

ABRAM AGNEW ELEMENTARY SCHOOL

SCHOOL HANDBOOK

Santa Clara Unified School District
2026-2027



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Phone: 669-369-4100

agnew.santaclarausd.org

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SCHOOL DESIGN & GUIDING PRINCIPLES

School Design Framework

The design framework of our school centers on our students, with a focus on student agency and equity. Our instructional design will be culture & community-centered, include social justice, and will be focused on design for learning as well as monitoring for learning. Student learning will be personalized, flexible, inclusive, competency-based, interdisciplinary, innovative, and collaborative/connected. We share Santa Clara Unified School District Graduate Portrait, which includes Equity Ambassador, Effective Communicator, Future-Ready Learner, Resilient Mind, Healthy Body, Inclusive Empathizer, Collaborative Problem Solver, Critical Thinking Scholar, and Global Citizen.

Guiding Principles

Our school's guiding principles are: Inclusive, Collaboration and Connectivity, Interdisciplinary, Competency-Based, Personalized, Inquiry-Based, Flexible, and Innovative.



AGNEW SCHOOL STAFF

Markham Bertron, Principal

Brenda Mora, Secretary

Jacqueline Aguilar, Clerical Assistant

Trisha Keiser, Stanford RPLP/Instructional Coach

Samuel Samaro, Lead/Day Custodian

Karla Corona, Custis Gasper, and Maria Tovar, Night Custodians

Classroom Teachers	
Physical Education David Zieper Brian Aguirre Special Education, Room A204 Heather Engen Sharmistha Bhattacharyya Transitional Kindergarten Mandi Matsumoto-Ly, Room C100 Patricia Rich, Room C122 Kindergarten Linda Berger, Room C114 Jerod Collins, Room C110 Jhordane Tomas, Room C107 Thu Tran, Room 117 First Grade Alison Bryant, Room A106 Amanda Callahan, Room A105 Lisa da Silva, Room A108 Noel Diep, Room A109	Second Grade Clair Alvies, Room A101 Courtney Carscadden, Room A103 Julia Sweeney, Room A104 Margo Symonds, Room A100 Third Grade Priscilla Chang, Room A200 Melissa Gonzalez, Room A201 Sandy Gosalvez, Room A203 Fourth Grade Ryan Chappell, Room A216 Whitney Uyeda, Room A215 Taryn Gardner, Room A205 Fifth Grade Esther Lin-Matsumoto, Room A209 Erik Ugalde, Room A208 Sarah Ferry, A206
Paraeducators	
Andrea Ramirez Sarah Eisele Natalie Estrada Ana Herrmann Akram Majnooni Maxwell Jackson	Alyssa Morris Vijaylakshmi Samrai Malar Selvi Thirugnanam Sameena Tabassum Sushila Yadav Jeralyn Spears

Get Connected!

To contact a staff member, you can email them, leave a voicemail on their extension,

request a meeting, or leave a note in their mailbox in the Welcome Center.

CALENDAR & SCHEDULES

Important Dates & School Holidays

School Year Begins	Monday, August 10
TK and Kindergarten Back to School Event	Monday, August 10
1st-5th Grade Back to School Night	Tuesday, August 11
TK and K First Full Day	Monday, August 31
Site Minimum Day	Friday, September 4
Labor Day - No School	Monday, September 7
Professional Development - No School	Tuesday, September 8
Fall Picture Day	Friday, October 2
Fall Conference Week - Minimum Days	Tues-Fri, Oct. 6-Oct 9
No School	Mon-Tues, Oct 12-13
Walkathon	Friday, October 23
Fall Book Fair	Mon-Fri, Oct. 26-30
Trunk or Treat	Tuesday, October 27
Halloween	Friday, October 30
Trimester Ends	Friday, November 6
Daylight Saving Time Ends	Sunday, November 8
Veterans Day Observation - No School	Wednesday, November 11
Thanksgiving Break	Mon-Fri, Nov. 23-27
Holiday Toy Drive	Tuesday, December 8
Winter Concert	To be determined
District Minimum Day	Friday, December 18
December Break	Mon-Fri, Dec 21-Jan 3
Professional Development - No School	Monday, January 4
School Resumes	Tuesday, January 5
Martin Luther King, Jr. Day - No School	Monday, January 18
Spring Pictures	Tuesday, February 9
February Break	Mon-Fri, Feb 15-19
Trimester Ends & Minimum Day	Friday, February 26
Daylight Saving Time Begins	Sunday, March 7
Site Minimum Day	Friday, March 12
Spring Conferences - Minimum Days	Mon-Wed, March 15-17
Professional Development - No School	Thur-Fri, Mar 18-19
Spring Book Fair	Mon-Fri, Mar 29-Apr 2
Open House / Celebration of Learning	Tuesday, April 6
Spring Break	Mon-Fri, April 12-16
Spring Concert	To be determined
Fifth Grade Science Camp	Tues-Fri, May 4-7
Site Minimum Day	Friday, May 14

