
 - ball play against classroom walls
 - tennis balls or small balls
 - bathroom play
 - playing with or throwing sticks, tan bark, rocks
 - contact sports, tackle games, deliberately throwing a ball
5. Spitting, cussing, and name calling are not allowed
6. Include all students in games: no locking students out of games
7. Telling (getting someone out of trouble) versus tattling (getting someone in trouble)
8. When bell rings, walk to class

Guadalupe School Playground Rules

Intermediate Playground

1. Snacks must be eaten behind fence or on blue bench
2. The following games are **not** allowed:
 - ball play against classroom walls
 - tennis balls or small balls
 - playing with or throwing sticks, tan bark, rocks
 - contact sports, tackle games, deliberately throwing a ball at a person
3. No balls from home
4. Spitting, cussing, and name calling are not allowed
5. Include all students in games: no locking students out of games
6. Telling (getting someone out of trouble) versus tattling (getting someone in trouble)
7. Respect off-limit areas shown below: play on the grass area, blacktops, or playgrounds.

CONSEQUENCES

Progressive consequences for not following school safety and/or playground rules:

1. Student will be given a verbal warning or reminder. Student has a chance to practice and correct behavior.
2. Student will be given a consequence by a supervising adult (i.e. benched at recess)
3. Student is referred to the principal. A consequence is given and a referral is sent home (i.e. loss of privilege)
4. If behavior continues, parents will be notified and consequences will become more progressive.

**Certain actions warrant immediate administrative involvement, such as physical violence, safety concerns, or actions that disrupt class.

UNION SCHOOL DISTRICT GROUNDS FOR SUSPENSION AND EXPULSION

There are very few children suspended, and of those who are, most have trouble with California Education Code 48900: (a1) when play gets rough and children are hurt; and (k) disrupting class or school activities and not following directions. To help you understand the codes that schools follow, a summary of suspension and expulsion information is included below. A pupil may be suspended, and possibly recommended for expulsion, if it is determined by the superintendent or the principal that they have committed one or more of the following offenses:

California Education Code 48900: Discretionary Expulsion/Suspension

- a1. Caused or attempted to cause, or threatened to cause physical injury.
- a2. Use of force or violence against another person.
- b. Possession of a weapon.
- c. Possession of a controlled substance
- d. Possession of a look-alike substance.
- e. Robbery or extortion.
- f. Vandalism (no roller blades or skateboards are allowed on campus).
- g. Stolen property.
- h. Tobacco.
- i. Obscene act or habitual profanity or vulgarity.
- j. Possession of drug paraphernalia.
- k. Disrupted school activities or willfully defied school authority.
- l. Receiving stolen property.
- m. Possessing an imitation firearm.
- n. Sexual assault, harassment or sexual battery.

All violations of Education Code 48915 (c) are mandatory expellable offenses. These include possession of a firearm, knife, weapon, or explosive, selling controlled substances, and sexual assault. Students who commit these offenses will be automatically suspended and recommended for expulsion by the Administration. Police notification will take place in all instances.

All violations of Education Code 48915 (a) may result in a recommendation for expulsion. The Administration will determine if a recommendation for expulsion is necessary based upon the following criteria:

- A: Seriousness of offense
- B: Circumstances of situation
- C: Student's prior discipline records
- D: Any other extenuating circumstances

Along with a possible recommendation for expulsion, students violating EC 48915A may be disciplined with suspension, Police Citation, Involuntary Transfer, Community Service, Counseling, Mandatory Attendance in Classes or Interventions.

Union School District Administration may use one or more consequences as outlined in USD Uniform Disciplinary Chart to correct inappropriate behavior. Corrective action will be dependent upon the specific offense, circumstances, prior discipline records, effects and extenuating circumstances. Corrective measures will be progressive in nature; whereas a first time offense may warrant one action, a second or third offense will merit a harsher measure. The Administration reserves the right to determine consequences based on the seriousness of a particular infraction and/or previous discipline record of the student who commits the offense. In addition to any school action, suspected criminal activity will be reported to the police and appropriate legal consequences may result. EC 35291, BP 5131.6, 5131.7

BULLY PREVENTION POLICY

The staff and community of Guadalupe School believe that all students have a right to a safe and healthy school environment. The staff and community have an obligation to promote mutual respect, tolerance, and acceptance.

