

*Santa Clara Unified School District*

# KATHRYN HUGHES ELEMENTARY SCHOOL

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SCHOOL HANDBOOK  
2023-2024



4949 Calle De Escuela  
Santa Clara, CA 95054  
Phone: 408-423-1500  
[hughes.schoolloop.com](http://hughes.schoolloop.com)  
@khugheselem

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# VISION AND MISSION

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## Our Vision:

All learners:  
Inquire  
Innovate  
Inspire

## Mission Statement:

Our mission is to educate and empower the Hughes community to become lifelong learners.



# HUGHES SCHOOL STAFF

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Louis Barocio, Principal  
Chris Lutke, Secretary  
Maricar Wan, Clerk  
Pedro Ricardo, Lead/Day Custodian  
Maria Corona, Afternoon Custodian  
Estevan Alviter, Night Custodian

## Classroom Teachers

### Special Education

To be determined, Room 13  
Shelley Barker, Room 16  
Tom Carriveau, Room 21  
Joanna McClelland Room 24

### Physical Education

Heidi Carrier

### Kindergarten

Stephanie Durand, Room 2  
Desiree Peterson, Room 4

### First Grade

Doreen Garcia, Room 22  
Phuong Lam, Room 23

### Second Grade

Jessica Salerno, Room 6  
Melissa Duarte, Room 7

### Third Grade

Jaime Torres, Room 9  
Jennifer Erickson, Room 10

### Fourth Grade

Emma Blickenstaff, Room 11  
Maricris Garcia, Room 12

### Fifth Grade

To be determined, Room 17  
Lamar Nicholson, Room 18

## Paraprofessionals

Leandra Brasil  
Kimberly Fernandez Mendez  
Vanessa Guillory  
Debbie Knight  
Denise Moreno  
Austin Perkins

America Soria  
Ana Subia  
Shemsya Usman  
Christina Valdez  
Revathi Venkateswaran



## School Staff

Susan Abudra - Literacy Teacher for Grades 3-5  
Peachy Aquino - Health Assistant  
Laurence Berbessou - Library, Media Specialist  
Nancy Bilbao - School Support Teacher on Special Assignment  
Lidia Bueno - Health and Wellness Coordinator  
Giovanna Fernandez-Mendez - English Language Support  
Assessment Technician  
Estrella Florence - Extended Day Site Supervisor  
Mercy George - Cafeteria  
Cindy Hua - Early Intensive Behavioral Intervention  
Brittany Keech - Cafeteria  
Julie Lee - District Nurse  
Mia Liu - Literacy Teacher for Grades K-2  
Crystal Macdonald - YMCA Director  
Joanie Nellis - State Preschool Teacher  
Dana Parkhurst - Positive Behavior Interventions and Supports Coach  
Long Van - Adaptive Physical Education Teacher  
Cristina Vicens - School Psychologist  
Shannon Yamaguchi - Instructional Support for Grades K-1  
To be determined - Counseling Associate  
To be determined - Music Teacher  
To be determined - Occupational Therapist  
To be determined - Social Work Intern  
To be determined - Special Education Program Specialist  
To be determined - Speech Language Pathologist

## Get Connected!

To contact a staff member, you can email the staff member, leave a voicemail on their extension, request a meeting, or leave a note that will be placed in their mailbox in the office.



Go to the school website for contact information and the latest staff list.

# CALENDARS & SCHEDULES

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## School Calendar 2023-2024

### Important Dates & School Holidays

Kindergarten Back to School Night .....	Tuesday, August 8
Special Education Back to School Event .....	Wednesday, August 9
School Year Begins .....	Thursday, August 10
Grades 1-5 Back to School Night .....	Tuesday, August 15
Labor Day - No School .....	Monday, September 4
Fall Conference Week - Minimum Days .....	Monday-Friday, Sept 25-29
Professional Development - No School .....	Monday, October 9
Halloween .....	Tuesday, October 31
Trimester Ends .....	Friday, November 3
Daylight Saving Time Ends .....	Sunday, November 5
Veterans Day Observation - No School .....	Friday, November 10
Thanksgiving Break.....	Monday-Friday, Nov 20 & 24
Minimum Day .....	Friday, December 22
December Break Begins .....	Monday, December 25
Professional Development - No School .....	Monday, January 8
School Resumes .....	Tuesday, January 9
Martin Luther King, Jr. Day - No School .....	Monday, January 15
Trimester Ends & Minimum Day.....	Friday, February 16
February Break .....	Monday-Friday, Feb 19-23
Spring Conference Week .....	Tuesday-Thursday, March 5-7
5th Grade Science Camp .....	Tuesday-Friday, March 5-8
Daylight Saving Time Begins .....	Sunday, March 10
Professional Development - No School .....	Friday, March 22
Spring Break .....	Monday-Friday, April 14-19
SCUSD Innovation Expo .....	Saturday, May 4
Hughes Open House .....	Tuesday, May 14
Minimum Day .....	Friday, May 24
Memorial Day - No School .....	Monday, May 27
Last Day of School .....	Friday, May 31
Walkathon .....	To be announced

► Some events listed are subject to change. Check the Parent Calendar on our school website for up to date information.