Minimum Day	Friday, May 28
Memorial Day - No School	Monday, May 31
Kindergarten Celebration	Wednesday, June 2
Fifth Grade Promotion	Thursday, June 3
Last Day of School & Early Minimum Day	Friday, June 4

*Some events listed are subject to change. Check the calendar on [our school website](#) for up-to-date information

Daily / Weekly Schedule	
Transitional Kindergarten and Kindergarten	
First Day of School - Monday, August 10, 2026 8:15 a.m. - 9:55 a.m. Tuesday, August 11 - Friday, August 28, 2026 8:15 a.m. - 11:51 a.m.	
BEGINNING August 31, 2026 Mondays, Tuesdays, Thursdays, Fridays 8:15 a.m. - 9:55 a.m. 9:55 a.m. - 10:10 a.m. (Recess) 10:10 a.m. - 11:40 a.m. 11:40 a.m. - 12:24 p.m. (Lunch) 12:24 p.m. - 2:10 p.m.	Wednesdays - Early Dismissal 8:15 a.m. - 9:55 a.m. 9:55 a.m. - 10:10 a.m. (Recess) 10:20 a.m. - 11:40 a.m. 11:40 a.m. - 12:24 p.m. (Lunch) 12:24 p.m. - 1:21 p.m. TK dismissed at 1:05 p.m.
Grades 1 - 2	Grades 3 - 5
Mondays, Tuesdays, Thursdays, Fridays	
8:15 a.m. - 9:55 a.m. 9:55 a.m. - 10:10 a.m. (Recess) 10:10 a.m. - 12:00 p.m. 12:00 p.m. - 12:44 p.m. (Lunch) 12:44 p.m. - 2:10 p.m.	8:15 a.m. - 10:15 a.m. 10:15 a.m. - 10:30 a.m. (Recess) 10:30 a.m. - 12:00 p.m. 12:00 p.m. - 12:44 p.m. (Lunch) 12:44 p.m. - 2:35 p.m.
Wednesdays	
8:15 a.m. - 9:55 a.m. 9:55 a.m. - 10:10 a.m. (Recess) 10:10 a.m. - 12:00 p.m. 12:00 p.m. - 12:44 p.m. (Lunch) 12:44 p.m. - 1:21 p.m.	8:15 a.m. - 10:15 a.m. 10:15 a.m. - 10:30 a.m. (Recess) 10:30 a.m. - 12:00 p.m. 12:00 p.m. - 12:44 p.m. (Lunch) 12:44 p.m. - 1:21 p.m.

- PLEASE NOTE: Students should not arrive before 7:55 a.m., as there is no adult supervision before that time. Those picking up their child, please do so at the designated time. School staff use the Wednesday Minimum Day schedule for staff meetings, team collaboration, lesson planning, parent conferences, and other professional activities

PTA MEETINGS CALENDAR

The following is a schedule of the Parent Teacher Association (PTA) meetings for the school year. PTA Executive Board meetings are held at 5:30 p.m. via Google Meet and/or in the Staff Lounge unless otherwise advised. Meetings are open to all Agnew PTA members. The school website will publish any schedule changes.

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

Tuesday, February 2
Tuesday, March 2
Tuesday, April 20
Tuesday, May 4
Tuesday, June 1

PTA EVENTS CALENDAR

The PTA Executive Board at Agnew Elementary organizes many wonderful events for our school community.