Bullying occurs when a student with greater physical, social, or emotional power over another student repeatedly intimidates or harasses them through words or actions. When addressing bullying it's important to be certain that it meets the criteria for bullying and is not conflict, which is much more common. When resolving conflict, students are brought together and work through their problems and propose solutions. When bullying occurs, the bully and his or her victims are not brought together, and the onus is on the adults to put measures in place that will end the bullying.

The staff and community of Guadalupe School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Guadalupe School expects students and/or staff to immediately report incidents of bullying or physical conflict to the principal or designee. Guadalupe School Staff is expected to immediately intervene when they learn about bullying or conflict. Each complaint of bullying or conflict should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and

during the lunch period.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

Guadalupe's Student Code of Conduct

- Any student who engages in bullying or social, emotional, or physical violence will be subject to appropriate disciplinary action.
- Students are expected to immediately report incidents of bullying or violence to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying or violence in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Cyber-bullying is not tolerated and if this occurs, the parent and/or student should contact the principal immediately. The school will investigate incidents of cyber-bullying that occur on school grounds or
Incidents that “spill over” and create ramifications during the instructional day.

Guadalupe's Procedures for Intervening in Bullying Behavior

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, and on the school website.
- The school will make reasonable efforts to keep a report of bullying or violence and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident or violence occur.
- People witnessing or experiencing bullying or violence are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

HARASSMENT AND BULLYING POLICY

Students are entitled to a learning environment free of harassment and bullying. We understand that when students feel nervous or uncomfortable due to negative peer interactions, they are not focused on learning. While we make every effort to instruct our students about positive interactions, giving up put-downs, and conflict resolution there are times when students still make poor choices. We do not tolerate harassment and bullying and encourage students to speak up for themselves and each other. If appropriate, consequences may come about for students who habitually harass or bully other students.

Bullying is not limited to only to the schoolyard but can happen online through electronic devices like computers, tablets, and cell phones. Bullying that occurs electronically, even outside of school, can still have an impact at school and may have consequences at school.

Saying, "I was just playing around" or "I was only kidding" are not valid excuses for such behavior because it does not change the way the other person was made to feel.

What should you do?

Here are some examples of the ways you can handle a situation if you are being harassed or bullied.

Laugh it off. (Don't give the bully the enjoyment of making you upset)

Ignore the behavior (Don't give the bully the attention he/she wants)

Tell your teacher

Tell your parents

Avoid him or her

Surround yourself with friends who are nice to you.

If the bullying continues, bring it to the attention of school staff so we can help you. If you don't tell us we don't know you need help.

SCHOOL WIDE DRESS CODE

The purpose of dress regulations is to help students set a standard for their personal appearance and create a safe and productive learning environment. A student's dress will help determine a student's conduct and academic attitude. Students' attire should be clean, neat, and appropriate for a safe learning environment. No school attire shall provide a distraction from learning **and shall be free of gang-related apparel**. Students who wear inappropriate items to school will be required to change into something appropriate immediately. Clothing must be clean and appropriate for the season, with holes, rips and tears neatly patched or sewn.

- **Shoes** must be worn at all times: The type of footwear which would provide for safe participation in the school would be a well-secured shoe, one with a reasonable thick heel and sole. All students must wear shoes that will safely allow running, jumping, and kicking a firm ball. **The following types of shoes would not fit into the "safe" category: backless, cleated, high heels, platform shoes, thongs, clogs, flip flops or skates (heelies). Sandals should have a heel strap.**
- **Clothing, jewelry & personal items shall be free of writing, pictures, or any other insignia which is crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.** Some clothing that would be appropriate for wear away from school may not be appropriate for wear at school. Any clothing or apparel that is distracting or a disturbance to the educational process will not be permitted.

Clothing must conceal undergarments at all times. **Tops** need to completely cover the torso or midriff. Spaghetti straps and backless tops and dresses are not appropriate for school. Shirt straps must be a minimum of one inch wide. No tank-style underwear shirts allowed without a shirt on top. See-through or fish-net fabrics, halter tops, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. **Pants** are to be worn at the waist so that no body parts or underwear show. Baggy pants are not permitted. Pants are considered baggy if the pant crotch is lower than fingertip length when arms and fingers are lowered. Pocket chains, draped outside the pocket are not allowed for safety reasons.