Daily / Weekly Schedule	
Kindergarten	
<b>First Day of School - Thursday, August 10, 2023</b> 8:15 am - 9:55 am <b>Friday, August 11 - Wednesday, August 30, 2023</b> 8:15 am - 11:51 am	
<b>BEGINNING August 31, 2023</b> <b>Mondays, Tuesdays, Thursdays, Fridays</b> 8:13 am (Warning Bell) 8:15 am - 9:55 am 9:55 am - 10:10 am (Recess) 10:10 am - 11:40 am 11:40 am - 12:24 pm (Lunch) 12:24 pm - 2:10 pm	<b>Wednesdays - Early Dismissal</b> 8:13 am (Warning Bell) 8:15 am - 9:55 am 9:55 am - 10:10 am (Recess) 10:20 am - 11:40 am 11:40 am - 12:24 pm (Lunch) 12:24 pm - 1:21 pm
Grades 1 and 2	Grades 3, 4, and 5
Mondays, Tuesdays, Thursdays, Fridays	
8:13 am (Warning Bell) 8:15 am - 9:55 am 9:55 am - 10:10 am (Recess) 10:10 am - 12:00 pm 12:00 pm - 12:44 pm (Lunch) 12:44 pm - 2:10 pm	8:13 am (Warning Bell) 8:15 am - 10:15 am 10:15 am - 10:30 am (Recess) 10:30 am - 12:00 pm 12:00 pm - 12:44 pm (Lunch) 12:44 pm - 2:35 pm
Wednesdays	
8:13 am (Warning Bell) 8:15 am - 9:55 am 9:55 am - 10:10 am (Recess) 10:10 am - 12:00 pm 12:00 pm - 12:44 pm (Lunch) 12:44 pm - 1:21 pm	8:13 am (Warning Bell) 8:15 am - 10:15 am 10:15 am - 10:30 am (Recess) 10:30 am - 12:00 pm 12:00 pm - 12:44 pm (Lunch) 12:44 pm - 1:21 pm

- ▶ PLEASE NOTE: Students should not arrive before 8:00 am as there is no adult supervision on the playground.
- ▶ Those picking up their child, please do so at the designated time.
- ▶ School staff use the Wednesday Minimum Day schedule for staff meetings, team collaboration, planning lessons, parent conferences, and other professional activities.

# Breakfast, Snack, & Lunch

A light breakfast consisting of orange juice or fruit, cereal or bread, and milk is served daily at 7:45 am. Breakfast and lunch must be paid for in advance. Students may bring a healthy snack to be eaten at their 9:55 am or 10:15 am recess. Kathryn Hughes Elementary is a closed campus, meaning students should plan on bringing a lunch from home or on purchasing a hot lunch. Students may not leave campus in order to obtain lunch.

Please be sure that all lunches brought from home are clearly marked with your child's name and room number. This includes all lunch boxes, bags and containers. Please avoid sending glass or other breakable containers to school. Please do not send food that must be heated by microwave, as this is not available for students. Milk is included in the hot lunch/salad bar and is available for purchase for those bringing lunch from home.



**Parents bringing lunches after the school day has started must drop them off in the school office.** Lunches may not be delivered to the classroom. Lunches dropped off must be marked with the child's name and room number. Please inform your child before you drop them at school that their lunch will be waiting in the office.

All students need a healthy and nutritious lunch to do their best in school. Skipping lunch is not a healthy practice for children. Kathryn Hughes Elementary is a Peanut Free School. Due to a number of students with severe nut allergies, we do not serve peanut butter or nut related snacks at school. Please be cautious when packing your child's lunch and try to pack items other than peanut butter. Soy butter and sunflower seed butter are great alternatives to peanut butter.

# Cafeteria

Breakfast and lunch must be paid for in advance. Money may be sent weekly or monthly. You may pay online at [www.schoolcafe.com](http://www.schoolcafe.com). Reminders will be sent home and phone calls may be made if accounts are negative. Students with negative accounts will be offered a cheese sandwich until account balance is corrected.

Free or Reduced priced breakfast and lunches are available for families that qualify. Application forms are available and can be completely online or obtained from the school office.

## Reduce Allergy Risk & Promote Healthy Choices

Our snack, lunch, and celebration choices affect the safety and health of all our students.

- Researchers estimate that 32 million Americans have food allergies, including 5.6 million children under age 18. That's one in 13 children, or on average one to two children in every classroom.
- About 40 percent of children with food allergies are allergic to more than one food. Every 3 minutes, a food allergy reaction sends someone to the emergency room. More than 15% of kids with food allergies have some type of reaction at school. Food allergy reactions can range from mild responses to anaphylaxis, a severe and potentially deadly reaction.
- 25% of epinephrine (e.g. EpiPen) administrations in schools involve individuals whose allergy was not known at the time of the reaction.
- Nearly one in three children in America are overweight or obese.
- Thirty years ago, kids ate just one snack a day, whereas now they are trending toward three snacks, resulting in an additional 200 calories a day.
- Eating and exercising habits formed in childhood can affect long-term health.

## **Snack/lunch policies**

- K-1 students should bring only nut-free snacks and lunches to school. Soy butter and sunflower seed butter are great alternatives to peanut butter.
- No food sharing or throwing since it can be risky for kids with food allergies. Even if the item does not contain the actual allergen (e.g., nuts), it may still cause a reaction if it was made on equipment that processes food containing nuts or made in a facility where foods with nuts are made.

## **Consider healthy alternatives to food “treats” at classroom/school events.**

- At classroom parties, put the focus on activities more than on food. Art & craft projects, dancing, Bingo, and active games like “Musical Chairs” are fun & memorable for kids.
- Popular alternatives to candy on occasions like Valentine’s Day include pencils, bookmarks, simple printed puzzles, stickers, erasers, etc. Be creative!
- Cupcakes or sweets are **NOT** allowed for birthday celebrations before, during, or after school. Contact your child’s teacher for birthday celebration details & options.

## **If you do bring food to a classroom/school event, plan carefully.**

- If possible, try to have something that is healthy and safe for everyone. Fruit is often an excellent choice.
- Check with your teacher regarding food allergies.
- Inform the parents of kids with known food allergies in your class about what you would like to bring well in advance. These parents might have suggestions for safe foods, may want to bring in a safe substitute treat for their child, or may simply want to alert their child to stay away from a food that could be dangerous for him or her.
- List ingredients & allergens, boldly noting if the food contains one of the 8 most common allergens (peanuts, tree nuts, milk, eggs, wheat/gluten, soy, fish, shellfish).
- For packaged foods, display the ingredients listing from the packaging. For homemade foods, please note if any ingredients are labeled as “made on shared equipment” or “made in the same facility” with common allergens. Many allergic kids need to avoid possible cross-contamination during manufacturing.

