



Cupertino Union
School District

Cupertino Union School District 2022-2023 Opening Day Packet - Elementary - Version: 21

Please provide your answers to the parent specific questions below

Board Information

The Cupertino Union School District is governed by a five-member, at large, Board of Education. Each Board Member is elected by the community and serves a four-year term. Board elections are held biennially in November of even-numbered years.

The Board of Education welcomes all members of the Cupertino Union School district community to attend and participate in Board Meetings. All regular meetings of the Board of Education are open to the public.

Board members, meeting dates, agendas, and videos are available at <https://www.boarddocs.com/ca/cusdk8/Board.nsf/vpublic?open>
<<https://www.boarddocs.com/ca/cusdk8/Board.nsf/vpublic?open>>.

Strategic Plan

<<https://www.cusdk8.org/about-us/strategic-plan>>

Academic Calendar

The academic calendar is available on the District website at <https://www.cusdk8.org/about-us/calendar>
<<https://www.cusdk8.org/about-us/calendar>>.

Communication

ParentSquare <<http://www.parentsquare.com>> is a communication platform that allows you to:

- Receive district, school, classroom, and group communication via email, text, or app
- Communicate in the language you prefer (for example, receive and reply in a language of your choice, but the teacher gets the reply in English)
- Receive communications at the time you prefer - immediately or daily digest
- View District, school, and classroom information
- View calendars
- Complete forms

You can use ParentSquare on any device. Download the free mobile app

for iOS

for Android

You can also use it from a computer by accessing the **ParentSquare website** <<http://www.parentsquare.com>>

The Cupertino Union School District uses PermissionClick to send digital forms. You can expect forms like this Opening Day Packet, Field Trip permission slips, and more to be sent to your email via PermissionClick.

The Cupertino Union School District uses Peachjar to deliver digital flyers to parents with information about afterschool & school-related activities. School-specific activities can be found by clicking on the link at the bottom of the school site's webpage.

Policies and Procedures

<<https://cusdk8.info/covidguidelines>>

COVID-19 Health and Safety GuidelinesPlease review the **COVID-19 Health and Safety Guidelines** document at <https://cusdk8.info/covidguidelines>. I agree to follow the **COVID-19 Health and Safety Guidelines**. Yes

No

Student Safety Policy

The Cupertino Union School District is prepared in the event of an emergency. The District has a Disaster Preparedness Plan and each school has a disaster plan for student safety coordinated with the District plan. Principals and school staffs are prepared to make prompt and responsible decisions in any situation that could threaten the safety of students.

The need to close a school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as fire, earthquake, or severe storm. At times, communication and/or transportation may be disrupted.

IN THE EVENT OF A MAJOR DISASTER:

- Information will be broadcast to parents over local radio stations KNBR -AM 680, KCBS-AM 740, KGOAM 810, KLV-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.
- No student will be dismissed from school unless a parent (or individual designated in writing by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's Enrollment/Health card in our files and is able to identify him/herself. It is critical that the information on your student's health enrollment card be up-to-date.
- All parents or designated persons who come for students must sign out at the school office or at the temporary student release station. Signs will be posted if this alternate location is required.

If you are not able to reach the school in an emergency, we will care for your child until you arrive (or the person designated in writing by you). We have a number of staff members with first aid certificates and we will be in communication with local emergency services. We do ask your help in the following ways:

- Please do not call the school. We must have the lines open for emergency calls. Do turn to the above radio and television stations for information.
- Following an earthquake or other emergency, do not immediately drive to the school. The school access route and street entrance areas must remain clear for emergency vehicles and/or may be cluttered with debris.

It is important that we be prepared personally and in relationship to others in our school community as well as the broader community. During the year your student will be trained in the necessary emergency procedures. Students will learn how to react, where to assemble, and what to expect in an emergency situation. Education and preparation are our best allies.

If you have any questions regarding your school's disaster plan for student safety, please call the Cupertino Union School District Office at (408) 252-3000, Ext. 61341.

The Cupertino Union School District believes a safe school environment is essential to learning.

