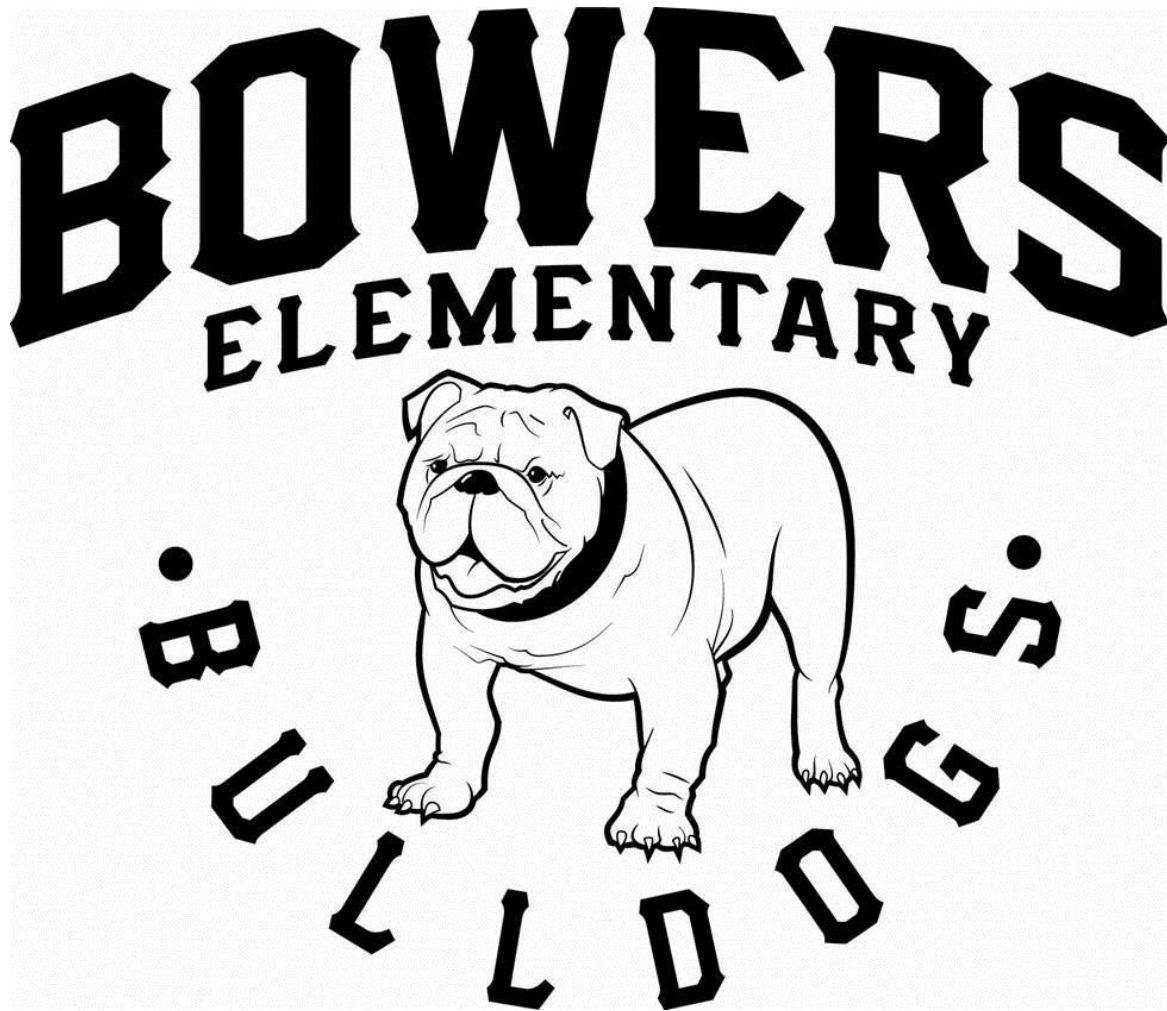


*Santa Clara Unified School District*



School Handbook  
2023-2024

2755 Barkley Avenue  
Santa Clara CA 95051  
Phone: 408 423-1100

# *Table of Contents*

---

|  |    |
|--|----|
| <a href="#"><u>Vision and Mission</u></a>                          | 2  |
| <a href="#"><u>School Staff</u></a>                                | 3  |
| <a href="#"><u>Calendar</u></a>                                    | 7  |
| <a href="#"><u>Bell Schedule</u></a>                               | 9  |
| <a href="#"><u>Arrival and Dismissal</u></a>                       | 13 |
| <a href="#"><u>Breakfast, Lunch, and Snacks</u></a>                | 15 |
| <a href="#"><u>Attendance Policy</u></a>                           | 16 |
| <a href="#"><u>Health and Medications</u></a>                      | 17 |
| <a href="#"><u>School Safety</u></a>                               | 18 |
| <a href="#"><u>Positive Behavior Supports and Intervention</u></a> | 19 |
| <a href="#"><u>Cell Phone Use</u></a>                              | 21 |
| <a href="#"><u>Uniform Policy</u></a>                              | 22 |
| <a href="#"><u>Title IX and Uniform Complaints</u></a>             | 24 |
| <a href="#"><u>Family Partnership</u></a>                          | 25 |
| <a href="#"><u>Special Programs</u></a>                            | 28 |

# *Vision, Mission, and Philosophy*

Bowers is a SEAL (Sobrato Early Academic Language) school. SEAL is a comprehensive and intensive educational instructional model emphasizing enriched language and literacy education.

## *Our Vision*

**Achieve.   Belong.   Contribute.**

## *Mission Statement*

Our mission is to educate and empower the Bowers community to become lifelong learners who positively impact the world.

### ***We believe that:***

- All students deserve equal access to the core curriculum and have the innate desire to learn
- A safe, secure learning environment fosters independent thinkers, lifelong learners, and content students
- Kindness, respect, and responsibility are essential as we work, learn, grow, and play together
- Home-school collaboration is essential to student success

## *SEAL's Mission Statement*

To prepare all Emergent Bilinguals to Learn, Thrive and Lead!