# PTA MEETINGS CALENDAR

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The following is a schedule of the Parent Teacher Association (PTA) meetings for the school year. PTA Executive Board meetings are held at 6:00 pm in the Faculty Room unless otherwise advised and are open to all Hughes PTA members. The school website will publish any changes to the schedule.

Tuesday, September 5  
Tuesday, October 3  
Tuesday, November 7  
Tuesday, December 5  
Tuesday, January 9

Tuesday, February 6  
Tuesday, March 5  
Tuesday, April 2  
Tuesday, May 7  
Tuesday, June 4

# PTA EVENTS CALENDAR

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We have a fabulous PTA Executive Board at Kathryn Hughes that organizes many wonderful events for our school community. Some examples are BBQs, school dances, movie nights, Harvest Festival, Winter Festival, Spring Festival, restaurant fundraisers, and Family Fun Nights.

Check the PTA section of our school website for more information and a calendar of events.



# SCHOOL SITE COUNCIL MEETINGS

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The School Site Council (SSC) is a group of teachers, parents, classified employees, and community members that works with the administration to develop, review, and evaluate school improvement programs and school budgets. The SSC serves as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The common goal is the success of all students.

The primary purpose of the SSC is to develop, approve, monitor, and assess the School Plan for Student Achievement (SPSA). The SSC develops this plan in collaboration with Site and District Administration, school advisory committees, and school staff. This process allows for those who are closest to the students to be involved in making decisions affecting the instructional program and vision for ongoing improvement of the school.

Meetings are held on the first Tuesday of the month, right before the PTA Executive Board meetings, through video conference or in the Faculty Room, 5:00-6:00 pm.

Tuesday, September 5  
Tuesday, October 3  
Tuesday, November 7  
Tuesday, December 5  
Tuesday, January 16\*

Tuesday, February 6  
Tuesday, March 5  
Tuesday, April 2  
Tuesday, May 7

Our school website will publish any necessary changes to the schedule of meetings. Agendas and minutes are posted throughout the year on the school website.





# ENGLISH LANGUAGE ADVISORY COMMITTEE

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The English Language Advisory Committee (ELAC) is responsible for advising staff and our school community on programs and services for English Language Learners (ELL). Teachers serving on our school's ELAC will share information and updates through a monthly bulletin accessible from our school website. Contact the principal for more information about the ELAC meetings.



# PARENT COFFEE WITH THE PRINCIPAL

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Join the principal every month to discuss and learn about various curricular and school topics. The Parent Coffees take place right after the morning assembly through video conference or in the Multipurpose Room (if in-person meetings are possible), 8:30-9:30 am.

Friday, September 1  
Friday, October 6  
Friday, November 3  
Friday, December 1  
Friday, January 12

Friday, February 2  
Friday, March 1  
Friday, April 5  
Friday, May 3



# ATTENDANCE

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Regular attendance is essential for a child's success in school. It is also a requirement established by the State of California State Education Code and Administrative Code, Title V. Some key excerpts from these sources are:

- Students shall attend school punctually and regularly.
- Students shall be required to provide validation of absence for health reasons.
- Students shall remain on school grounds during the entire day unless granted permission to leave by authorized personnel.

Students who are ill should not attend school until they are well. If your child has been ill or running a fever over 100, vomiting in the last 24 hours, undiagnosed skin rash, please do not send your child to school until his/her symptoms are back to normal for 24 hours.

## Reporting Absences

Parents should notify the office before 9:00 a.m. each day their child is absent. **Please call the 24-hour attendance line at (408) 423-1505 or email [hughes@scusd.net](mailto:hughes@scusd.net)** and provide the following information:

1. State and spell the student's name (last name first)
2. Teacher's name and room number
3. Date(s) of absence
4. Reasons for absence (illness, family emergency, medical appointment, etc)

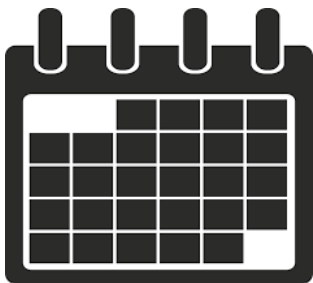
Absences are excused for illness and medical/dental/court appointments. All other absences are considered unexcused, though they still need to be reported to school.

## **Tardies / Frequent Absences**

Students who are late to school must report to the office and get a pass before going to class. Tardiness is monitored since it interrupts instructional time and student learning. Students with attendance problems will be reported to the District's School Attendance Review Board (SARB).

## **Absences for Vacation**

As regular attendance is essential for a child's success in school, family activities should be scheduled during regularly scheduled school vacations. If your child will be out more than one day for anything other than illness please notify the office.



## **Appointments**

Parents are encouraged to schedule all appointments after school hours. Students who must leave school for medical, dental, or emergency appointments must be checked out in the school office by their parent or guardian. If students are on the playground or at lunch, parents must sign their child out in the office as usual and the school staff will direct the student to the office. Students are encouraged to return to school after their appointment, whenever possible.

# Health and Medications

Students who become ill in class will be sent to the office and cared for by a member of the office staff (or the health assistant) until parents or other designated guardians are able to pick up the child. It is very important that we have an emergency card on file for every student so that we can contact parents in case of an accident or illness and to be advised of special medical problems. Please update your child's emergency card information each time there is a change in home or work addresses or phone numbers.

Children who come to school with a fever will be sent home. Please do not send your child to school when he/she is running a temperature over 100, vomiting in the last 24 hours or with an undiagnosed skin rash.

Remind your children to wash hands frequently and practice good hygiene.

For ALL medications (prescription or non prescription/over the counter), the school must receive a written statement from both the physician and the parent/guardian. The physician must indicate the amount, time, and method by which the medication is to be taken. The parent must give permission to the school to assist the student in matters set for by the physician. Printed forms for medication are available from the school secretary. In addition, prescription medications must be provided to the school in the original pharmaceutical container. Students cannot have medications on their person, in their backpacks, or in class.