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

How can you help? Discuss with your child the fact that weapons, violence, and drugs are unacceptable and help him or her understand the serious consequences of any act violating District policy and state law. Most importantly, tell your child that the safety of our schools and community is the responsibility of each and every one of us.

Schools in the Cupertino Union School District are safe. Incidents involving violence, weapons, or drugs are rare and by working together, we can keep our schools and community safe for everyone.

See Sec. 34 - School Safety and Sec. 35 - **Suspensions and Expulsions in Pupil/Parents Rights & Responsibilities.**

<https://docs.google.com/document/d/1yMUooc2ZA7b1ln1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.7jl83cy7m8nz>

Nondiscrimination

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination (such as discriminatory harassment, intimidation, and/or bullying).

This prohibition on discrimination (such as discriminatory harassment, intimidation, or bullying) applies to all acts related to a school activity or school attendance.

Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle formal, written uniform complaints regarding discrimination (such as discriminatory harassment, intimidation, and/or bullying) and to answer inquiries regarding the District's nondiscrimination policies:

Associate Superintendent of Human Resources
Cupertino Union School District 10301 Vista Drive
Cupertino, CA 95014
(408) 252-3000, Ext. 61211

Any student who feels that he/she has been subjected to discrimination (such as discriminatory harassment, intimidation, or bullying) can immediately contact the Coordinator, the principal, or any other staff member to report such activity. In addition, any student who observes any such incident may report the incident to the Coordinator, principal, or any other staff member, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination (such as discriminatory harassment, intimidation, or bullying) shall report the incident to the Coordinator or principal, whether or not the victim files a complaint. In addition, the observing employee shall take immediate steps to intervene when safe to do so.

The identity of a complainant alleging discrimination (such as discriminatory harassment, intimidation, and/or bullying) shall remain confidential, as appropriate.

Upon receiving a formal, written complaint of discrimination, staff members should forward the complaint to the site Principal, who will then forward the complaint to the Coordinator. The Coordinator shall investigate the complaint in accordance with the District's Uniform Complaint Procedures or shall designate another individual to conduct such an investigation. Following receipt of the District's report, the complainant's appeal rights are as specified in the District's Uniform Complaint Procedures.

Uniform Complaint Procedure

For students, employees, parents/guardians, school and District Advisory Committee members, appropriate private school officials, and other interested parties.

The Cupertino Union School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Cupertino Union School District shall investigate all allegations of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any protected group as identified in Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws related to:

- Consolidated Categorical Aid Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Foster Youth
- Homeless Youth

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following Compliance Officer:

Name* and/or Title:	Associate Superintendent of Human Resources
Unit or office:	Human Resources Department
Address:	10301 Vista Dr., Cupertino CA, 95014
Telephone:	(408) 252-3000, Ext. 61211

The Associate Superintendent of Human Resources may assign secondary compliance officers to investigate and resolve complaints.

*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complainant provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated, and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Cupertino Union School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Cupertino Union School District's Decision. The appeal must include a copy of the complaint filed with the Cupertino Union School District and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Cupertino Union School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Cupertino Union School District's UCP policy and complaint procedures shall be available free of charge.

The UCP procedures, including the rights of foster and homeless youth, are posted at each school site.

Sexual Harassment Board Policy

1. Intent

1. 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.
2. Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students.
3. Within the employment environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non-employees and employees.

2. Definition

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an individual constitute sexual harassment when:
2. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
3. Submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting that individual;
4. Such conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance;
5. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or employment environment; or
6. 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.

3. Confidentiality

1. 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.

4. Communication of Policy

1. The Superintendent shall establish a procedure for complaints of a sexual harassment nature and this procedure will be communicated within the District and school community. Complaints involving students shall be processed pursuant to the Uniform Complaint Procedure policy.

Sexual Harassment Board Policy 5145.7 <<http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2ER7F609076>>

Pupil/Parents' Rights and Responsibilities

This document contains certain important programs and services the school District offers your child(ren). Also included are pupil and parent rights and responsibilities related to those opportunities.

