

*Santa Clara Unified School District*

# KATHRYN HUGHES ELEMENTARY SCHOOL

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SCHOOL HANDBOOK  
2024-2025



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Santa Clara, CA 95054  
Phone: 408-423-1500  
[@khugheselem](https://hughes.santaclarausd.org)

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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.



# PRINCIPAL'S MESSAGE

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## WELCOME MESSAGE

Welcome to the 2024 - 2025 school year! As we embark on a new school year together, let me start by telling you I am honored to be at Kathryn Hughes Elementary School and to be your child's principal. Kathryn Hughes Elementary is a warm, welcoming, and supportive school, full of teachers and staff dedicated to ensuring the school and your child's education is centered around their academic success and social-emotional well-being.

One of the most important aspects of an exceptional school like Hughes Elementary is the partnership between home and school. Throughout the year you will have many opportunities to support your child's teacher and school. You will find that throughout the year there are multiple opportunities to volunteer in the classroom, on field trips, at evening events, or in one of the many other activities that make our school a great place for our children to learn. Thank you for being an awesome parents and role model to your child. I know we will have a great year, full of learning and new experiences!

Sincerely,

*Mr. Barocio*



**Mr. Barocio**  
**Principal**

# SCHOOL EXPECTATIONS

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Our Hughes Elementary School community practices Positive Behavior Interventions and Supports (PBIS). PBIS expectations are guidelines that define the behaviors that students should exhibit in all areas of a school, both in and out of class. These expectations are intended to establish a common language, set clear boundaries, provide structure, and create a positive school culture. Our PBIS expectations are called the “3 Bs” and include being respectful, responsible and safe.

## 1 Be Respectful

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- Be polite and courteous to everyone
- Follow directions from teachers and staff
- Use appropriate language

## 2 Be Responsible

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- Come to school everyday and on time, 8:15 am
- Complete all class and homework assignments
- Being truthful and honest
- Using technology in an appropriate way

## 3 Be Safe

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- Keeping hands and feet to yourself
- Treating everyone fairly
- Using school materials and play equipment appropriately



# BELL SCHEDULE 2024-2025

## For all studnets (TK - 5th):

- Students should not arrive before 8:00 AM since there is no adult supervision, unless they are having breakfast from 7:45 - 8:13 AM
- Students can play on the playground starting at 8:00 AM
- A “line up bell” is rung daily for students at 8:13 AM

## For TK and K Only:

- School ends at 9:55 AM on the 1st day of school: Tuesday, August 13th
- School ends at 11:15 AM from the 2nd day of school through the last school day in August: Wednesday, August 14 - Friday, August 30th
- The bell schedule below starts on Wednesday, September 4th

### TK

8:15 - 9:55	Class time
9:55 - 10:10	Recess
10:10 - 11:40	Class time
11:40 - 12:24	Lunch
12:24 - 1:30	Class time (Monday, Tuesday, Thursday, Friday)

**12:24 - 1:05 Early dismissal on all Wednesdays and Minimum Days**

### K

8:15 - 9:55	Class time
9:55 - 10:10	Recess
10:10 - 11:40	Class time
11:40 - 12:24	Lunch
12:24 - 2:10	Class time (Monday, Tuesday, Thursday, Friday)

**12:24 - 1:21 Early dismissal on all Wednesdays and Minimum Days**

### 1st, 2nd

8:15 - 9:55	Class time
9:55 - 10:10	Recess
10:10 - 12:00	Class time
12:00 - 12:44	Lunch
12:44 - 2:10	Class time (Monday, Tuesday, Thursday, Friday)

**12:44 - 1:21 Early dismissal on all Wednesdays and Minimum Days**

### 3rd, 4th, 5th

8:15 - 10:15	Class time
10:15 - 10:30	Recess
10:30 - 12:00	Class time
12:00 - 12:44	Lunch
12:44 - 2:35	Class time (Monday, Tuesday, Thursday, Friday)

**12:44 - 1:21 Early dismissal on all Wednesdays and Minimum Days**

# SCUSD SCHOOL CALENDAR 2024-2025

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (14)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	NT	S	X	WD/BD	O/S	10
11	WD	13	14	15	16	17
18	19	20	21	BD	23	24
25	26	27	28	29	30	31

September 2024 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
1	H	3	4	5	6	7
8	9	10	11	BD	13	14
15	16	17	18	19	20	21
22	23	24	25	BD	27	28
29	30					

October 2024 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	X	5
6	7	8	9	BD	11*	12
13	14	15	16	17	18	19
20	21	22	23	BD	25	26
27	28	29	30	31		

November 2024 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
					1 <sup>V</sup>	2
3	4	5	6	7	8	9
10	H	12	13	BD	15	16
17	18	19	20	21	22	23
24	25	26	27	H	H	30

December 2024 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	BD	20*	21
22	23	H	H	26	27	28
29	30	H				

January 2025 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
			H	2	3	4
5	X	7	8	BD	10	11
12	13	14	15	16	17	18
19	H	21	22	BD	24	25
26	27	28	29	30	31	

February 2025 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	BD	14	15
16	H	18	19	20	H	22
23	24	25	26	27	28 <sup>V</sup>	

March 2025 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	BD	X	15
16	17	18	19	20	21*	22
23	24	25	26	BD	28	29
30	31					

April 2025 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	BD	11	12
13	14	15	16	17	H	19
20	21	22	23	BD	25	26
27	28	29	30			

May 2025 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	BD	9	10
11	12	13	14	15	16	17
18	19	20	21	BD	23	24
25	H	27	28	29	30	31

June 2025 (3)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4 <sup>H</sup>	5	6	7
8	9	10	11	BD	13	14
15	16	17	18	H	20	21
22	23	24	25	BD	27	28
29	30					

NT = New Teacher First Day  
O/S = Orientation / Site Day  
S = Site Day  
WD = Certificated Work Day  
X = Certificated Professional Development

BD = Board Meeting  
H = Holiday  
V = Trimester Ends  
\* = Quarter Ends

Classified Professional Development

First and Last Day of School  
School Not in Session  
[ ] = number of school days per month  
Semester 1 = 86 Days  
Semester 2 = 94 Days

# BREAKFAST, SNACK, & LUNCH

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All students need a healthy and nutritious food to do their best in school. Skipping breakfast at home or school, recess snack time and lunch at school is not a healthy practice for children.