Our school nurse is on campus one day a week. During the school year, she conducts tests of vision and hearing and does health counseling. Our health assistant is on campus daily.

# Arriving to School

Students eating breakfast can arrive at 7:45 am. All other students should arrive between 8:00 am and 8:15 am. Students arriving by bus should follow all safety precautions to ensure a safe exit and transition to campus. It is important for our entire school community to be aware of our students exiting the buses to ensure their safety.

Students can be on the blacktop during the 8:00 am recess (the play structure is off limits during that time). Students are not allowed on campus pass the yellow lines before 8:00 am as there is no adult supervision present. Students that arrive after 8:20 am must obtain a tardy pass from the office before going to class.



# Departing from School

Students are expected to leave school at dismissal times. No supervision is provided after school. To ensure the safety of the children, students in grades K-2 must be picked up by an adult; they are not allowed to walk home unaccompanied. Students in grades K-2 waiting for upper grade students must be accompanied by an adult and wait at the benches near the front office (in front of the yellow line). **No students should be in the kindergarten playground area after school.** If students must leave before the final bell for any reason, parents and guardians must sign out their child from the office. The child will then be escorted to the office.

Students in the Extended Care, Right At School, or YMCA after school programs need to go directly with appropriate representatives from each program and check in with their directors.

# BEHAVIOR EXPECTATIONS

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**Kathryn Hughes Elementary School is a Learning Community  
where we work together to create a Safe, Respectful,  
Responsible, and Caring Environment.**

If you have any questions about our school's efforts to create and maintain safe and welcoming learning environments for all students, please contact the principal.

The following expectations are to help us maintain an orderly environment where students and adults all feel safe and valued.

Hughes students will:

- Act and speak respectfully toward all adults and all students.
- Find solutions to problems by "talking it out".
- Walk quietly in the hallways and be considerate of other classes in session.
- Be responsible for eating lunch and snacks neatly at a picnic table or allowed area and cleaning up and recycling when finished.
- Abide by the rules of a game on the playground and welcome others to join.
- Respect other people's games by not walking through or disrupting them.
- Stay on the school grounds at all times and respect the off limits areas at recess time. Students are never to climb on the school roof.
- Respect others at assemblies by sitting quietly and listening.
- Use the restrooms appropriately.

Students are often recognized for their positive behavior through the "Hammerhead Honor" cards. Students are awarded these cards and recognized in their classes, at assemblies, and during other events for their upstanding behavior.

# School-Wide Expectations

At Kathryn Hughes Elementary we expect all students to Be Safe, Be Respectful, Be Responsible:

## **Be Safe:**

- Walk in the school hallways and in the classroom.
- Play safely in the tanbark: walk, wait for turns, and slide down the slide on your bottom.
- Walk on the blacktop and in the play structure. Running is allowed on the field only and during games on the blacktop and PE.
- Rubber balls, basketballs, and tetherball are allowed on the blacktop.
- Kickballs and soccer balls are allowed on the field only.

## **Be Respectful:**

- Start with cooling off when you face a conflict.
- Be polite and courteous to everyone.
- Use good manners with everyone.
- Share specific encouragement and praise.
- Follow directions from adults.
- Try to solve your conflicts by using your words. If “talking it out” does not solve the conflict, seek an adult for assistance.
- Use appropriate language.

## **Be Responsible:**

- Come to school on time, 8:15 am.
- Complete all assignments.
- Bring all work and materials to class.
- Do your work during the day and support your classmates to complete their work.
- Leave all toys, equipment, and other items at home. Bring to school only those things you need to use for schoolwork.



# PBIS!



# Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports (PBIS), an evidence-based framework for developing positive behavior, is used in schools nationwide to create a positive climate for learning, improve school safety, and promote positive behavior. With PBIS, schools teach kids about behavior, just as they would teach about other subjects like reading or math. Teaching positive and appropriate behavior, instead of punishing misbehavior, is the goal of PBIS.

PBIS was originally developed as a way to work with students and other individuals with developmental disabilities in various settings, including schools. It was an alternative to punishment-based and other aversive interventions for addressing self-injuring, aggressive, or other behaviors that impeded an individual's learning or the learning or comfort of others (Sailor, Dunlap, Sugai, & Horner, 2008).

## Core Principles of PBIS

1. **We can effectively teach appropriate behavior to all children.** All PBIS practices are founded on the assumption and belief that all children can exhibit appropriate behavior. As a result, it is our responsibility to identify the contextual setting events and environmental conditions that enable exhibition of appropriate behavior. We then must determine the means and systems to provide those resources.
2. **Intervene early.** It is best practices to intervene before targeted behaviors occur. If we intervene before problematic behaviors escalate, the interventions are much more manageable. Highly effective universal interventions in the early stages of implementation which are informed by time sensitive continuous progress monitoring, enjoy strong empirical support for their effectiveness with at-risk students.
3. **Use of a multi-tier model of service delivery.** PBIS uses an efficient, needs-driven resource deployment system to match

behavioral resources with student need. To achieve high rates of student success for all students, instruction in the schools must be differentiated in both nature and intensity. To efficiently differentiate behavioral instruction for all students. PBIS uses tiered models of service delivery.

4. **Use research-based, scientifically validated interventions to the extent available.** No Child Left Behind requires the use of scientifically based curricula and interventions. The purpose of this requirement is to ensure that students are exposed to curriculum and teaching that has demonstrated effectiveness for the type of student and the setting. Research-based, scientifically validated interventions provide our best opportunity at implementing strategies that will be effective for a large majority of students.
5. **Monitor student progress to inform interventions.** The only method to determine if a student is improving is to monitor the student's progress. The use of assessments that can be collected frequently and that are sensitive to small changes in student behavior is recommended. Determining the effectiveness (or lack of) an intervention early is important to maximize the impact of that intervention for the student.
6. **Use data to make decisions.** A data-based decision regarding student response to the interventions is central to PBIS practices. Decisions in PBIS practices are based on professional judgment informed directly by student office discipline referral data and performance data. This principle requires that ongoing data collection systems are in place and that resulting data are used to make informed behavioral intervention planning decisions.
7. **Use assessment for three different purposes.** In PBIS, three types of assessments are used: 1) screening of data comparison per day per month for total office discipline referrals, 2) diagnostic determination of data by time of day, problem behavior, and location and 3) progress monitoring to determine if the behavioral interventions are producing the desired effects.