- **Hats** or sweatshirt hoods are allowed outside **only** for sun protection purposes. Hats with visors must be removed while indoors and always worn with the bill over the face. Knit ski caps and headlice have created a hygiene safety concern. No ski caps, please.
- **Hair** shall be clean and neatly groomed.
- **Other:** No spiked, leathery jewelry or make-up is allowed.

Parents may be notified of any violation of the dress code and may be required to bring a change of clothing to their student. If a parent is unable to bring appropriate replacement clothing, a garment may be furnished by the school.

Student Assessment & Progress

PARENT-TEACHER CONFERENCES

Since both parents and teachers are deeply interested in the child and his/her well-being and academic progress, parent-teacher conferences are vitally important and strongly recommended. Regular parent-teacher conferences are scheduled twice a year. Refer to the calendar on the Guadalupe website for specific conference dates. If you wish to talk to your child's teacher between the designated conference times, please make an appointment. Unscheduled parent-teacher discussions regarding your child disrupts teacher preparation time and also may delay the start of instruction. Maximum instruction time is critical to student success.

STANDARDS BASED REPORT CARD

Progress reports are issued three times a year at the end of each trimester for children in kindergarten through fifth grades. Student progress will be measured against the State Standards. The Report Card is given to parents at the fall and spring parent-teacher conferences. Students hand carry the report cards home in June. You are encouraged to discuss your child's progress with the teacher.

STATE TESTING

Each year, students in grades 3-5 will take place in our state assessments. Scores are reported to parents by the state.

DISTRICT BENCHMARK ASSESSMENTS

Each student is assessed to gauge student proficiency toward State Standards in the area of reading fluency and comprehension, writing, and math. This information is part of our multiple measures to monitor student achievement and guides teachers in appropriate instructional strategies and techniques.

Student Programs & Services

GARDEN

Guadalupe's garden is our hands-on educational garden located behind the multi-purpose room. The program and garden have expanded over the past few years and now includes an orchard with fruit trees and drought resistant plants.

LIBRARY

The Library/ Media Center was constructed and opened in 2002. The center about 10,250 library books available for check out. Classes visit the library weekly and check out books to take home.

TECHNOLOGY

Students at Guadalupe use digital technology and communication tools to access, manage, integrate and evaluate information, as well as construct new knowledge and communicate with others effectively. The curriculum at Guadalupe gives the children experience in the areas of keyboard skills, word processing, drill and practice, simulations, desk-top publishing, and power point presentations. All classrooms have computers available for student use. Students are able to do research and multimedia projects using Chromebooks and iPads. Students and parents must sign the *Acceptable Use Agreement* before going online through our wireless server.

MUSIC/DANCE

Guadalupe students in grades K through 5 will have music and dance/theater instruction with specialists from Starting Arts in either the fall or spring. This music program includes singing, rhythmic activities, music history lessons, listening and appreciation lessons and activities that help teach the children to read music. Dance and theater lessons teach students about gross motor movements and physical expression.

VISUAL ARTS

Guadalupe's Ceramics program gives all students the opportunity to create two clay projects every year. Art Vistas parent volunteer docents provide monthly fine art interactive lectures and related hands-on learning experiences. A kindergarten through fifth grade curriculum exposes students to a well-planned background in art history, art elements and a variety of media.

PHYSICAL EDUCATION

All students in grade K-5 will receive weekly PE class provided by their teacher and/or a PE Coach.

GATE (Gifted & Talented)

GATE provides identified students in the fourth and fifth grades opportunities to meet their special needs and interests. Students are tested in the Spring of 3rd grade. In addition to the classroom differentiated lessons and special projects, after-school enrichment classes are offered throughout the district. For more information on the GATE program and resources, visit our school and district website and click on the link for GATE.

RESPONSE TO INSTRUCTION/INTERVENTION (RTI)

RTI or Response to Instruction/Intervention is a regular education initiative, designed to help students who struggle with learning concepts in areas like reading skills, get the assistance they need in the form of research-based instructional interventions applied at increasing levels of intensity.

Guadalupe's **RTI program** begins in the classroom. Students who are struggling with reading, other academic, behavioral, or social needs are first addressed in the regular classroom through a variety of strategies and techniques. These may include differentiated ability grouping, small group instruction, visual or verbal cues, preferential seating, behavior contracts, etc. When these strategies are not providing enough support, then the teacher may refer the student for an **ALL (Appropriate Links to Learning) Intervention** meeting to address the concerns.