Contact

agnewelementarypta@gmail.com

Joining the PTA is one of the best ways to have a direct, positive impact on your child's education and school community. Whether you are a parent, guardian, or even a community member, the benefits go far beyond just volunteering for bake sales. Click [HERE](#) to join.



SCHOOL SITE COUNCIL/ELAC MEETINGS

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

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

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

Meetings are held on the first Tuesday of the month, right before the PTA Executive Board meetings, through video conference and/or in the conference room in the Welcome Center, 4:30–5:30 p.m.

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

Tuesday, February 2
Tuesday, March 2
Tuesday, April 20
Tuesday, May 4



COMMUNITY COFFEE

Join the principal every month to discuss and learn about various curricular and school topics. The Community Coffees take place right after the start of the school day in the Multipurpose Room, 8:30-9:30 am.

Friday, September 4

Friday, October 2

Friday, November 6

Friday, December 4

Friday, January 8

Friday, February 5

Friday, March 5

Friday, April 2

Friday, May 7



Breakfast, Snack, & Lunch

A light breakfast consisting of fruit and vegetables, cereal or muffin, and milk is served daily at 7:55 a.m. Breakfast and lunch must be paid for in advance. Students may bring a healthy snack to eat during their 9:55 a.m. or 10:15 a.m. recess. Abram Agnew Elementary is a closed campus, meaning students should plan to bring a lunch from home or purchase a hot lunch. Students may not leave campus to get lunch.

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

Parents bringing lunches after the school day has started must drop them off in the Welcome Center. Lunch 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 off at school that their lunch will be waiting in the Welcome Center.

All students need a healthy and nutritious lunch to do their best in school. Skipping lunch is not a healthy practice for children. Abram Agnew Elementary is a peanut-free school. Due to a number of students with severe nut allergies, we do not serve peanut butter or any other nut products at school. Please be cautious when packing your child's lunch and avoid packing peanut butter. Soy butter and sunflower seed butter are great alternatives to peanut butter.



Cafeteria

Breakfast and lunch must be paid for in advance. Money may be sent weekly or monthly. You may pay online at www.schoolcafe.com. Reminders will be sent home, and phone calls may be made if accounts are negative. Students with negative account balances will be offered a cheese sandwich until their balances are corrected.

Free or reduced-priced breakfast and lunch are available to families who qualify. Application forms are available and can be completed [online](#).

Reduce Allergy Risk & Promote Healthy Choices

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

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

Snack/lunch policies

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

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

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

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 avoid 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 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

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

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

Students who are ill should not attend school until they are well. If your child has been ill or running a fever over 100, has vomited in the last 24 hours, or has an undiagnosed skin rash, please do not send your child to school until his/her symptoms are back to normal for 24 hours without the use of fever-reducing medication.

Reporting Absences

Parents should notify the Welcome Center before 9:00 a.m. each day their child is absent. **Please call or text the 24-hour attendance line at (669) 369-4111 or email agnewattendance@scusd.net** and provide the following information:

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

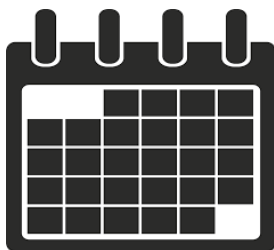
Absences are excused for illness and medical/dental/court appointments. All other absences are considered unexcused, though they must still be reported to the school.

Tardies / Frequent Absences

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

Absences for Vacation

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



Appointments

Parents are encouraged to schedule all appointments after school hours. Students who must leave school for medical, dental, or emergency appointments must be checked out by their parent or guardian at the Welcome Center. Similar to tardies, students being picked up early are being monitored since it interrupts instructional time and student learning. If students are on the playground or at lunch, parents must sign their child out in the Welcome Center as usual, and the school staff will direct the student to the Welcome Center. Students are encouraged to return to school after their appointment, whenever possible.

Health and Medications

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

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

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

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

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

Arriving at School

Students eating breakfast can arrive at 7:55 a.m. All other students should arrive between 7:55 a.m. and 8:10 a.m. Students arriving by bus should follow all safety precautions to ensure a safe exit and transition to campus. Students can be on the blacktop during the 8:00 a.m. recess. Students who arrive after 8:15 a.m. must obtain a tardy pass from the Welcome Center before going to class.