# Bowers School Staff

Adriana T. Reyes, Principal ♦ [adreyes@scusd.net](mailto:adreyes@scusd.net) ♦ 408 423-1101

Mary Auday, Secretary ♦ [mauday@scusd.net](mailto:mauday@scusd.net) ♦ 408 423-1110

Marilet Rodriguez, Attendance Clerk ♦ [mrodriguez@scusd.net](mailto:mrodriguez@scusd.net) ♦ 408 423-1111

John Dias, Lead/Day Custodian

Lupe Arreola Figueroa, Night Custodian

| <b>Classroom Teachers</b> |           |                               |  |                  |
|---------------------------|-----------|-------------------------------|--|------------------|
| <b>EX</b>                 | <b>RM</b> | <b>TEACHER NAME</b>           | <b>E-MAIL ADDRESS</b>  | <b>GRADE</b>     |
| 1128                      | 16        | Lyndsey Hermosillo            | <a href="mailto:lhermosillo@scusd.net">lhermosillo@scusd.net</a>   | TK               |
| 1162                      | KA        | Traci Lopez                   | <a href="mailto:tlopez@scusd.net">tlopez@scusd.net</a>   | Kinder           |
| 1163                      | KB        | Felicity Bezar                | <a href="mailto:fbezard@scusd.net">fbezard@scusd.net</a>   | Kinder           |
| 1156                      | 3         | Kimberly Stephens             | <a href="mailto:kjstephens@scusd.net">kjstephens@scusd.net</a>   | First            |
| 1157                      | 4         | Christine Gallegos            | <a href="mailto:cgallegos@scusd.net">cgallegos@scusd.net</a>   | First            |
| 1155                      | 5         | Jennifer Choi                 | <a href="mailto:jchoi@scusd.net">jchoi@scusd.net</a>   | Second           |
| 1158                      | 8         |                               |  | Second           |
| 1167                      | 13        | Kimiko Kuruma                 | <a href="mailto:kkuruma@scusd.net">kkuruma@scusd.net</a>   | Third            |
| 1164                      | 14        | Jen Peak/<br>Cynthia Mallison | <a href="mailto:jpeak@scusd.net">jpeak@scusd.net</a><br><a href="mailto:cmallison@scusd.net">cmallison@scusd.net</a> | Third            |
| 1174                      | 15        | Mia Canrinus                  | <a href="mailto:mcanrinus@scusd.net">mcanrinus@scusd.net</a>   | Fourth           |
| 1152                      | 12        | Ashley Cobb                   | <a href="mailto:acobb@scusd.net">acobb@scusd.net</a>   | Fourth/<br>Fifth |

|      |    |                     |  |          |
|------|----|---------------------|--|----------|
| 1166 | 10 | Tami Vossoughi      | <a href="mailto:tbastardo@scusd.net">tbastardo@scusd.net</a>         | Fifth    |
| 1132 | 17 | Daisy Serrano Perez | <a href="mailto:dserranoperez@scusd.net">dserranoperez@scusd.net</a> | SAI PS   |
| 1151 | 18 | G'Anna Nevarez      | <a href="mailto:gnevarez@scusd.net">gnevarez@scusd.net</a>           | SAI PS   |
| 1169 | 19 | Noreen Avgarski     | <a href="mailto:navgarski@scusd.net">navgarski@scusd.net</a>         | SAI PS   |
| 1117 | 25 | Frances O'Brien     | <a href="mailto:fobrien@scusd.net">fobrien@scusd.net</a>             | State PS |
| 1114 | 26 | Pushpa Wewegama     | <a href="mailto:pwewegama@scusd.net">pwewegama@scusd.net</a>         | State PS |
| 1116 | 27 | Meenakshi Lohiya    | <a href="mailto:mlohiya@scusd.net">mlohiya@scusd.net</a>             | State-PS |

| <b>Bowers Staff</b> |                     |              |                                       |  |
|---------------------|---------------------|--------------|---------------------------------------|--|
| ROOM                | LAST NAME           | FIRST NAME   |                                       | EMAIL ADDRESS  |
| 17                  | Aganad              | Perry        | Paraeducator- SAI<br>Preschool        | <a href="mailto:paganad@scusd.net">paganad@scusd.net</a>                   |
| 27                  | Ahmadi              | Sweeta       | Paraeducator State PS                 | <a href="mailto:sahmadi@scusd.net">sahmadi@scusd.net</a>                   |
| 28                  | Alta Mirano         | Cecilia      | ELSAT                                 | <a href="mailto:maltamirano@scusd.net">maltamirano@scusd.net</a>           |
| N/A                 | Arreola<br>Figueroa | Ma Guadalupe | Night Custodian                       | <a href="mailto:marreolafigueroa@scusd.net">marreolafigueroa@scusd.net</a> |
| Office              | Auday               | Mary         | Secretary                             | <a href="mailto:mauday@scusd.net">mauday@scusd.net</a>                     |
| 21                  | Basile              | Garnet       | Instrumental Music<br>Teacher         | <a href="mailto:gbasile@scusd.net">gbasile@scusd.net</a>                   |
| 28                  | Boostani            | Laura        | SEAL Coach (TOSA)                     | <a href="mailto:lboostani@scusd.net">lboostani@scusd.net</a>               |
| 24-A1               | Blakely             | Annie        | Speech Language<br>Pathologist PS     | <a href="mailto:ablakely@scusd.net">ablakely@scusd.net</a>                 |
| 24F-2               | Cerrillo            | Sara         | Wellness Coordinator<br>408-878-4363  | <a href="mailto:scerrillo@scusd.net">scerrillo@scusd.net</a>               |
| 24D                 | Chang               | Kimberly     | Behavior Tech I                       | <a href="mailto:kichang@scusd.net">kichang@scusd.net</a>                   |
| 24D                 | Chin-Luisi          | MeiTing      | Behavior Tech I                       | <a href="mailto:mchinluisi@scusd.net">mchinluisi@scusd.net</a>             |
| 22                  | Clark               | Christine    | Infant/Toddlers                       | <a href="mailto:cclark@scusd.net">cclark@scusd.net</a>                     |
| 30A/30B             | Corfield            | Teresa       | Speech Language<br>Pathologist PS-5th | <a href="mailto:tcorfield@scusd.net">tcorfield@scusd.net</a>               |