# **Classroom Expectations**

Your child's classroom teacher will send home a copy of their classroom behavior expectations and consequences, and will review these at Back to School Night in August. Please become familiar with these rules and support them with your child.

## **Building Responsibility**

We, at Kathryn Hughes Elementary, recognize the responsibility of both school and home to build a pattern for responsible behavior and respect for legitimate authority in each child. It is a disservice to the child not to do so; these are the expectations of the adult world. Rules and procedures at school are developed to protect students and to maintain a calm, positive atmosphere.

## **Restrooms and Corridors**

Restrooms are to be used appropriately. Students are to use soft, normal voices when inside the restrooms. All items must be disposed of in proper containers. Students may not congregate or play in the restrooms.

Students must walk at all times in the corridor areas. Balls may be bounced on the playground only and not in the corridors. Students may only play on the playground side of the school.

## **Hands-Off Policy**

Students are expected to follow a Hands-Off Policy. This means that fighting is not acceptable under any circumstances. Fighting is defined as physical contact, such as hitting, punching, kicking, throwing objects, verbal threats, and tripping. If students violate this rule and are involved in a fight, both parties may be suspended upon investigation by the administration.

# Items Not Allowed at School

Items to be left at home include:

1. CD players, MP3 players, iPods, game systems, and any other electronic equipment.
2. Athletic equipment (without prior permission from the principal).
3. All Toys including water pistols and balloons.
4. Trading cards and other small objects.
5. Live animals (without prior permission from the classroom teacher).
6. Gum, candy, and sunflower seeds.

## Harassment

Children are injured by words as well as by physical actions. We want Kathryn Hughes Elementary to be a safe place for all students so they all may learn and succeed. Teasing, taunting, slurs, threats, cyber-bullying, and all other forms of harassment will not be tolerated. Students should report incidents to the adult in charge and/or the principal.

## Grounds for Suspension

Major infractions are in direct violation of the Education Code (EC48900 a-h) and will not be tolerated; these include:

1. Theft and/or damage to school or private property
2. Unprovoked, actual or threatened physical injury to another person
3. Possession of dangerous weapons or objects (Zero Tolerance on weapons)

To maintain a positive and safe environment, district policy forbids bringing weapons of any kind to school. This includes any type of knife and all toy guns. If these items are on campus the principal will take them and parents will have to pick them up.

# Title IX Compliance

Title IX of the Civil Rights Act provides that “no person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.” [20 U.S.C. §1681(a)]

Title IX Coordinator provides information about nondiscrimination policy and complaint procedures; ensures that appropriate training is provided on a frequent and regular basis; and monitors District actions in response to allegations of sexual harassment. District Compliance Coordinator for Title IX Regulations:

Title IX / Civil Rights Officer  
Santa Clara Unified School District Office  
1889 Lawrence Road  
Santa Clara, CA 95051  
Phone: (408) 423-2008  
Email:

For Title IX information, a copy of the Procedures for Complaints and Resolutions, or assistance in filing a complaint, please contact our district's Title IX / Civil Rights Officer.



# Cellphone Use - SCUSD Board Policy

Students may possess electronic devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that such devices shall be turned off during class time and at any other time as prescribed in the Administrative Regulation stated below.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Ed. Code 48901.5)

## Elementary Schools

1. Students may possess electronic devices, but the device must be turned off during school hours. "Turned off" meaning unable to receive a signal.
2. Students may turn on and use electronic devices before the first warning bell in the morning and after the final dismissal bell in the afternoon. However, they must be used outside of the school buildings.
3. Students are solely responsible for the storage and safekeeping of the devices.
4. School personnel are not responsible for lost, stolen or damaged devices, which are of no educational value.
5. Parents who want their children to bring electronic devices on campus must first sign a waiver of responsibility, which will outline that the student will bring the device(s) at their own risk, and must abide by the policy set forth for their use.
6. During the designated non-use time of the devices, the owner or person in possession of such device must store the device so that it is not visible.

## Misuse or violations of policy will result in the following:

1. Students who violate the regulations shall be warned.
2. Students who repeat the violation shall have their device(s) confiscated for the day by an administrator or supervisor.

3. The third infraction will result in detention and confiscation of the electronic device, and a parent or guardian must pick up the device. The student will not be allowed to bring the device back to school for a period of six months from the date of the third infraction.

Students and parents must understand that the possession of electronic devices is a choice made by the student and/or parent. Santa Clara Unified School District, school administrators or staff are not responsible for the safekeeping of such devices, which are deemed objects of no educational value.

## **Dress Code**

Student dress and/or appearance (including backpacks, binders, and other personal articles) shall be safe, neat, clean, and appropriate for school attendance. Student dress or appearance shall not be disruptive or offensive to the educational environment or process. Clothing that may be appropriate for other private and family occasions and activities away from school may not be appropriate to be worn to school. Any student whose personal actions, hygiene, or dress is offensive, disruptive, overly distracting or dangerous to others or the student himself/herself, will be sent home until such conditions are corrected. Press on tattoos must be removed before coming to school. Hair coloring should not be distracting or cause interruption at school.

The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the school administration. The school administration reserves the authority to establish their own standards of dress and appearance, which is in compliance with the California Administrative Code, Title 5, Section 301.

Footwear must be worn on campus at all times. Students must wear closed toe shoes. Slippers, flip-flops, and heels are not considered appropriate footwear.

Clothing that clearly exposes or draws attention to private body parts or undergarments such as tube tops, halter tops, short tops exposing the navel/belly button, etc shall not be allowed at school. Sleeveless undershirts are not permitted as outer garments. No tank tops for girls or boys.