Pupil/Parent Rights and Responsibilities

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit?usp=sharing (Complete Document)

[Attendance](https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.76gc06up66o3) https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.76gc06up66o3

Health Curriculum

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.3yv2hkksul74

Student Health Information

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.ov4vggclibiu

Parent and Student Rights

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.ps0j8mzhf9od

Discipline and School Safety

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.7jl83cy7m8nz

Residency and Transfers

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.8jxghqab9uzx

General Information

https://docs.google.com/document/d/1yMUooc2ZA7b1n1b2pDu_79BYvsUYHY5aLpz7Z-uOMY/edit#bookmark=id.3g5e1jeq60i3

I acknowledge that I have reviewed the Pupil/Parent Rights and Responsibilities. Yes No

Student Support

McKinney-Vento Act

The Cupertino Union School District deeply cares about each member of our community and wants to ensure that we are connecting our community with the resources they may need. We wanted to take this opportunity to reach out and support any of our families that may be experiencing a housing transition. We understand that times are tough right now, and therefore your living conditions may have changed and thus qualifying you for more services. If your family is currently struggling with a loss of housing due to economic hardship, your students may qualify for services.

Please complete the linked form and submit if any of the following apply:

- Live in a house or apartment with more than one family because of economic hardship or loss
- Live in a motel, hotel, or weekly rate housing
- Live in a shelter (family, domestic violence, or youth shelter or transitional living program)
- Live in an abandoned building, in a car, at a campground, or on the street
- Live in housing without electricity, water, or heat
- Live with friends or family because you are a runaway or an unaccompanied youth
- Are housing a child through temporary foster care, or are housing a child that you are not the parent or guardian of

Any of the above living conditions will not affect your child's ability to continue attending CUSD schools. We can connect you with resources if any of the above apply.

<https://permission.click/9xjWe/us> <<https://permission.click/9xjWe/us>>

If you are uncomfortable filling out the form and would prefer to speak confidentially to someone, our Student Support Staff would be happy to assist. Please contact Kari Ito, Director Student Support Services at (408) 252-3000 x61116 or by email at ito_kari@cusdk8.org to further discuss your situation.

Pupil Fees / Deposits / Charges

The California Constitution mandates that public education is provided to students free of charge unless the law authorizes a fee explicitly for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular and regardless of whether credit is awarded for the educational activity. A process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible.

The California Department of Education has set regulations that provide that students "shall not be required to pay any fee, deposit or other charge" for educational or extracurricular activities unless the fee is expressly authorized by law." (CA Code of Regs., Title 5, sec, 350)

Under Education Code section 35330 fees related to field trips are considered permissible fees. Fees under this provision include those for field trips or excursions in connection with courses of instruction, or, school-related social, educational, cultural, athletic, or school band activities. Although the Education Code allows a District to charge a fee for the direct transportation costs and other costs incurred in association with a field trip, a student may not be denied the opportunity to participate in the field trip for failure to pay the fee.

The law does allow the District to request voluntary parent donations to support school activities. The law also allows the District to ask students to assist with fundraising. Fundraising is voluntary, and no child will be denied participation due to a lack of participation in the fundraising activities.

Volunteering / Visiting

Volunteering

The CUSD Board of Education recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school's relationship with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. The Board, in compliance with California Education Code Section 35021, requires school volunteers to be screened and authorized to volunteer. A volunteer shall obtain fingerprinting clearance through the Department of Justice & Federal Bureau of Investigation. Also, volunteers who will have frequent or prolonged contact with students must be TB tested and cleared. Additional information is available on the District's website at <https://www.cusdk8.org/volunteering> <<https://www.cusdk8.org/volunteering>> .

Visitors

All visitors to a school site are required to sign in with the school office and must wear school site visitor identification. Permission to visit is at the school administration's discretion and school officials may refuse access to any visitor if there is a reasonable belief their presence would be disruptive to the school site.