|        |                |            |                                   |  |
|--------|----------------|------------|-----------------------------------|--|
| F      | Delte          | Nickolas   | YMCA Director<br>(650-557-8850)   | <a href="mailto:nick.delte@ymcasv.org">nick.delte@ymcasv.org</a>             |
| 24-A1  | Diao           | Christine  | Speech Language<br>Pathologist PS | <a href="mailto:cdiao@scusd.net">cdiao@scusd.net</a>                         |
| N/A    | Dias           | John       | Lead Custodian                    | <a href="mailto:jdias@scusd.net">jdias@scusd.net</a>                         |
| 17     | Diaz           | Andrea     | Paraeducator-SAI<br>Preschool     | <a href="mailto:angutierrez@scusd.net">angutierrez@scusd.net</a>             |
| KA/KB  | Evans          | Amy        | Kinder Support                    | <a href="mailto:aevans@scusd.net">aevans@scusd.net</a>                       |
| 4      | Gallegos       | Christine  | First Grade Teacher               | <a href="mailto:csepulveda@scusd.net">csepulveda@scusd.net</a>               |
|        | Garcia         | Natalie    | Noon Duty                         | <a href="mailto:ngarcia@scusd.net">ngarcia@scusd.net</a>                     |
| Office | Garcia         | Veronica   | Health Assistant                  | <a href="mailto:vegarcia@scusd.net">vegarcia@scusd.net</a>                   |
| 23     | Giyatinag      | Angelina   | Infant/Toddlers                   | <a href="mailto:agiyatinag@scusd.net">agiyatinag@scusd.net</a>               |
| 23     | Gutiza         | Maria      | Infant/Toddlers                   | <a href="mailto:mgutiza@scusd.net">mgutiza@scusd.net</a>                     |
| 18     | Heredia        | Priscilla  | Paraeducator-SAI<br>Preschool     | <a href="mailto:pheredia@scusd.net">pheredia@scusd.net</a>                   |
| 18     | Imai           | Keith      | Student Attendant                 | <a href="mailto:kimai@scusd.net">kimai@scusd.net</a>                         |
| 26     | Juarez         | Carla      | Paraeducator State PS             | <a href="mailto:cjuarez@scusd.net">cjuarez@scusd.net</a>                     |
|        | Karve          | Manju      | Program Specialist                | <a href="mailto:mkarve@scusd.net">mkarve@scusd.net</a>                       |
| 19/25  | Keech          | Tammie     | Paraeducator-SAI<br>Preschool     | <a href="mailto:tkeech@scusd.net">tkeech@scusd.net</a>                       |
| 28     | Kennedy        | Gui        | SEAL Coach (TOSA)                 | <a href="mailto:gtiscarenokennedy@scusd.net">gtiscarenokennedy@scusd.net</a> |
| 24E-4  | Klaus-Gonzales | Christine  | Psychologist                      | <a href="mailto:cklausgonzales@scusd.net">cklausgonzales@scusd.net</a>       |
| C      | Kraemer        | Mariann    | 3-5 Intervention                  | <a href="mailto:mkraemer@scusd.net">mkraemer@scusd.net</a>                   |
| 9      | Kumar          | Diane      | LIT 408-325-6214                  | <a href="mailto:dkumar@scusd.net">dkumar@scusd.net</a>                       |
| Office | Lattanzio      | Diane      | Nurse                             | <a href="mailto:dlattanzio@scusd.net">dlattanzio@scusd.net</a>               |
| 19/25  | Leung          | Susanna    | Paraeducator-SAI<br>Preschool     | <a href="mailto:sleung@scusd.net">sleung@scusd.net</a>                       |
| 27     | Lohiya         | Meenakshi  | State Preschool<br>Teacher        | <a href="mailto:mlohiya@scusd.net">mlohiya@scusd.net</a>                     |
| KA     | Lopez          | Traci      | Kindergarten Teacher              | <a href="mailto:tlopez@scusd.net">tlopez@scusd.net</a>                       |
| 9      | Lowpensky      | Danyelle   | LIT/RISE 408-325-6319             | <a href="mailto:dlowpensky@scusd.net">dlowpensky@scusd.net</a>               |
| 9      | MacInnes       | Kirby      | K-2 Intervention                  | <a href="mailto:kmacinnnes@scusd.net">kmacinnnes@scusd.net</a>               |
| 9      | MacKinnon      | Donna      | LIT 408-325-6174                  | <a href="mailto:dfernandez@scusd.net">dfernandez@scusd.net</a>               |
| 8      | Ortiz          | Trina      | Student Attendant                 | <a href="mailto:tortiz@sucsd.net">tortiz@sucsd.net</a>                       |
| 22     | Perez          | Elizabeth  | Infant/Toddlers                   | <a href="mailto:eperez@scusd.net">eperez@scusd.net</a>                       |
| 11     | Ramirez        | Julie      | Intervention Teacher              | <a href="mailto:jramirez@scusd.net">jramirez@scusd.net</a>                   |
| 25     | Ramirez Escoto | Candelaria | Paraeducator State PS             | <a href="mailto:cramirezescoto@scusd.net">cramirezescoto@scusd.net</a>       |

|           |             |         |                                       |  |
|-----------|-------------|---------|---------------------------------------|--|
|           |             |         | and Noon Duty                         |  |
| Cafeteria | Rocha       | Delia   | Food Service Assistant                | <a href="mailto:drocha@scusd.net">drocha@scusd.net</a>             |
| Office    | Rodriguez   | Marilet | Clerical Assistant                    | <a href="mailto:mrodriguez@scusd.net">mrodriguez@scusd.net</a>     |
| Cafeteria | Ruiz        | Margie  | Satellite<br>Cashier-Cafeteria        | <a href="mailto:mrui@scusd.net">mrui@scusd.net</a>                 |
| N/A       | Sarabia     | Martha  | Noon Duty                             | <a href="mailto:msarabia@scusd.net">msarabia@scusd.net</a>         |
| 7         | Scarborough | Toni    | Paraeducator-Special<br>Ed            | <a href="mailto:tscarborough@scusd.net">tscarborough@scusd.net</a> |
| C         | Tankersley  | Jane    | Kinder Reading<br>Intervention        | <a href="mailto:jtankersley@scusd.net">jtankersley@scusd.net</a>   |
| 16        | Tiv         | Nyrath  | Paraeducator-TK                       | <a href="mailto:ntiv@scusd.net">ntiv@scusd.net</a>                 |
| 23        | Valencia    | Nadesh  | Infant/Toddlers                       | <a href="mailto:nvalencia@scusd.net">nvalencia@scusd.net</a>       |
| 7         | Verma       | Amy     | RSP Teacher                           | <a href="mailto:averma@scusd.net">averma@scusd.net</a>             |
| 20        | Vierhus     | Cindy   | PE Teacher                            | <a href="mailto:cvierhus@scusd.net">cvierhus@scusd.net</a>         |
| 1 & 2     | Williamson  | Heather | Library Media Assistant               | <a href="mailto:hwilliamson@scusd.net">hwilliamson@scusd.net</a>   |
| C         | Wynn        | Kirs    | District Speech<br>Assessment         | <a href="mailto:kwynn@scusd.net">kwynn@scusd.net</a>               |
| 22/23     | Yamat       | Jack    | Site<br>Supervisor-Infant/Toddl<br>er | <a href="mailto:jyamat@scusd.net">jyamat@scusd.net</a>             |