Hem length and shorts must be as long as the tips of the fingers when arms are straight down at sides.

No gang related clothing may be worn. This includes solid red, maroon, or blue T-shirts or belts.

No chains or chains attached to wallets.

No pants that sag exposing ones underwear or buttocks. All belts will be tucked in and will not be allowed to hang down.

Hats and all other non-religious headgear are not to be worn within any school building and may not display inappropriate messages or gang-related materials or colors.

No markings on binders, book covers, backpacks, or clothing that is inappropriate.

Clothing with inappropriate, abusive, violent language or pictures; swearing or cursing messages with double meanings or suggestive sayings are not to be worn to school. Clothing that mentions or refers to sex, drugs, alcohol, or tobacco in any manner is not to be worn to school.

**All violators of the dress code, will be sent home and can return when the problem is corrected. Students may be directed by any staff member to flip their shirts inside out (as applicable) as a temporary solution.**

## Lost and Found

The Lost & Found is located outside the school office. Many items are left unclaimed every year. Periodically, lost items left in the lost and found area will be donated to a local charity. Parents are asked to encourage students to check for missing clothing and other personal articles.

This school/District is not responsible for theft, damaged or vandalized personal property.



# SCHOOL SAFETY

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Safety for all people who enter Kathryn Hughes Elementary is our number one priority. If you are a visitor on our campus you must check in at the office first. Please drive safely anywhere around the school. Our children and staff are very important. Please obey all traffic laws and safety procedures.

## Safety Patrol

Fifth grade students on the Safety Patrol support the safe travel of students and families to our school. Students and adults are expected to obey the directions of the Safety Patrol and cross at designated times and places. Please notify the school if you observe problems occurring. Cars need to follow the directions of the Safety Patrol students when dropping off or picking up their students.

## Pedestrian Flags

To support pedestrians traveling to and from school, Kathryn Hughes Elementary implemented the use of bright flags that pedestrians can use when crossing the street. These flags assist in ensuring that pedestrians are visible to vehicle traffic. View the demonstration video at <http://bit.ly/KHVideos>.



# Student Photographs

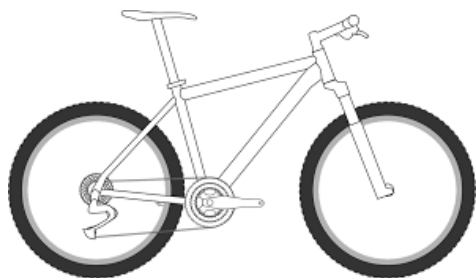
When taking photos of your child and there are other children in the shot, please do not post pictures on social media as you may not know if those children have photo releases.

## Bicycle Safety

Only students in grades 3-4-5 are permitted to ride their bicycles to school. All students riding bicycles to school must:

1. Follow basic safety rules.
2. Must wear bicycle helmet, it is the law.
3. Have the bicycle licensed.
4. Lock their bicycle at the bike racks on campus.
5. Walk their bicycles on and off campus.

► NOTE: Students and adults should note that it is illegal in Santa Clara to ride two people on a single bicycle.



## Student Emergency Information

Every child must have a complete emergency card. The information on these cards is extremely important in the event of an emergency. All cards must have emergency contact persons listed in case we are unable to reach the parents. These cards must be kept current. Please contact the school whenever there is a change in any names, addresses, or phone numbers (home, work or cell phone).

# Fire, Earthquake, & Lockdown Drills

Throughout the year, students and staff drill on fire, earthquake, and lockdown procedures which include:

1. Procedures for exiting buildings in the event of an emergency.
2. Safety protocols in the event of an earthquake, fire, or other disaster/emergency.
3. Assigned duties for all staff including the use of emergency equipment.

Kathryn Hughes Elementary procedures are outlined in the district's Earthquake/Disaster Emergency Plan Handbook. Parents are welcome to review the emergency handbook. In case of a major earthquake, students will be held at school until the severity of the earthquake and post earthquake damage is determined and until safety can be responsibly assured.



# Emergency / Disaster Procedures

In case of emergency, such as an earthquake, parents follow these procedures:

## Checkout Procedures

- Do not phone the school.
- Park away from school.
- Report to the Command Center and complete a Release Request slip for your student and for other children for whom you are responsible. Do not go to the classroom or to the classroom's evacuation location.
- Wait for the student(s) to be brought to the Command Center.
- Check out the student(s) with the personnel at the Command Center.
- Leave the campus with the student(s).
- Should children be moved to another site, information will be posted near the office.

## Release Priority

School will retain children until the first to arrive of the following:

- Parent/Guardian
- Person designated on Emergency/Health Card.

**NOTE:** Make sure your child's emergency Card is kept up-to-date.



# FAMILY INVOLVEMENT

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Parents and guardians are encouraged and welcomed to become involved in the formal education of their children. This early and consistent parental involvement helps children do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

## **Volunteering**

A wonderful way to support our school, the classrooms, the students, and your child's teacher is volunteering. There are many opportunities to volunteer, including working in the classroom, being a chaperone on field trips, serving on the PTA, and supporting the school office. Visit the district's website, <https://www.santaclarausd.org/Page/1218>, for the district's volunteer packet and information regarding TB tests, which are required for volunteer opportunities.

Parents and community volunteers are an important and welcomed part of our educational program at Kathryn Hughes Elementary School. Some of the services they provide are listed below. Please contact your child's teacher, the administration, or the PTA Executive Board to seek opportunities to volunteer at Kathryn Hughes Elementary.

1. Volunteering regularly in classrooms.
2. Volunteering to chaperone on field trips.
3. Providing assistance with special projects.
4. Serving on the PTA Board, organizing and supporting school-wide activities for parents, teachers, and students.
5. Support all fundraising efforts by the PTA and School.
6. Helping at PTA events such as: Harvest Festival, Winter Festival, and other events.
7. Serving on the SSC, or ELAC elected groups of parents and school staff members meet regularly to develop, implement, and evaluate school programs.