Click [here](https://cusdk8.info/covidguidelines) <<https://cusdk8.info/covidguidelines>> for current health and safety guidelines for volunteers and visitors.

Employment

CUSD has openings for on-call, part-time and permanent positions. If you are interested, go to: <http://edjoin.org/CupertinoUSD> <<http://edjoin.org/CupertinoUSD>> edjoin.org/CupertinoUSD <<http://edjoin.org/CupertinoUSD>>

Asbestos / Pesticide Notification

Asbestos Hazard Emergency Response Act

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires all primary and secondary schools to be inspected for asbestos-containing building materials. AHERA further requires that school districts develop and implement a plan to safely manage any asbestos-containing materials found to be present.

Schools in the Cupertino Union School District have been inspected and assessed by an accredited asbestos contractor. The inspection report filed by the contractor identifies the location, amount, condition, accessibility, potential for disturbance, and other pertinent information on any asbestos found. The report also certifies that there is no immediate health hazard from asbestos-containing materials in our schools.

Copies of a school's inspection report, as well as the district management plan, are on file in the school office should you wish to review them during school hours. The district management plan also is available for review at the District Office. If you have any questions or comments, please contact your school principal or call the Chief Operations Officer at (408) 252-3000, Ext. 61423.

[Annual Pesticide Notification](https://drive.google.com/file/d/1PQR1z6iCijvwRE82j4L7aXulUsOE8-6p/view?usp=sharing) <<https://drive.google.com/file/d/1PQR1z6iCijvwRE82j4L7aXulUsOE8-6p/view?usp=sharing>>

Lunch Program

<http://cusdk8.org/departments/student-nutrition>

<http://cusdk8.org/departments/student-nutrition>

School Funding Form

To help make sure your school and your student get the resources they need, such as breakfast and lunch, please complete the school funding form. This form is very important to your child's school receiving the appropriate funding from the California Department of Education based on the information you provide. The information submitted on this form is confidential.

Household Last Name

Phone Number

Fill in the following information for Household Size and Household Income

Determine your TOTAL Household Income based on ONE of the following: yearly, monthly, twice per month, every two weeks, or weekly income. (See below for additional instructions.)

1. Determine the TOTAL number of individuals living in your household (in the far left column below) supported by the Total Household Income you are reporting.
2. Determine the TOTAL household income below that reflects that income.

Example: if your household size is "4" (e.g., two adults and two children) and your total household income is \$28,000 a year (e.g., income of both adults), then your income falls within Category 1 because your total household income of \$28,000 a year is less than \$30,615.

		Total Household Income - <u>Category 1</u>				
		INCOME DOES NOT EXCEED				
Household size		Yearly	Monthly	Twice per month	Every two weeks	Weekly
1		\$17,667	\$1,473	\$737	\$680	\$340
2		\$23,803	\$1,984	\$992	\$916	\$458
3		\$29,939	\$2,495	\$1,248	\$1,152	\$576
4		\$36,075	\$3,007	\$1,504	\$1,388	\$694
5		\$42,211	\$3,518	\$1,759	\$1,624	\$812
6		\$48,347	\$4,029	\$2,015	\$1,860	\$930
7		\$54,483	\$4,541	\$2,271	\$2,096	\$1,048
8		\$60,619	\$5,052	\$2,526	\$2,332	\$1,166
For each additional family member over 8, add:						
		\$6,136	\$512	\$256	\$236	\$118

		Total Household Income - <u>Category 2</u>				
		INCOME DOES NOT EXCEED				
Household size		Yearly	Monthly	Twice per month	Every two weeks	Weekly
1		\$25,142	\$2,096	\$1,048	\$967	\$484
2		\$33,874	\$2,823	\$1,412	\$1,303	\$652
3		\$42,606	\$3,551	\$1,776	\$1,639	\$820
4		\$51,338	\$4,279	\$2,140	\$1,975	\$988
5		\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
6		\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
7		\$77,534	\$6,462	\$3,321	\$2,983	\$1,492
8		\$86,266	\$7,189	\$3,595	\$3,318	\$1,659
For each additional family member over 8, add:						
		\$8,732	\$728	\$364	\$336	\$168

Based on the tables above, your Total Household Income (Select one)

- falls within Category 1 falls within Category 2 falls withing Neither Category

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do not include them.