# Calendar

| Date             | Description                                      | Time             |
|------------------|--|------------------|
| <b>August</b>    |  |                  |
| 8/8/2023         | New Family Orientation                           | 3:30 - 4:00 PM   |
| 8/8/2023         | Family Resource Fair                             | 4:00 - 6:00 PM   |
| 8/10/2023        | <b>1st Day of School</b> Minimum Day             | Dismissal 1:21PM |
| 8/10/2023        | TK and Kinder Orientation                        | 9:55 - 10:20 AM  |
| 8/10/2023        | SAI Pre-school Orientation                       | Salida 1:21 PM   |
| 8/11/2023        | Minimum Day                                      | Dismissal 1:21PM |
| 8/18/2023        | Welcome Back to School Family Picnic BYOD        | 5:30 - 7:00 PM   |
| 8/21- 8/25       | Scholastic Book Fair                             |                  |
| 8/22/2023        | Back to School Night Grades 1-5                  | 5:45 - 7:05 PM   |
| 8/31/2023        | TK and Kinder Full First Day                     |                  |
| <b>September</b> |  |                  |
| 9/4/2023         | School Not in Session: Labor Day                 |                  |
| 9/25/2023        | Title 1 Meeting                                  | 8:30 -9:30 AM    |
| 9/26/23          | Fall Picture Day (Students Wear Uniform)         |                  |
| 9/28- 9/29       | Fall Conference (Minimum Day)                    | Dismissal 1:21PM |
| <b>October</b>   |  |                  |
| 10/2-10/3        | Fall Conference (Minimum Day)                    | Dismissal 1:21PM |
| 10/9/2023        | <b>School Not in Session:</b> Staff PD           |                  |
| 10/10 -10/13     | 5th Grade Science Camp                           |                  |
| 10/31/2023       | Halloween Parade                                 | 9:00 - 9:40 AM   |
| <b>November</b>  |  |                  |
| 11/3/2023        | Trimester Ends                                   |                  |
| 11/7/2023        | Fall Photo Retake                                |                  |
| 11/10/2023       | <b>School Not in Session:</b> Veterans Day       |                  |
| 11/17/2023       | Report cards go home                             |                  |
| 11/20-11/24      | <b>School Not in Session:</b> Thanksgiving Break |                  |
| <b>December</b>  |  |                  |
| 12/4 -12/8       | Scholastic Book Fair                             |                  |
| 12/13/2023       | Hearing and Vision Screening                     |                  |



|                 |   |                    |
|-----------------|---|--------------------|
| 12/22/2023      | Minimum Day   | Dismissal 1:21PM   |
| 12/25 - 12/29   | <b>School Not in Session:</b> Holiday Break           |                    |
| <b>January</b>  |   |                    |
| 1/1- 1/8        | <b>School Not in Session:</b> Holiday Break/ Staff PD |                    |
| 1/15/2024       | <b>School Not in Session:</b> MLK Birthday            |                    |
| <b>February</b> |   |                    |
| 2/16/2024       | Trimester Ends  |                    |
| 2/16/2024       | Minimum Day   | Dismissal 1:21PM   |
| 2/19 -2/23      | <b>School Not in Session:</b> Winter Break            |                    |
| <b>March</b>    |   |                    |
| 3/1/2024        | Report Cards Go Home                                  |                    |
| 3/5/2024        | Spring Conferences Minimum Day                        | Dismissal 1:21PM   |
| 3/22/2024       | <b>School Not in Session:</b> Staff Pd                |                    |
| 3/28/2024       | Spring Picture Day (Free Dress Day)                   |                    |
| <b>April</b>    |   |                    |
| 4/15 - 4/19     | <b>School Not in Session:</b> Spring Break            |                    |
| 4/23/24         | Public School Week Awards                             | 7:00 - 8:30 PM     |
| <b>May</b>      |   |                    |
| 5/4/2024        | SCUSD Innovation Expo                                 |                    |
| 5/20 - 5/24     | Scholastic Book Fair                                  |                    |
| 5/21/2024       | Open House  | 5:45 - 7:30 PM     |
| 5/24/2024       | 5th Grade Promotion                                   | 8:45 - 9:45 AM     |
| 5/24/2024       | Minimum Day   | Dismissal 1:21PM   |
| 5/27/2024       | <b>School Not in Session:</b> Memorial Day            |                    |
| 5/30/2024       | Minimum Day   | Dismissal 1:21PM   |
| 5/31/2024       | Awards Assembly/ Field Day/ 5th Grade Clap Out        |                    |
| 5/31/2024       | Last day of School early dismissal                    | Dismissal 11:55 AM |
| 5/31/2024       | Report Cards Go Home                                  |                    |

Check our website calender for additional special events and updates

# Bell Schedules

Monday, Tuesday, Thursday, Friday

| TK       |          |                 | Kindergarten |          |                 |
|----------|----------|-----------------|--------------|----------|-----------------|
| Start    | End      | Minutes         | Start        | End      | Minutes         |
| 8:15 AM  | 10:00 AM | 105             | 8:15 AM      | 10:00 AM | 105             |
| 10:00 AM | 10:15 AM | Recess (15 min) | 10:00 AM     | 10:15 AM | Recess (15 min) |
| 10:15 AM | 11:50 AM | 95              | 10:15 AM     | 11:50 PM | 95              |
| 11:50 AM | 12:34 PM | Lunch (44 min)  | 11:50 PM     | 12:34 PM | Lunch (44 min)  |
| 12:34 PM | 1:30 PM  | 56              | 12:30 PM     | 2:10 PM  | 100             |
|          |          | 256             |              |          | 296             |

| Grades 1 and 2 |          |                 | Grades 3, 4 and 5 |          |                 |
|----------------|----------|-----------------|-------------------|----------|-----------------|
| Start          | End      | Minutes         | Start             | End      | Minutes         |
| 8:15 AM        | 10:00 AM | 105             | 8:15 AM           | 10:00 AM | 105             |
| 10:00 AM       | 10:15 AM | Recess (15 min) | 10:00 AM          | 10:15 AM | Recess (15 min) |
| 10:15 AM       | 12:00 PM | 105             | 10:15 AM          | 12:00 PM | 105             |
| 12:00 PM       | 12:44 PM | Lunch (44 min)  | 12:00 PM          | 12:44 PM | Lunch (44 min)  |
| 12:44 PM       | 2:10 PM  | 86              | 12:44 PM          | 2:35 PM  | 111             |
|                |          | 296             |                   |          | 321             |

Pre-School students enter through Gate B (See Arrival and Dismissal)

TK-5th Grade students enter through GATE D on Barkley Ave. (See Arrival and Dismissal)

### Wednesday Minimum Days

| Wednesday |          |                 | Wednesday |          |                 |
|-----------|----------|-----------------|-----------|----------|-----------------|
| TK        |          |                 | Kinder    |          |                 |
| Start     | End      | Minutes         | Start     | End      | Minutes         |
| 8:15 AM   | 10:00 AM | 105             | 8:15 AM   | 10:00 AM | 105             |
| 10:00 AM  | 10:15 AM | Recess (15 min) | 10:00 AM  | 10:15 AM | Recess (15 min) |
| 10:15 AM  | 11:50 AM | 95              | 10:15 AM  | 11:50 PM | 95              |
| 11:50 AM  | 12:34 PM | Lunch (44 min)  | 11:50 PM  | 12:30 PM | Lunch (44 min)  |
| 12:34 PM  | 1:05 PM  | 31              | 12:34 PM  | 1:21 PM  | 47              |
|           |          | 231             |           |          | 247             |