## **Field Trips**

A wide variety of field trips to enhance and expand the curriculum are planned for all grade levels at Kathryn Hughes Elementary. These trips are sponsored by the annual walkathon, individual parents, teacher grants, and friends of Kathryn Hughes Elementary. Parent participation is welcome and often essential. In order for parents to participate they must fill out the volunteer form and submit a current TB test that has been done within 60 days of submission to the office. One important note is that younger siblings are not permitted to attend field trips and other classroom events.

## **PTA and School Site Council**

Participating in the school's PTA is a wonderful way to support the school, help plan activities, and serve the school community. Serving as a member of the School Site Council and regularly attending meetings is another wonderful way to get involve, help develop, review, and evaluate school improvement programs and school budgets.

## **Parent Conferences**

All parents are expected to attend Goal Setting Conferences scheduled for conference week in September. Students will be dismissed at 1:21 that entire week. The conference will include collectively setting goals for your child and an explanation of the standards based report card. During the conference, parents and the teacher will discuss goals for the year for each child, and will examine each child's areas of strengths and areas for growth as a learner. Completed report cards will go home in November. An additional conference may be required in March. In addition to the Fall and optional Spring conference, parents have the option to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time that is convenient to all participants. We encourage parents to contact their child's teacher first if you would like to discuss any ideas, questions, and/or concerns with your child's academic or social-emotional growth.



## Report Cards

Reviewing your child's report card is an important way to stay involved in your child's formal education. Report cards will be sent home in November, March and June, at the end of each trimester of the school year. Your child's teacher will discuss the standards based report card at the parent goal setting conferences in September. Please keep the copy of the report card enclosed in the envelope, sign the envelope and return it to school.

## Thursday Envelopes

Each Thursday, the teachers will send home an envelope with important flyers and information from the school. Please take time to go through the envelope, sign and return information as requested.

## Back to School Events

Back to School Events are important opportunities for families to get involved in their child's formal education, get to know their child's teacher and classroom, and learn more about the school.

Kindergarten's Back to School Night is regularly scheduled for the Tuesday before the first day of school, from 6:00 to 7:00 pm. This is a very important meeting so please plan on attending. The event begins in the cafeteria / multipurpose room, followed by time in the Kindergarten classrooms. Only parents and guardians are invited to visit the classrooms. There will be adult supervision on the playground for any students who are present during the Kindergarten Back to School Night.



The Back to School Event for our students in the Specialized Academic Instruction (SAI) programs is regularly held on the Wednesday before the first day of school. This is an "open house" style Back to School Event in which students and families are welcome to visit the classrooms, see the learning environment, and meet the teacher. Contact your child's teacher for details.

Back to School Night for grades 1-5 is scheduled for the first Tuesday after school begins, from 5:30 to 7:00 pm. Flyers will be posted around the school campus, posted on the school website, and may be sent home with the details of the evening. The event begins in the cafeteria / multipurpose room, followed by time in the classrooms. Parents are invited to attend classroom sessions with their child's teacher. The teachers will be explaining classroom procedures, programs and policies, and plans for the year. This is an informational evening for adults.

### **Open House**

Open House is a wonderful opportunity to continue to get involved with your child's formal education and our school community. Open House at Kathryn Hughes Elementary is regularly scheduled during the month of May, from 6:00 to 7:00 pm. It is always a fantastic celebration of our students' learning.



### **Community Nights**

The community of Kathryn Hughes Elementary is very important to all of us. Each school year, we schedule a variety of Parent Education Nights and Family Fun Nights for our community. All families are encouraged to participate and get to know our community.

### **Title 1 Parent Involvement**

Kathryn Hughes Elementary School is a Title 1 school and we hold an annual Title 1 meeting to inform parents and family members of the school's participation in Title 1, explain the requirements, the right of parents to be involved, and opportunities for parents to provide feedback and ideas on how the school shapes its programs that use Title 1 funds.



# HELPING AT HOME

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The Kathryn Hughes Elementary School Staff recognizes the importance of a positive relationship between the child's home and the school. Parents, teachers, and students each have responsibilities, which contribute toward building a community of learners.

As parents, you help when you:

1. Send your child to school with a positive attitude toward learning and school personnel.
2. Be interested and informed about your child's progress in school.
3. Provide a quiet place for your child to do homework.
4. Review your child's work and report cards.
5. Participate in teacher conferences.
6. Attend special programs and functions which are presented by the school for parents and the community. Be a member of our PTA and attend school meetings like School Site Council and ELAC meetings. Be a voice for the decisions made to maximize your child's education.
7. Cooperate with the school in maintaining standards of good behavior (Role Model).
8. Follow suggestions for improvement recommended by the school.
9. Support the Positive Behavior Interventions and Supports (PBIS) program at Kathryn Hughes Elementary School.

## Homework

Homework is designed to extend and reinforce classroom learning, develop sound work and study habits, and assist students in becoming self-directed. Teachers assign reasonable amounts of homework in relation to the age and ability of the students, the requirements of the class, and the purpose of the assignment. Long-term assignments have intermediate checks by the teacher. In addition to the minimum 20 minutes of reading the

following guidelines are suggested and based on students developing regular practice to reinforce classroom learning.