What is included in “Total Household Income”? Total Household Income includes all of the following:

- Gross earnings from work: Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- Welfare, Child Support, Alimony: Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits: Include the amount each person living in your household receives from these sources.
- All Other Income: Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- Military Housing Allowances and Combat Pay: Include off-base housing allowances. Do not include Military Privatized Housing Initiative or combat pay.
- Overtime Pay: Include overtime pay ONLY if you receive it on a regular basis.

Do I report household income received on a yearly, monthly, twice a month, every two weeks, or weekly basis?

- You may report household income using whatever frequency you receive it.
- When reporting total household income on a yearly basis, report the yearly income for the current year. When reporting income on a monthly, twice per month, every two weeks, or weekly basis, report the income from your most recent paycheck.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, use \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

Please provide your answers to the child specific questions below

Social Emotional Learning

Is your child in 4th or 5th grade?

Yes

All students in grades 4 and 5 will have the opportunity to participate in the Panorama Social-Emotional Learning survey. Your child’s school will review and analyze student feedback to identify needs and support our students. You will also receive a report that is specific to your child via ParentVue once results are available.

My student may participate in the Panorama Social-Emotional Learning survey.

Yes No

We thank you and your family for being valued partners as we work together to educate the children in our district. As you may already know, building students' social-emotional learning skills is an important goal for our schools this year.

Survey Contents and Timeline

The survey will ask students to self-reflect on the following areas:

- **Grit** - How well students can persevere through setbacks to achieve critical long-term goals
- **Growth Mindset** - Student perceptions of whether they have the potential to change those factors that are central to their performance in school
- **Self-efficacy** - How much students believe they can succeed in achieving academic outcomes in specific subjects.
- **Social Awareness** - How well students consider the perspectives of others and empathize with them
- **Sense of Belonging** - How much students feel that they are valued members of the school community.
- **Engagement** - How attentive and invested students are in school.

View the questions by accessing the Grade 4-5 survey [HERE](#).

<https://drive.google.com/file/d/1CAvVcP2_Ucl16o7EOsMCwRZxoPrMGAgH/view?usp=sharing>

We plan to administer the survey to all 4th-8th grade students two more times during the year. Schools will administer the survey during the dates below:

- October 10 - October 21, 2022
- April 3 - April 14, 2023

Surveys will be completed in class. The survey should take your student(s) about 15 to 20 minutes to complete. If a student doesn't feel like they have enough information to answer a question, the question may be skipped.

Only your child's teachers and relevant school/District staff will be able to see your student's responses. CUSD is partnering with Panorama Education, a third-party vendor, to support us

in administering these surveys.

Our Commitment to Social-Emotional Learning

[Our Strategic Plan](#)

<https://www.cusdk8.org/about-us/strategic-plan> expresses our collective belief that student wellness and connections with teachers and the school community help support student success. Social and emotional learning (SEL) provides a foundation for safe and positive learning in conjunction with a robust academic program. It enhances students' abilities to succeed in school, careers, and life. Students' feedback will give invaluable insights into their experiences and improve our ability to better meet their needs.

Questions?

If you have any questions about the survey administration, please do not hesitate to reach out to your school principal or [Nick Prychodko](#).

No

Insurance

Voluntary Low-Cost Student Accident & Sickness Insurance Program Information

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive. As a service to you and your children, the District has joined thousands of others by providing parents information on voluntary purchase, low-cost student accident, and sickness insurance programs. Information from Myers-Stevens & Toohey & Co., Inc., a firm specializing in such coverage for 51 years, can be found at <https://www.cusdk8.org/departments/student-support-services/low-cost-student-insurance> <https://www.cusdk8.org/departments/student-support-services/low-cost-student-insurance>. (Please note that insurance plans are also available for purchase through companies other than Myers-Stevens & Toohey & Co., Inc.)