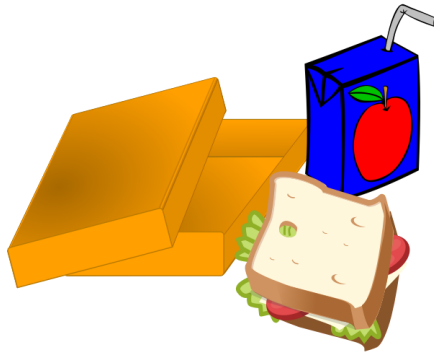
| Wednesday |          |                 |
|-----------|----------|-----------------|
| 1st-5th   |          |                 |
| Start     | End      | Minutes         |
| 8:15 AM   | 10:00 AM | 105             |
| 10:00 AM  | 10:15 AM | Recess (15 min) |
| 10:15 AM  | 12:00 PM | 105             |
| 11:50 PM  | 12:30 PM | Lunch (44 min)  |
| 12:44 PM  | 1:21 PM  | 37              |
|           |          | 247             |

Minimum days are utilized for staff meetings, professional development, collaboration, planning, prepping, and other professional duties. Please be sure to pick up your child on time.

# *TK- 5th grade Lunch Schedule*

Monday - Friday

| Lunch Schedule |             |             |
|----------------|-------------|-------------|
|                | Eat         | Play        |
| TK             | 11:50-12:12 | 12:12-12:34 |
| Kindergarten   | 11:50-12:12 | 12:12-12:34 |
| First          | 12:00-12:22 | 12:22-12:44 |
| Second         | 12:00-12:22 | 12:22-12:44 |
| Third          | 12:22-12:44 | 12:00-12:22 |
| Fourth         | 12:22-12:44 | 12:00-12:22 |
| Fifth          | 12:22-12:45 | 12:00-12:22 |



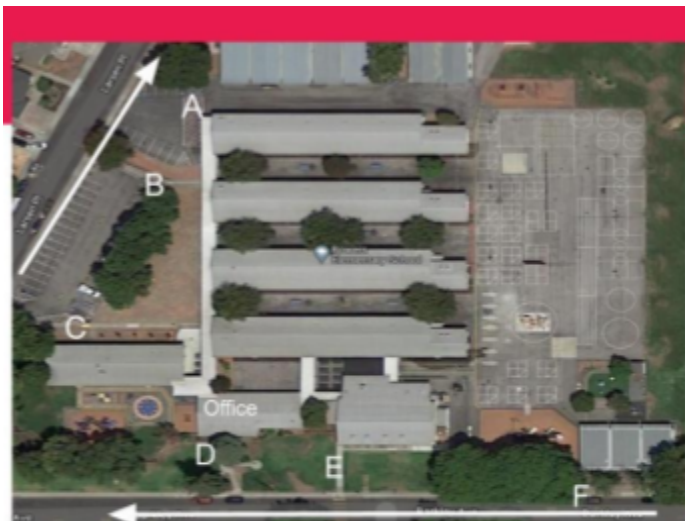
Breakfast is served between 7:45- 8:10 am

# *SAI Preschool*

| SAI PRESCHOOL   |       |         |
|-----------------|-------|---------|
| Monday - Friday |       |         |
| Start           | End   | Minutes |
| 8:15 AM         | 11:45 | 210     |

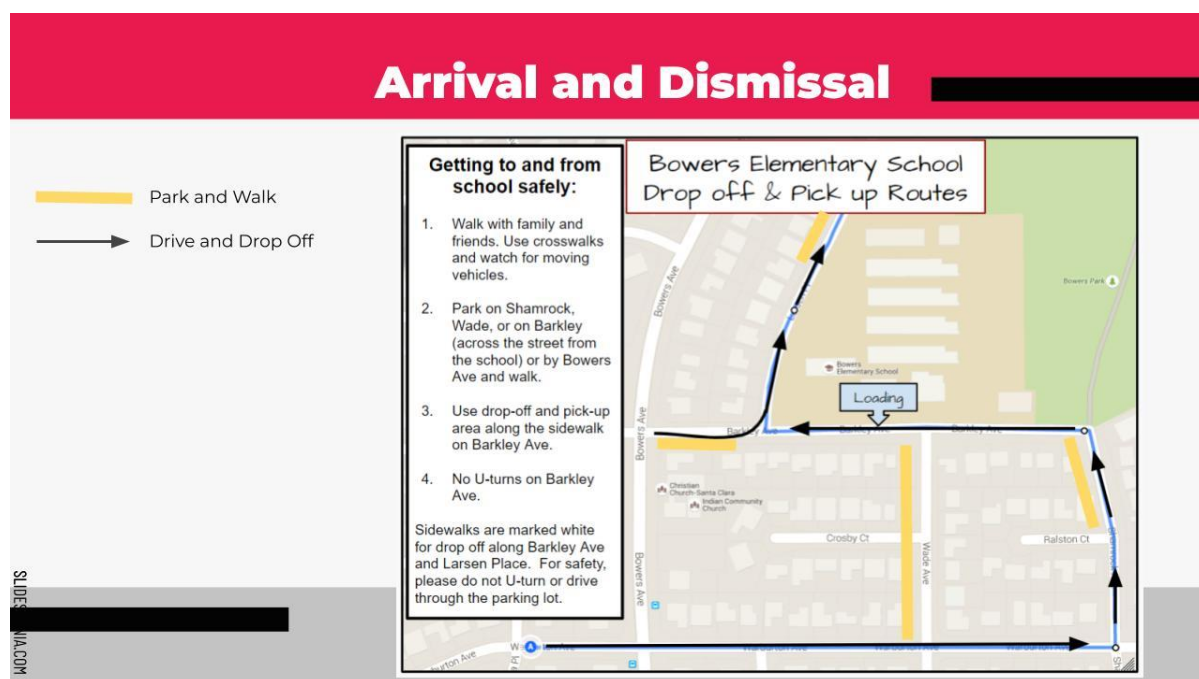
SAI Preschool families will be met by teachers and enter through Gate B at 8:15 am.

Gates will be locked at 8:20, and any students arriving at school late must walk and check in at the office to get a tardy slip.