GRADE LEVEL	HOMEWORK ASSIGNMENTS (MONDAY-THURSDAY)	PARENT INVOLVEMENT
<b>K</b>	<ul style="list-style-type: none"> <li>•Daily reading 20+ minutes</li> <li>•No more than 10 minutes 2 days per week</li> </ul>	<ul style="list-style-type: none"> <li>•Adult reads to student daily</li> <li>•Student reads leveled book to adult each week</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>•Daily reading 20+ minutes</li> <li>•10-20 minutes two to three days per week</li> </ul>	<ul style="list-style-type: none"> <li>•Student reads leveled book to adult each week</li> <li>•Adult reads to student daily</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>•Daily reading 20+ minutes of teacher selected book with oral comprehension questions</li> <li>•10-20 minutes three to four days per week</li> </ul>	<ul style="list-style-type: none"> <li>•Adult discusses the reading guided by comprehension questions</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>•Daily reading 20+ minutes of "just right" book</li> <li>•15-25 minutes three to four days per week</li> </ul>	<ul style="list-style-type: none"> <li>•Check to be sure work is finished (but do not correct it)</li> <li>•Provide help with long term projects as specified on the assignment</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>•Daily reading 20+ minutes of "just right" book</li> <li>•30-40 minutes three to four days per week</li> </ul>	<ul style="list-style-type: none"> <li>•Adult checks to be sure work is finished (but do not correct it)</li> <li>•Adult helps with long term projects as needed</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>•Daily reading 20+ minutes of "just right" book</li> <li>•30-40 minutes three to four days per week</li> </ul>	<ul style="list-style-type: none"> <li>•Adult checks to be sure work is finished (but do not correct it)</li> <li>•Adult helps with long term projects as needed for time management</li> </ul>

In addition to the homework listed, sometimes other work may be recommended, depending on each child's needs. Your child's teacher wants to hear from you if you feel it is necessary to adjust your child's homework.

**Long term projects** ask students to apply knowledge from a range of subject areas including reading, writing, public speaking, and more. Unfinished work can be from any subject area including math, writing, science, social studies, etc.

### **Ask Questions**

If you have any questions about the homework assignment(s) your child receives, please contact the classroom teacher directly, in order to better understand the teaching rationale and learning objective(s) for any given assignment.

### **Homework & Makeup Work**

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning.
- Reflect individual student needs, learning styles, social-emotional health, and abilities in order for students to complete their homework.
- Provide timely feedback for students regarding their learning.
- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts that can be completed within a reasonable time frame.
- Provide teachers with feedback to inform instruction.

Effective homework practices do not place an undue burden on students. The school recognizes the value of extracurricular activities, unstructured time, and adequate sleep for a student's success in school.



# ACTIVITIES

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## **After School Activities**

There are a variety of programs available to students that take place after school. These activities include soccer, basketball, robotics, and arts, and are available at specific rates as determined by the organization that provides the activities. In addition, there is an after school intramural sports program. Check in at the office if your child wants to participate in intramural sports or if you would like to support as a coach.

## **Awards and Incentives**

Kathryn Hughes Elementary gathers monthly for our Developmental Assets Assembly. These assemblies are a great time for staff members to recognize students in their classes that demonstrate the lifeskill focus of the month. In addition to the asset awards, classes are recognized for school spirit and activities from the Hammerhead Store are redeemed.

## **Book Fair**

We are lucky to have three book fairs each school year where students, families, and staff celebrate literacy. A wide variety of books and materials are available for sale, including picture books, chapter books, reference books, posters, and bookmarks.

## **Frequent Readers**

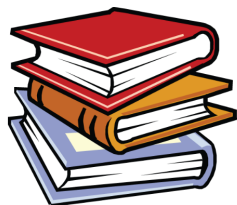
All students have the opportunity to participate in the Frequent Readers Program. This is an at-home reading program that involves careful record keeping of books read at home. Incentives may include: books, folders, hats, and a field trip.

## **Hammerhead Honor & Hammerhead Store**

Students demonstrating our three school-wide expectations of Be Safe, Be Respectful, and Be Responsible are given Hammerhead Honor slips. These Hammerhead Honor slips may be turned in for pencils with the principal on Wednesdays and Fridays in the front of the school at dismissal. These slips may also be redeemed for various prizes and activities at the Hammerhead Store. The Hammerhead Store is open on select Fridays between 8:00 - 8:13 am.

## **Library**

All students at Kathryn Hughes Elementary enjoy a regularly scheduled library period. This is a time to develop library skills, hear a story, and check out books. In addition, the library is available for students and staff as a resource center for classroom programs and projects.



## **Safety Patrol**

Students in fifth grade have the opportunity to participate in the Safety Patrol at Kathryn Hughes Elementary. The Safety Patrol is a trained group of students age ten and above who support the safe travel of students, families, and our community at crosswalks and in the drop off/pick up area. Safety Patrol students also participate in monitoring the hallways throughout the school day.

## **Student Council**

The Student Council is a group of elected and volunteer third, fourth, and fifth grade students under the supervision of teachers who organize and support activities for students, the school, and our community. One purpose of student council is to give students an opportunity to develop leadership skills by organizing and carrying out school activities and service projects.

# USEFUL CONTACT INFORMATION

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Kathryn Hughes Elementary School ..... 408-423-1500  
4949 Calle De Escuela  
Santa Clara, CA 95054  
[hughes.schoolloop.com](http://hughes.schoolloop.com)

Santa Clara Unified School District ..... 408-423-2000  
1889 Lawrence Road  
Santa Clara, CA 95051  
[www.santaclarausd.org](http://www.santaclarausd.org)

Kathryn Hughes PTA.....[kathrynhughespta@gmail.com](mailto:kathrynhughespta@gmail.com)

Hughes Extended Day ..... 408-423-1516

YMCA at Kathryn Hughes Elementary ..... 408-634-0993

SCUSD Nutrition Services ..... 408-423-2077

School Lunch .....[www.schoolcafe.com](http://www.schoolcafe.com)

SCUSD Family Resource Center ..... 408-423-3528  
1840 Benton Street  
Santa Clara, CA 95050  
[www.santaclarausd.org/domain/53](http://www.santaclarausd.org/domain/53)

SCUSD Transportation ..... 408-423-2063

Santa Clara City Library Book Mobile ..... 408-615-2907  
[bookmobile@santaclaraca.gov](mailto:bookmobile@santaclaraca.gov)

Santa Clara City Library Northside Branch ..... 408-615-5500  
695 Moreland Way  
Santa Clara, CA 95054  
[NorthsideLibrary@santaclaraca.gov](mailto:NorthsideLibrary@santaclaraca.gov)