Departing from School

Students are expected to leave school at dismissal times. No supervision is provided after school. To ensure the safety of the children, students in grades K-2 must be picked up by an adult; they are not allowed to walk home unaccompanied. Students in grades K-2 waiting for upper-grade students must be accompanied by an adult and wait at the benches near the Welcome Center. Students who remain on campus after school must be accompanied and supervised by their parent or guardian. If students must leave before the final bell for any reason, parents and guardians must sign their child out at the Welcome Center.

Students in the Extended Learning or Right At School programs need to go directly to the appropriate program representative and check in with their staff.

BEHAVIOR EXPECTATIONS

Abram Agnew Elementary School is a Learning Community where we work together to create a Safe, Respectful, Responsible, and Kind Environment.

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

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

Agnew students will:

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

Students are often recognized for their positive behavior through “Golden Tickets.” Students are awarded these tickets and recognized in their classes, at assemblies, and during other events for their upstanding behavior.

School-Wide Expectations

At Abram Agnew Elementary, we expect all learners to Be Safe, Be Respectful, Be Responsible, Be Kind:

Be Safe:

- ⊙ Keep hands, feet, and objects to yourself.
- ⊙ Walk in the school hallways and in the classroom.
- ⊙ Play safely on the playground: walk, wait for your turn to participate.

Be Respectful:

- ⊙ Follow adult directions and take care of our campus and materials.
- ⊙ Use appropriate language.
- ⊙ Be polite and courteous to everyone.
- ⊙ Share specific encouragement and praise.

Be Responsible:

- ⊙ Use whole body listening and appropriate voice level.
- ⊙ Come to school on time, 8:15 a.m.
- ⊙ Do your work during the day and support your classmates to complete their work.
- ⊙ Leave all toys, equipment, and other items at home. Bring to school only the things you need for schoolwork.

Be Kind:

- ⊙ Show kindness to yourself and others through words and actions.
- ⊙ Consider classmates' feelings when acting.
- ⊙ Help classmates when you can.

Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports (PBIS), an evidence-based framework for developing positive behavior, is used in schools nationwide to create a positive climate for learning, improve school safety, and promote positive behavior.

With PBIS, schools teach kids about behavior, just as they would teach about other subjects like reading or math. The goal of PBIS is to teach positive and appropriate behavior rather than punish misbehavior.

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

Elements of PBIS are guided by six important principles:

1. Develop a continuum of scientifically based behavior, social-emotional, and academic interventions and supports.
2. Use data to make decisions and solve problems.
3. Arrange the environment to prevent the development and occurrence of problem behavior.
4. Teach and encourage pro-social skills and behaviors.
5. Implement evidence-based behavioral practices with fidelity and accountability.
6. Screen students universally and continuously monitor student performance & progress.



Classroom Expectations

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

Building Responsibility

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

Restrooms, Hallways, and Corridors

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

Students must walk at all times in the hallways and corridors. Students may only play on the playground side of the school (not in the quad).

Hands-Off Policy

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

Items Not Allowed at School

Items to be left at home include:

1. Game systems, iPods, and any other electronic equipment.
2. Athletic equipment (without prior permission from the principal).
3. All toys, including fidgets (except those used by the classroom teacher and staff).
4. Trading cards and other small objects.
5. Live animals (without prior permission from the classroom teacher).

Harassment

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

Grounds for Suspension

Major infractions are in direct violation of the Education Code (EC48900a-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, safe environment, district policy prohibits the possession of weapons on school property. 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)]

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

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

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



CELLPHONE

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus can disrupt the educational environment and be detrimental to positive student social interaction and well-being. “Mobile communication device” means any portable electronic device capable of transmitting or receiving data in the form of a voice, text message, or capable of accessing the internet. This includes, but is not limited to, cell phones, smartphones, smart watches, smart glasses, tablets, laptops, pagers, camera phones, personal digital assistants, headphones, earbuds, and other similar devices that are the personal property of the student or family.

The Board permits limited use of mobile communication devices on campus in specific circumstances, in accordance with the law and board policy. From the first bell to the last bell of the school’s instructional day, Mobile communication devices shall be turned off or placed in Do Not Disturb mode, locked in a site-designated, district-provided pouch or container, and stored out of sight, except when made visible for inspection by a staff member.