Our **ALL Intervention Team** is part of regular education collaboration and support at our school and throughout our district. The ALL process is designed to be collaborative and supportive in assisting all students to receive the appropriate support and intervention for their success. The team typically includes: parents, classroom teacher, principal, and any specialist with appropriate information to share. Parents are welcome to bring others they feel might be able to contribute to the process. The team reviews interventions and related progress regarding individual students, and then works to develop additional strategies/interventions to address any areas of concern. When additional support is needed beyond the regular classroom interventions, students may be placed in one of several **reading intervention programs** currently offered at Guadalupe. All intervention programs are scheduled as part of the student's regular classroom reading program.

INTERVENTION CLASSES

The Guadalupe Staff is passionately committed to the success of each student. Based on assessment data and student needs, we offer various before and after school intervention classes. Please contact your child's teacher for more information.

RESOURCE SPECIALIST PROGRAM (RSP)

The Resource Specialist Program serves children who qualify for extra support in areas designated by the Individualized Education Plan (IEP). The A.L.L. (see above) Intervention Team may recommend assessment by the Resource Teacher if classroom and school interventions have not addressed the problem. The Resource Teacher and Instructional Assistants assist students and suggest classroom strategies to meet the goals established in the IEP. The goal of the RSP program is to work with a child in the classroom and individually to allow the child to develop the necessary skills for successful work in the regular classroom.

SPEECH, LANGUAGE, AND HEARING PROGRAM

Students, who are identified as having difficulty with articulation and/or syntax and qualify for an Individualized Education Plan (IEP), receive services by the speech therapist.

ALMADEN VALLEY COUNSELING SERVICES (AVCS)

AVCS is a community-based, nonprofit counseling agency committed to meeting the mental health concerns of all ages, with an emphasis on youth. AVCS offers a full range of counseling services to support and promote personal growth, positive family relationships, and emotional well-being. Students must be referred for AVCS through our ALL process. For more information visit <http://www.avcounseling.org/>.

LUNCH BUNCH

Lunch Bunch is an opportunity for students to “hang out” with friends during lunch recess in a quiet environment. Students can choose to play board games, do art projects, read, or chat with friends. The supervising teacher offers support with social skills, if needed.

Student Leadership Programs and Clubs

EXPECT RESPECT (PROJECT CORNERSTONE)

Expect Respect is a bullying prevention program that empowers students to identify bullying and design and implement action plans to stop bullying, improve school climate and make every student feel valued and welcome.

SAFETY PATROL

Safety Patrol monitors are selected from interested fifth grade student who submit an application to serve as traffic monitors before and after schools. Patrols play an essential role in keeping students safe as they come to school in the morning and as they leave to go home in the afternoon. All safety patrol students participate in training at the beginning of the year and are supervised by staff members. Students wear neon safety vests so that they can be easily spotted by students and parents who may need assistance.

STUDENT COUNCIL

Guadalupe’s *Student Council* consists of two representatives from each class. Elections are held in the fall for six officers. The Student Council manages ice cream sales and sponsors spirit days such as Hat Day, Crazy Hair Day and Twin Day. The council chooses an agency or activity to support with the profits generated through the ice cream and pencil sales.

STUDENT CLUBS AND EXTRACURRICULAR ACTIVITIES

Guadalupe offers many opportunities for students to explore extracurricular activities. Please review information that comes home electronically for clubs and sports your child can participate i

School Organizations for Parent Involvement

SCHOOL SITE COUNCIL (SSC)

The SSC is an elected decision-making group comprised of parents and staff who represent our school and community in an advisory position. The Council annually reviews the Safe School Plan, Single School Plan, as well as parent survey and achievement data. It provides a venue for parents to learn more about the programs at Guadalupe and serve in an advisory capacity to the principal and school. All parents are welcome to attend School Site Council meetings. For more information on SSC, visit our school website and click on the link for School Site Council.

District ENGLISH LANGUAGE ADVISORY COUNCIL (DELAC)

ELAC meetings are held several times each school year to provide parents of second language students an opportunity to learn more about the school, programs, and services available to their children. Parent education evenings are held to assist parents with supporting their children’s learning at home.