SAI Preschool Arrival and Dismissal at Gate B

# Arrival and Dismissal



## Student Drop Off and Pick Up

**The staff parking lots are closed to parents.** Drop off and pick up of all TK-5 students is on the Barkley side of the school. SAI and State Preschool students are dropped off on the Larsen side of the school. There are no U-turns allowed on either Larsen or Barkley. If you plan to park and walk your child to/from the gate, please don't block our neighbor's driveways and use the crosswalk when crossing. The white zone along Barkley is only for the bus and passenger loading and unloading. There is no parking in the white zone on Barkley Avenue. **Please drive carefully, as the safety of our students is our most important concern.**

## Arrival

Students eating breakfast can arrive by 7:45 am. All other students should arrive between 8:00 - 8:13 am. Students not eating breakfast should hang up their backpacks and go directly to the playground. There is no waiting in the hallways before school. Gates will be locked at 8:15, and any students arriving late must get a tardy slip.

**Dismissal:** All students NOT enrolled in special activities are expected to leave campus immediately after school. Students will be walked out of the gates by their teachers. Students will be picked up on the Barkley side of campus or ride the bus home.



#### Arrival Gates

Gate A: *Not an Entrance (parking lot)*

**Gate B** (Between Parking Lots): SAI  
Preschool & State Preschool

Gate C: *Not an Entrance (parking lot)*

**Gate D**: All TK-5th Grade Students

**Gate E**: Not used

**Gate F**: Not used

#### Dismissal Gates

Gate A: *Not an Entrance (parking lot)*

**Gate B** (Between Parking Lots): SAI  
Preschool & State Preschool

Gate C: *Not an Entrance (parking lot)*

**Gate D**: TK, Kindergarten, 4th and 5th  
Grade Combo class

**Gate E**: First, Second, and Third (Cafeteria)

**Gate F**: Fourth & Fifth (Portables)

### **Walking or Biking to School**

We encourage students to walk or bike to school to reduce traffic congestion and to promote a healthy lifestyle. All students riding bicycles to school are to:

- Enter and exit campus (walking bike) through Gate D by the office
- Be well versed in and follow basic safety rules.
- Wear bicycle helmets.
- Have their bicycle licensed.
- Lock their bicycles in the bike rack.
- Walk their bicycles on and off the school campus (Both feet on the same side of the bike on the ground).

The administration reserves the right to revoke a student's privilege to ride to school if they are being unsafe. The school is not responsible for theft or vandalism. Students may not operate motorized scooters on or around campus during or after school. Note: The law prohibits children under 16 from operating motorized scooters.



# *Breakfast, Lunch, and Snacks*

All SCUSD students may receive breakfast and lunch free. We recommend that families continue to fill out meal applications. Qualification letters can be used for after-school care, cable tv, internet, and other discounted services.

[Complete a Meal Application](#)

[Menus and Meal Nutrition information](#)

If you need help, please

Email: [nutritionservices@scusd.net](mailto:nutritionservices@scusd.net)

Call: 408-423-2077

Visit: [scusdnutrition.net](http://scusdnutrition.net)

## **Home lunches**

Please be sure that all lunches brought from home are clearly labeled with your child's name and room number. Please do not send food that must be heated by microwave, as this is unavailable for students.

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.

**The school does not provide snacks.** However, students always have the option to check the share cart for fruit. Our student Green Team manages the Share Cart. Untouched fruits, vegetables, and packaged food are placed on the share cart for other students to take to reduce food waste. When sending snacks to school, ***please keep candy and spicy chips at home.***



# *Attendance Policy*

## **Attendance**

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

- Students shall attend school punctually and regularly (A.C. Title V, Section 62).
- Students shall be required to provide validation of absences for health reasons. You may be asked to provide a doctor's note to verify an absence (A.C. Title V, Section V, and Section 306).

## **Reporting Absences,**

You may report your child's absences in three ways:

- Email: Marilet Rodriguez at [mrodriguez@scusd.net](mailto:mrodriguez@scusd.net)
- Bowers Website: [Online Form](#) (simply go to the homepage and click the "attendance" badge)
- 24-Hour Phone Line: **408-423-1105**

Parents must notify the school **each day** their child is absent. Please provide the following information:

1. Student's name (last name first).
2. Teacher's name and/or room number.
3. Reason for absence (illness, family emergency, medical appointments, etc.).
4. Caller's name and caller's relationship to student (parent, guardian, etc.).
5. Phone number where you can be reached during the day.

**If you do not clear your child's absence, the absence will be considered unexcused.** Absences are excused for illness and medical/dental/court appointments. All other absences are considered unexcused, though they must be reported to the school.

Students attending a school through Open Enrollment or intra-district transfer will be disenrolled after ten (10) days of unexcused absences. Students with an absence problem will be referred to the District School Attendance Review Board (SARB).

## **Tardies – Please be on time for school**

A warning bell will ring at 8:13 a.m. for students to line up for class. Students who are not in line at the 8:15 a.m. bell will report to the office for being tardy. Tardies are closely monitored since they interrupt instruction time and student learning. A tardy of more than 30 minutes is considered truancy and is not excused unless due to a medical appointment. Students with a tardy problem will be referred to the District School Attendance Review Board (SARB).

**Appointments**

Parents are requested to schedule medical, dental, or other appointments for their children after school, on days off, or in emergencies after 10:30 a.m. For your child's protection, no student will be allowed to leave the school grounds without being checked out by his or her parent or guardian in the school office. Parents ***must come*** to the office to request their child and sign the child out. We will call your child from class after the child has been checked out. The child will then meet the parent in the office.

## *Health and Medications*

Students who become ill in class will be sent to the office and cared for by the health clerk or a member of the office staff. We must have an emergency release form on file for every student so that we may contact parents in case of an accident or illness and be advised of particular medical problems. Please update your child's emergency information each time a change occurs.

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.

**When you are contacted that your child is ill or injured:**

- Arrange to pick up your child immediately.
- Have an alternate plan for care if you work or are unavailable.
- Evaluate his/her readiness to return to school
- Keep your child at home until he/she is fever-free for 24 hours.

**Medications**

If a student needs to take medication during school hours, it must be administered through the school office. The doctor and parent must complete the necessary forms. This includes over-the-counter medication such as aspirin, cough drops, etc. Contact the office for more details.

**Nurse**

Our school nurse is on campus as needed. In addition to helping students who have special health needs, the nurse does vision and hearing screening, oversees the school's first aid and health procedures, and reviews health records. A health clerk is on campus daily.

# *School Safety*

Safety for all people who enter Bowers Elementary is our number one priority. If you are a visitor or a volunteer, you must check in at the office first. Please drive safely anywhere around the school. Please obey all traffic laws and safety procedures.

## *Fire, Earthquake, & Lockdown Drills*

Throughout the year, students and staff practice 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 using emergency equipment.

Bowers 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.

## *Crossing Guards and Safety Patrol*

Fifth-grade student crossing guards are used at the intersection of Barkley and Wade. *Please respect our student crossing guards, teachers, and parent volunteers.*

## *Emergency / Disaster Procedures*

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

### **Checkout Procedures**

- Do not phone the school.
- Park away from school.
- Report to the Student Release table (near the office) and complete a Release Request slip for your student and other children for whom you are responsible. Do not go to the classroom or the classroom's evacuation location.
- Wait for the student(s) to be brought to the Command Center.