A light breakfast consisting of orange juice or fruit, cereal or bread, and milk is served daily at 7:45 am. Breakfast and lunch are free for all students. 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 cannot leave campus to buy their lunch. Milk is included in the hot lunch/salad bar and is available for purchase for those bringing lunch from home. Please remind your child that there is no food sharing since it can be risky for kids with food allergies.

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.



**Parents who bring 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.

# Promote Healthy Choices

**Consider healthy alternatives to “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.

# ATTENDANCE & ABSENCES

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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 signed out by parent or 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 the student's name
2. Teacher's name
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 and to attend a funeral for an immediate family member (mom, dad, bother or sister only). All other absences are considered unexcused, though they still need to be reported to school.

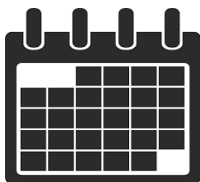
Parents are encouraged to schedule all appointments after school hours. Students who must leave school for medical, dental, or emergency appointments must be checked out in the school office by their parent or guardian. If students are on the playground or at lunch, parents must sign their child out 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.

## **Tardies**

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.

## **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.



## **Frequent Absences**

Students with attendance problems will be reported to the District's School Attendance Review Board (SARB).

# HEALTH & MEDICATION

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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 information on the Aeries Parent Portal 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 information each time there is a change in home or work addresses or phone numbers.

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 since medication is a form of drug.

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.

# DROP OFF & PICK UP

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## 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 before 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 late 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 TK-2 must be picked up by an adult; they are not allowed to walk home unaccompanied. Students in grades TK-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). 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.

# 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.

## **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/about-us/departments/human-resources/volunteer>, for the district's volunteer packet and information regarding TB tests, which are required for volunteer opportunities. Some of volunteering opportunities they provide are listed below:

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 early that week. 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.

# 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.
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.

## 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. 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.



**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 or a project, please contact the classroom teacher directly, in order to better understand the learning objective(s) for any given assignment.

# 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. Please note that after school offerings vary from year to year.

## **Awards and Incentives**

Kathryn Hughes Elementary gathers monthly for our Life Skills 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 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**

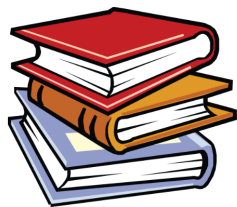
All students have the opportunity to participate in the Frequent Readers Program. This is an at-home reading program that involves careful record keeping of books read at home. Incentives may include: books, folders, hats, and tickets to enjoy an event as a family.

## **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 hours for the Hammerhead Store varies.

## **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.

## **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.

# SCHOOL DRILLS

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## 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 Information on Aeries.



# SCHOOL SAFETY

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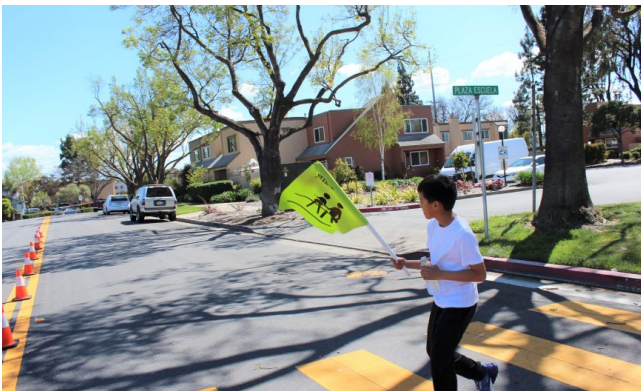
Safety for all people who enter Kathryn Hughes Elementary is our number one priority. If you are a visitor on our campus you must check in at the office first. Please drive safely anywhere around the school. Our children and staff are very important. Please obey all traffic laws and safety procedures.

## 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>.



# SUSPENSIONS TITLE IX

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## Suspensions

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 (Phone: (408) 423-2008)  
Santa Clara Unified School District Office  
1889 Lawrence Road  
Santa Clara, CA 95051

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.

# ITEMS NOT ALLOWED & CELLS

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## Items Not Allowed at School

Items to be left at home include because they cause a distraction at school and may get broken or lost:

1. Games like Nintendo Switch
2. Athletic equipment
3. All Toys including water pistols and balloons.
4. Trading cards and other small objects.
5. Live animals
6. Gum or candy

## 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.

# MISCELLANEOUS

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## Bicycle Safety

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 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.

## 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.

# DRESS AND GROOMING

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[Board Policy 5132] The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action. [BP 5132; EC 212.1, 220, 32281, 35183, 35183.5, 48907, 49066]

# USEFUL CONTACT INFORMATION

Kathryn Hughes Elementary School ..... 408-423-1500  
4949 Calle De Escuela  
Santa Clara, CA 95054

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

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

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

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 Unified School District ..... 408-423-2000  
1889 Lawrence Road  
Santa Clara, CA 95051  
<https://www.santaclarausd.org/>

<https://hughes.santaclarausd.org/>