HOME AND SCHOOL CLUB (HSC)

The objectives of the Guadalupe Home and School Club are: to assist in the general welfare of the school; to bring into closer relationship the home, school and community; to remain independent of political affiliation; and to conduct fundraisers to support Home & School Club sponsored programs that enrich the lives of all students. Through our fundraising efforts and our excellent parent participation, the Guadalupe Home & School Club sponsors a variety of academic enrichment programs-- Art Vistas, Olympic Day, Cornerstone, supplemental instructional materials, special assemblies, field trips, etc. The HSC also sponsors family events throughout the school year, including the annual Fall Festival and Grizzly Family Day. The Home & School Club meeting dates can be found on the calendar on the Guadalupe website. General meetings are held during Back-to-School Night in August and at Open House in the spring. Together, Guadalupe parents and teachers working through the Home & School Club can help to create a positive, enriching and effective learning environment for our children.

EASY WAYS YOU CAN SUPPORT YOUR SCHOOL

Parent donations

The Home & School Club budget is largely funded by direct parent donations, mainly through the annual [Membership Drive](#). Your contributions in any amount go a long way in giving our children the best possible school environment in which to learn and grow.

Events

The Home & School Club hosts community fundraising events each year, bringing Guadalupe families together as a community and raising money in the process. For information about events such as **(Walkathon and Silent Auction) and the Book Fair, check out the Guadalupe website.**

Box Tops for Education

www.boxtops4education.com Similar to eScrip, Box Tops for Education is a school fundraising program sponsored by General Mills since 1996. The Box Tops for Education program, allows Guadalupe to earn cash by clipping Box Tops from participating products found throughout your local grocery store. Schools get 10¢ for each Box Top they redeem from Box Tops for Education. Visit the [Home and School webpage](#) for downloadable product list, collection sheet, and family & friends letter. Start clipping and help earn cash for Guadalupe!

Company Matching

Each time a parent or grandparent or friend makes a donation to the Guadalupe Home & School Club, including donations to the classroom fund, it is eligible for company charitable donations matching at many companies. A little paperwork can go a long way to providing our students a better education.

Ongoing Fundraisers

Your everyday shopping and dining can financially benefit the Home & School Club! Visit the Guadalupe website to find out more about: [Box Tops for Education](#), [Chef's Night Out](#)

VOLUNTEER OPPORTUNITIES

In addition to the regular school program, Guadalupe features a number of special activities and events that provide opportunities for parents to volunteer and help make a difference.

GHSC Board
Clay Program
Project Cornerstone
Art Vistas

Olympic Day
Room Parents
Field Trips
Book Faire
Birthday Book

Spring Festival
Movie Night
Ice Cream Social
Walkathon

Visit the website at Guadalupe.unionsd.org/ for additional information about volunteer opportunities at Guadalupe!

ALLERGY POLICY

Several students and some of our teachers have allergies to a variety of common foods such as a dairy, eggs, peanut and tree-nuts. **For this reason, many classrooms have been designated as ‘Nut-Free.’** This includes all peanut products and tree nuts. *A child with a serious peanut allergy can suffer a reaction merely by touching or smelling a food containing the allergen, or touching a surface containing the allergen.* Therefore, if your child is in a designated nut-free classroom, we are requesting your cooperation in following the guidelines listed below:

Please do not send any peanuts, peanut butter or foods containing peanuts or peanut butter to be eaten as snacks in the classroom. Tree nuts are also a concern, so please be mindful of these specified allergies.

- Do not send any snacks containing peanuts, peanut butter or foods containing them. No tree nuts or nut butters--please read the packages whenever possible. Sunbutter (sunflower seeds) is a good alternative to peanut butter.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If you would like to share something with the entire class to help your child celebrate their

birthday, non-food birthday items may be sent. Stickers, pencils, erasers are great items in lieu of food. You can check with your teacher if you have any further questions.

- We request that all children come to class with clean hands prior to entering the classroom. We would greatly appreciate your making sure that your child's hands are washed with soap and water before leaving for school. Water alone does not do the trick! In addition, hand sanitizer does not clean the hands well enough, especially peanut oils. There will be wipes in the classroom for use if you find the need to use these as well.

This is a good learning opportunity to have conversations at home regarding food allergies and how different foods may affect different people.

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy related issues, please do not hesitate to contact me.

Guadalupe School Handbook Acknowledgement

Please discuss all the above information with your child, sign the agreement and return this page to your child's teacher by the end of the week. If you or your child has any questions, please contact the office.

As a family we have read the above information.

Student Signature

Parent Signature

Teacher's Name

Date