Click below for the Insurance packet in your desired language.

English <<https://www.cusdk8.org/fs/resource-manager/view/8ebbea09-bb28-4338-b646-9715883fb2e5>>

Spanish <<https://www.cusdk8.org/fs/resource-manager/view/1bfa4805-d3fe-4a37-951e-37a549b1a024>>

Mandarin <<https://www.cusdk8.org/fs/resource-manager/view/42373c7d-7096-4b40-b60f-e93518fcdbbb>>

Vietnamese <<https://www.cusdk8.org/fs/resource-manager/view/2a76d5b7-cae0-44bb-944f-39e8eafae2ef>>

Korean <<https://www.cusdk8.org/fs/resource-manager/view/6ede86d1-3f5c-435f-a4e3-8dac311da71c>>

Russian <<https://drive.google.com/file/d/1uLRAKxKYKPqTdqc242MByvYNyATlpWFB/view?usp=sharing>>

Responsible Use of Technology

1. Purpose - The Cupertino Union School District (CUSD) is committed to providing our students access to instructional technology tools. The use of technology, for the purpose of instruction, provides our students with learning opportunities that extend well beyond the walls of the classroom. For students, the use of technology in the classroom is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use technology is a vital part of creating exemplary learners with the skills to succeed in the 21st century. Unless granted permission to do so by a teacher, administrator, or staff member for instructional purposes, the use of personal technology devices is not permitted during school hours.

2. Technology Safety - Precautions are taken to ensure that technology in the classroom is being used in an appropriate manner. Students are instructed in the appropriate use and are supervised while using technology for instructional purposes. Bullying, including cyberbullying, is not tolerated from either school or home and may result in disciplinary action, which may include suspension and/or recommendation for expulsion. Also, when appropriate, local law enforcement may be involved.

The school district reserves the right to access all district-owned electronic devices and the information created by those devices. The district reserves the right to access all information that is sent by or to students and district employees. The use of personal devices on school property grants consent for search by the school administrator.

3. Terms and Conditions -

Students Shall:

- Use technology for the purpose of learning
- Communicate with others in a courteous and respectful manner
- Maintain the confidentiality of his/her personal name, address, phone number, password(s), and respect the same privacy of others
- Use only accounts provided by the school

- Save online gaming (not sanctioned by a teacher) and non-academic multimedia consumption for home, if permitted at home
- Report any incident of harassment to a supervising district employee
- Agree to the review of communications, data, and files by the Cupertino Union School District
- Comply with copyright laws and intellectual property rights of others
- Report any violation of this Responsible Use of Technology Policy to a supervising employee
- Respect the files of other students
- Follow recommended device use practices such as:
 - Avoid resting devices directly on your lap - devices can generate significant heat
 - Take frequent breaks when using the device for long periods of time. Look away from the screen approximately every fifteen to twenty minutes.
 - Follow ergonomic best practices

Students Shall Not:

- Photograph or record students or staff members for non-instructional purposes and/or without their explicit permission
- Post or publish images and/or video captured at the school site or school-related activities on social networking sites, blogs, and other websites.
- Cyberbully students or staff members or negatively impact the learning environment through the use of technology
- Log in to another student's account without his or her authorization
- Knowingly enter unauthorized networks or install software to tamper or destroy data
- Bypass the district's Internet filtering measures or restrictions set on devices
- Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material
- Install personal software on district devices
- Use technology for commercial, purchasing, or illegal purposes
- Use technology in any other manner that violates district policies

4. Disclaimer - Students are instructed on the appropriate use of technology in the classroom and are supervised while using technology for the purpose of instruction. Pursuant to the Children's Internet Protection Act, the district provides Internet filtering software to stop most unwanted material from appearing on devices accessing the district network. However, CUSD cannot guarantee that students will not access inappropriate materials on the Internet or misuse technology in the classroom and the district cannot guarantee that all undesirable websites will be filtered.