# *Positive Behaviors Interventions and Supports*

**Positive Behavioral Interventions and Supports (PBIS)** is an approach to teaching positive behaviors. This school-wide approach to discipline focuses on building a safe and positive environment where all students can learn. The home and school share the responsibility for developing good citizens. Parents, teachers, students, and our community must work together to maintain a safe learning environment.

As part of PBIS, teachers, administrators, counselors, and support staff will be responsible for **teaching** positive behavior expectations to students.

PBIS means students will know exactly what is expected of them. Students who take responsibility for behaving positively will be recognized and acknowledged in various ways. Students will also know the consequences when they choose NOT to meet the school-wide expectations.

## *School Wide Behavior Expectations*

### *3 Agreements*

- Be Safe
- Be Respectful
- Be Responsible

Behavior expectations will be taught and reinforced throughout the school year. Staff will help students learn what the expectations “look” and “sound” like in every setting during the school day. With continued practice, this will become a regular part of our instructional program.

Some ways we expect students to show these behaviors are:

- Come to school ready to learn.
- Be on time - don't come early or late.
- Complete all assignments. Bring all work and materials to class.
- Know that personal items that interfere with learning can be taken away from students. Arrangements to retrieve items must be made with the teacher or Principal.
- Use good manners with teachers, fellow students, and all other adults on campus. Follow directions from adults the first time.
- Solve problems by talking. If the discussion doesn't work, tell an adult if it's serious, or ignore it if it's not.
- Follow playground and cafeteria procedures.

- Use playground equipment appropriately.
- Use appropriate language. Refrain from swearing, teasing, calling people names, or using abusive or offensive language.
- Be sensitive to the feelings of others.
- Keep our school clean. Use the garbage cans for trash disposal. Help pick up litter.
- Walk in the hallways.

## *Bowers Bucks and Megastar Recognition*

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At Bowers, students will earn Bowers Bucks for meeting behavior expectations or demonstrating our school values. Students will enjoy entering their Bowers Bucks for weekly drawings. During our Friday Flag salute, students are publicly recognized. They receive a Megastar Pencil, a certificate, and a voucher for a free ice cream from our PTA.

## *Mega Skills*

Caring  
Common Sense  
Confidence  
Effort  
Focus

Initiative  
Perseverance  
Problem Solving  
Motivation  
Team Work

## *Items not allowed at school*

Items to be left at home include:

- Game systems
- All toys
- Athletic equipment
- Trading cards
- Gum and candy
- Weapons of any kind

# *Harassment*

Children are injured by words as well as by physical actions. We want Bowers Elementary to be a safe place for all students, so they all may learn and succeed. Teasing, taunting, slurs, threats, cyberbullying, 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 a 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. Possessing dangerous weapons or objects (SCUSD supports Zero Tolerance on weapons).
4. Possession or use of an alcoholic beverage, drugs, or tobacco on school premises.
5. Persistent willful defiance of school personnel.

To maintain a positive and safe environment, district policy forbids bringing weapons 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 must pick them up.

## *Cell Phone 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 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 devices 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 the 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 six months from the date of the third infraction.

Students and parents must understand that possessing 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

# *Uniform Policy*

The Bowers uniform plays a key role in maintaining a school environment that is safe, free from distraction, and supportive of learning. We have simplified our uniform to limit shirts to polo (collared) shirts only (no T-shirts, except for DARE, Science Camp, and Walk-a-Thon), and all bottoms must be solid black.

## *Student Dress Code*

### Tops

- Solid white polo shirt
- Solid red polo shirt
- Bowers logo white polo shirt
- Bowers logo red polo shirt
- Bowers logo sweatshirts, or SOLID red, white, black, or gray sweatshirts

### Bottoms

- Solid black pants, capris, jeans, or leggings
- Solid black walking shorts, skirts, or “skorts” (no shorter or longer than 3” above/below the knee)

### Students:

- No logos, team-wear, stripes, or colored accents on any shirts, shorts or pants.
- Hats may be worn outside during recess or lunch **only**.
- Short or long sleeve shirts worn under uniform shirts must be a solid black, red, gray, or white.
- DARE, Science Camp, and Walk-a-Thon shirts may be worn.
- All clothing must be size and uniform appropriate. Belts should be worn with pants only if needed to fit your child.
- Tennis or athletic shoes are required for PE and are encouraged daily for all students. All shoes must be closed-toe and have a heel strap or covered heel.

***The last Friday of the month is a Free Dress Day***



# *Title IX Compliance and Uniform Complaints*

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:

Santa Clara Unified School District Office

1889 Lawrence Road

Santa Clara, CA 95051

(408) 423-3509

[title9@scusd.net](mailto:title9@scusd.net)



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

## **Uniform Complaints**

All complaints from the community are handled quickly, and mutual resolution is attempted. If the complaint is not resolved, the complainant should visit the complaint section on both the school and/or [District website](#) and obtain the form to file a written complaint.

[Uniform Complaint Procedure Form-English](#)

[Uniform Complaint Procedure Form-Spanish](#)

[Williams Complaint Form-English](#)

[Williams Complaint Form-Spanish](#)

# Family Partnership

The Bowers School Staff recognizes the significance of a positive relationship between a child's home and school environment. We want parents to take an active part in supporting the aims of the school program.

Parents, teachers, and students each have responsibilities to contribute to a successful school experience. To work toward satisfying and constructive relationships, it is expected that parents will cooperate with the school in maintaining standards of good behavior in their children.

Be interested and informed about your child's progress in school.

- Support your child in homework and reading each day.
- Provide a quiet place for your child to do projects and read.
- Review your child's report card and progress reports.
- Participate in teacher conferences.
- Send your child to school with a positive attitude toward learning and school.

## Parent-Teacher Conferences

In the fall, a parent-teacher goal-setting conference will be scheduled with all parents. If you cannot attend your assigned time, you must try to meet with your child's teacher. This meeting is not optional. In the spring, you may be asked to participate in an additional parent/teacher conference to discuss progress concerns.

You may schedule additional conferences with your child's teacher anytime by contacting the teacher. *(Businesses of over 25 employees must allow employees to attend up to four hours of school conferences a year.)*

## Homework

Reading for pleasure is the most important activity your student should do at home. Additional homework will be assigned to extend and reinforce the lessons taught in the classroom. Please designate a special time and place where your child may do his/her assignments. Developing a consistent schedule and good study and work habits will be advantageous to your child. Parents wishing to obtain assignments for absent students should contact teachers directly. Please allow teachers up to 24 hours to collect work. Alternatively, students can call a classmate for assignments.