5. Damage or Loss - The District specifically notes that any charges that are incurred by a user while using a District-issued device will be the responsibility of the user. All District devices are covered by a combination of District warranty, District liability insurance, and repairs provided by certified District technicians. Similar to the use of District textbooks and/or musical instruments, families assume responsibility for the use of any District-owned equipment/ materials issued to students. This policy is pursuant to CA ED CODE 48904 (referenced below). Students must immediately report any damage or loss of the device. If a device is stolen, lost, or damaged, CUSD will work with the family to determine the cost of repair or replacement.

6. Discipline - Technology is an academic tool and is not to be abused. Inappropriate use of technology may result in restricted use of instructional technology at the school site, school disciplinary action, and/or legal action.

Primary (Grades TK - 2)

Category	Agreement
Digital Communication	<ul style="list-style-type: none"> • I will only share pictures, videos, and things in writing with other students about things that we are learning in school.
Digital Literacy	<ul style="list-style-type: none"> • I will use the technology at school for learning.

Category	Agreement
Digital Etiquette	<ul style="list-style-type: none"> I will only use technology for activities my teachers ask me to do. I will always use my own account and never use another student's account.
Digital Law	<ul style="list-style-type: none"> I will not copy other people's work.
Digital Rights and Responsibilities	<ul style="list-style-type: none"> I will tell my teacher if anyone says or does something wrong on the technology. I will get my teacher's permission before taking pictures or videos. My teacher may look at all my work online.
Digital Security	<ul style="list-style-type: none"> I will never share my password with anyone but my parents and teachers.

Upper (Grades 3 - 5)

Category	Agreement
Digital Communication	<ul style="list-style-type: none"> I will only share images, videos, and things in writing with other students that are on school topics.
Digital Literacy	<ul style="list-style-type: none"> I will use the technology at school for learning.
Digital Etiquette	<ul style="list-style-type: none"> During school time, I will not use online games, videos, or interactive activities without my teacher's permission. I will always use my own district-provided accounts and never use another student's or my personal account without teacher permission. I will get permission before taking pictures or videos of other students. I will not delete or change another student's work without permission. I will only use technology for activities my teachers ask me to do.
Digital Law	<ul style="list-style-type: none"> I will not copy or plagiarize another person's work including text, images, or videos. I will properly cite my sources for informational research projects or writing.
Digital Rights and Responsibilities	<ul style="list-style-type: none"> I will get my teacher's permission before taking pictures or videos. I will tell an adult when technology is not used correctly. I will report to an adult any hurtful behavior including bullying, that makes me or anyone else feel uncomfortable. If I use technology inappropriately my teacher may access the devices or accounts. If I don't follow the rules there may be consequences. I will treat others with respect online and in the classroom.

Category

Agreement

Digital Security

- I will never share my password with anyone but my parents and teachers.

I, the student named above, understand and will abide by the provisions and conditions of this agreement. I have reviewed this agreement with my parent/guardian and I understand that any violation of the rules described by the Cupertino Union School District may result in disciplinary and/or legal action. I also agree to report any misuse of technology at the school site to the supervising district employee. (Select one)

I agree I do NOT agree

As the parent or guardian of the student named above, have read this agreement and understand that the Cupertino Union School District encourages the proper use of technology for the purpose of instruction. I hereby give my permission for my child to use technology for the purpose of instruction. I understand that it is difficult for the Cupertino Union School District to restrict access to all controversial materials and I will not hold the Cupertino Union School District responsible for materials acquired as a result of my student's misuse of technology. (Select one)

I agree I do NOT agree

Data Privacy

The Cupertino Union School District uses a number of online applications for students. Our Core Services include Clever, Gaggle, Google's G Suite for Education, Houghton Mifflin Harcourt, Imagine Language and Literacy, i-Ready, Literably, Microsoft, MDTP, Newsela, OverDrive, ParentSquare, Pear Deck, Raz-Kids, Santa Clara County Library, Seesaw, StudentSquare, Typing Club, and Writable. We are seeking your permission to provide and manage accounts on these services for your child. Information about how to access these tools will be provided by your child's classroom teacher or school if applicable. **For details on each tool click here** <https://cusdk8org.finalsite.com/departments/technology/public#fs-panel-22214>. <https://www.cusdk8.org/departments/educational-services/instructional-technology/technology-tools> <<https://www.cusdk8.org/departments/educational-services/instructional-technology/technology-tools>>

Please see our website at <https://www.cusdk8.org/departments/educational-services/instructional-technology/student-data-privacy> <<https://www.cusdk8.org/departments/educational-services/instructional-technology/student-data-privacy>> for information about student data privacy.