In addition to reading for 20 minutes, the following guidelines are suggested by the school board:

Kindergarten No more than 10 minutes 2 days per week  
Grade 1 10-20 minutes 2-3 days per week  
Grade 2 10-20 minutes 3-4 days per week  
Grade 3 15-25 minutes 3-4 days per week  
Grade 4 30-40 minutes 4 days per week  
Grade 5 30-50 minutes 4 days per week

## **Volunteering**

A wonderful way to support our school, the classrooms, the students, and your child's teacher is by volunteering.

Visit the District 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 Bowers 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 Bowers Elementary.

- Volunteering in classrooms.
- Volunteering to chaperone on field trips.
- Become a Project Cornerstone Guest Reader
- Serving on the PTA Board, organizing and supporting school-wide activities for parents, teachers, and students.
- Support all fundraising efforts by the PTA and School.
- Helping at PTA events such as the Halloween Dance, Walk-a-Thon, etc.
- Serving on the SSC or ELAC elected groups of parents and school staff members who meet periodically, implement, and evaluate school programs.

## **Parent-Teacher Association (PTA)**

Bowers PTA is an organization devoted to working with the children and families in our school community to make school a better place to learn. Our PTA is supportive of all school programs and activities and committed to assisting in providing the best possible education for children. We encourage all parents to become actively involved in PTA activities. Many additional PTA positions are available for volunteers interested in working on specific projects. Our membership drive will commence in August, and we look forward to meeting you!

## **School Site Council (SSC)**

The School Site Council comprises parents, certificated staff, a classified employee, and the principal. The group meets at least six times per year to oversee the school budget and school programs. Parents are always welcome at meetings to give their input or discuss school concerns. Meeting dates are published on our website calendar and weekly newsletter. Board members are elected to our SSC, but anyone can attend SSC meetings to learn more about our school.

## **English Language Advisory Committee (ELAC)**

All parents of English Learners are encouraged to attend ELAC meetings to learn about the school and how to assist their child best. ELAC meets four times per year.

**Report Cards**

These are objective written evaluations made on a trimester basis. A standard district report card will be used for this purpose. Report cards are sent home two weeks after the trimester ends and on the last school day. Report cards can also be accessed online using the [Parent Portal](#).

**SEAL Gallery Walks**

The highlight of a SEAL unit is often the culminating gallery walk when families and other guests are invited to visit the classroom, and students showcase their learning.

**Title 1 Parent Involvement**

Bowers Elementary School is a Title I school. Every year we hold a Title I meeting to inform parents of their rights and engagement opportunities and to gather feedback on utilizing Title I funds to shape our instructional programs.

**Home School Communication**

Stay informed by signing up for [Parent Square](#). Classroom newsletters and our school's weekly Bulldog News is posted weekly on Friday via Parent Square. Text messages will also be sent out for reminders and updates. Each Wednesday, the classroom teacher will send home an envelope with important flyers and notices from the school. Please review the contents, sign, and return the envelope by Thursday. Text messages will also be sent out for reminders and updates.

**Bussing**

School bus transportation is provided for students who live across the San Tomas Expressway and whose school of residence is Bowers. Kindergarten students who ride the bus must be met by an adult at the bus stop, or they will be returned to Bowers. If you would like your child to ride the bus, please fill out this form, [Bus Pass Application](#).

**Parent Concerns**

If your child has difficulty with social or academic concerns, always contact their teacher first. If you need further assistance, please contact the office to schedule an appointment with the teacher and Principal. If you have any questions regarding the school's operation, please do not hesitate to either phone or come to the school office.

**Lost and Found**

Each year, large amounts of clothing and other articles are accumulated in the Lost and Found. These articles are kept for a reasonable time, and then the items are donated to a charitable organization. To help prevent loss of clothing, please label items with your child's name written on the inside of the collar with a permanent marker. The *Lost and Found* are located outside the Health office. A lost and found for valuable and small items are located in the office.

# *Special Programs*

## **Garden Program**

Students in grades Tk-5th grade participate in our Garden Education program. Students learn to grow and harvest fruits and vegetables. They learn about composting and sustainability. They also get to try out new food.

## **Library**

All TK-5 students attending Bowers are encouraged to check out books from the school library. Each child may check out two books each week. Please help your child take good care of the books and return them on time so others may enjoy them. All TK-5 classes will visit the library once a week!

## **Physical Education**

The Physical Education (PE) program includes activities for improving the efficiency of the heart and lungs and increasing the strength and flexibility of all body areas. We have a PE teacher and PE paraprofessional on campus full-time. K-2 students have one 50-minute PE class each week with the PE staff. As the Ed Code mandates, the classroom teacher and PE staff will provide an additional 50 minutes each week. Students in grades 3-5 have two PE classes per week with the PE staff. Teachers will let students know when their PE classes will be held so they can dress in clothing and shoes suitable for activity on those days. If a child is ill and cannot participate in PE class, he/she will need a [PE Modification form](#), found on the Bowers website. Missing PE class for over three consecutive activity days requires a doctor's note.

## **Visual and Performing Arts/Starting Arts**

SCUSD provides music to all third graders. Third-grade students will participate in one 30-minute music class each week. They will study music appreciation and bells during the first semester. During the second semester, they will learn how to play the recorder. Classes will occur once a week with our music teacher.

Students in grades 4 and 5 will continue to have the option to participate in the instrumental music program. They will be able to learn how to play a stringed or band instrument. Students are highly encouraged to sign up for this opportunity! The District can provide musical instruments. Classes will occur once a week with our music teacher.

The PTA sponsors choir classes delivered by **Starting Arts**. All TK-5th grade students will participate in 8 weeks of vocal music and conclude with a performance.

**Infant/Toddler Care**

This fee-based program is for children from 6 weeks to 3 years old. Please contact Jacq Yamat at 408 423-1115 or [jyamat@scusd.net](mailto:jyamat@scusd.net) for more information.

**State PreSchool**

Bowers has three fee-based State Preschool classes. Additional information is available at [Family Child Education](#).

**SAI (Specialized Academic Instruction)**

All SAI students receive services and instruction that addresses specific and identified learning needs and goals outlined in an Individualized Education Program (IEP) from the SAI staff daily. Parents' Rights booklets for Special Education are available from the SAI teachers. Students are also mainstreamed in general education classrooms for appropriate activities. Bowers has three SAI Preschool classrooms. Visit our website for more information.

**YMCA Afterschool Program**

Bowers is proud to have the YMCA running a great after-school program. This program is for Kindergarten - 5th-grade students. It is only open on school days. It provides students with a quality study and enrichment program at a nominal monthly cost. Financial assistance is available. Contact YMCA Director Nick Delte by phone at 650 557-8850 or email [ndelte@ymcasv.org](mailto:ndelte@ymcasv.org) for more information.