Please note that your school may have additional online tools that will be used in the classroom. You may expect additional information from your school site regarding those tools.

I understand that Cupertino Union School District creates/maintains accounts for the above tools and that the tool providers may collect, use, and disclose information. Yes No

Notice of Directory Information

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with the law, Board Policy, and Administrative Regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board Policy and Administrative Regulation.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Cupertino Union School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated

“directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school and/or District publications. Examples include:

- The annual yearbook
- Academic recognition lists
- Graduation programs
- Sports activity sheets
- District and/or school website or social media page(s)
- School site Parent Organizations (PTA/PTO)
- Cupertino Education Endowment Foundation (CEEF)

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian’s prior written consent. Outside organizations include, but are not limited to companies that publish yearbooks.

If you do not want the District to disclose directory information from your child’s education records, you must submit the CUSD Directory Information Opt-Out Form located on the district website by September 30th of the current school year or within 30 days of school enrollment. The District has designated the following information as directory information:

- Student Name
- Address
- Telephone number
- Photograph/video
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended
- Parent names
- Parent e-mail addresses

The District also may disclose your child’s student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factors that only the authorized user knows. Your child’s social security number will not be used for this purpose. The District will use best efforts to ensure compliance of the requirements in Education Code 49073.1 by third-party vendors who provide services for digital storage, management, and retrieval of pupil records, and whose educational software accesses, stores, and uses pupil records. A student’s directory information may be considered a pupil record under the statute and be subject to the requirements under the statute.

Click [here to complete the Directory Opt-Out <https://permission.click/kVKw2/us>](https://permission.click/kVKw2/us).

News Media

During the year there are occasions when the news media are on our school campuses to interview, photograph, and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in the Cupertino Union School District. However, there are times when the media seeks access to our schools on other issues. Our goal is to maintain student security and privacy. As with all visitors at our school sites, Board Policy 1112 (BP 1112) requires media representatives to register at the school office before entering campus. At this time, our staff will inform the media of our District guidelines and preferences indicated by the Multimedia Withhold Form. School officials may refuse access to any visitor if there is a reasonable belief their presence would be disruptive to the school site. The District uses the Multimedia Withhold Form to identify students who do not want their names or images in public news stories. This form only acts as a guide to media coverage and does not guarantee that your child will not be interviewed or photographed. In the case of special education students, BP 1112 states that special education students shall not be identified as a special education student without prior, written parent/guardian permission. By agreeing you give permission for media representatives to publish/broadcast photographs, videos, and interviews identifying your child. (Select one)

I give permission I DO NOT give permission

Social Media

During the school year, there may be times when your child could be featured in materials created and used to support Cupertino Union School District's (CUSD) effort to provide information or promote instructional excellence by sharing resources and facilitating communication. Examples include, but are not limited to, blog articles about special events, reporting on school-produced performances, field trips, social media posts about awards earned, or photographs of students during normal school activities. In these cases, either employees of CUSD or their contracted professionals would produce the materials, and all effort would be taken to assure the responsible use of said materials. No public disclosure of a student's contact information would ever be made in these circumstances. By agreeing you give permission for your child's first name, school work, and/or image used for any district or school social media platforms including the District or school website, or representatives to publish / broadcast photographs, videos, and interviews identifying your child. (Select one)

I give permission I DO NOT give permission

Child's Full Name *

Parent's Email Address *

Parent's Full Name *

Parent Signature