Devices stored in a locked pouch are kept out of sight and remain in the student's physical possession. This requirement shall be enforced during school-sponsored activities that may occur off campus or after instructional hours, such as field trips or rallies, as identified by the school. For more information, please refer to the full board policy and accompanying administrative regulation.

Students may possess electronic devices, including but not limited to cellular/digital telephones and smartwatches, 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 they 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.
5. Parents who want their children to bring electronic devices on campus must first sign a waiver of responsibility, which states that the student will bring the device(s) at their own risk and must abide by the policy governing their use.
6. During the device's designated non-use time, the owner or person in possession of the device must store it 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 the confiscation of the electronic device, and a parent or guardian must pick it up. 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 to be of no educational value.

DRESS CODE

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

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

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

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

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

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

No chains or chains attached to wallets.

No pants that sag, exposing one's underwear or buttocks. All belts must be tucked in and may not hang down.

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

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

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

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

LOST AND FOUND

The Lost & Found is located outside the Welcome Center and in the multipurpose room. 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, damage, or vandalism of personal property.



SCHOOL SAFETY

The safety of all people who enter Abram Agnew Elementary is our number one priority. If you are a visitor on our campus, you must check in at the Welcome Center 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

Students on the Safety Patrol will support the safe travel of students and families to our school. Students and adults are expected to obey the Safety Patrol's directions 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 and staff on duty when dropping off or picking up their students.



Student Photographs

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



Bicycle Safety

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

1. Follow basic safety rules.
2. Must wear a 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 San Jose and Santa Clara to ride two people on a single bicycle.



Student Emergency Information

Every child must have complete emergency information on record. The information is extremely important in an emergency. All records must have emergency contact persons listed in case we are unable to reach the parents. The emergency information must be kept up to date. Please contact the school whenever there is a change in any name, address, or phone number (home, work, or cell).



Fire, Earthquake, & Lockdown Drills

Throughout the year, students and staff practice fire drills, earthquake drills, 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.

Abram Agnew 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 an 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.
- ⊙ Check out the student(s) with the personnel at the Command Center.
- ⊙ Wait for the student(s) to be brought to the Reunification Area.
- ⊙ Leave the campus with the student(s).
- ⊙ Should children be moved to another site, information will be posted near the Welcome Center.

Release Priority

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

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

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



FAMILY INVOLVEMENT

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

Volunteering

A wonderful way to support our school, the classrooms, the students, and your child's teacher is to volunteer. There are many opportunities to volunteer, including working in the classroom, being a chaperone on field trips, serving on the PTA, and supporting the Welcome Center. Visit the district's website at

<https://www.santaclarausd.org/about-us/departments/human-resources/volunteer> for the volunteer packet and information on required TB tests and **fingerprinting for volunteer opportunities.**

Parents and community volunteers are an important and welcome part of our educational program at Abram Agnew 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 explore volunteer opportunities at Abram Agnew Elementary.

1. Volunteering regularly in classrooms.
2. Volunteering to chaperone on field trips.
3. Providing assistance with special projects.
4. Serving on the PTA Board, organizing and supporting school-wide activities for parents, teachers, and students.
5. Support all fundraising efforts by the PTA and School.
6. Helping at PTA events such as Trunk or Treat, Milk and Cookies Night, 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 / Offsite Learning Experiences

A variety of field trips & offsite learning experiences are planned to enhance and expand the curriculum. These trips are sponsored by fundraising events, individual parents, teacher grants, and friends of Abram Agnew Elementary. Field trip donation money may also be requested by each grade level.

Parent participation is welcome and often essential. For parents to participate, they must complete the volunteer form, complete fingerprinting, and submit a current TB test to the Welcome Center. One important note: siblings are NOT permitted to attend field trips or 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 involved, 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 October. Students will be dismissed at 1:21 p.m. on conference days. The conference will include collectively setting goals for your child and an explanation of the standards-based report card. During the conference, parents and the teacher will discuss goals for the year for each child, and will examine each child's areas of strength and areas for growth as a learner. Completed report cards will go home in November. An additional conference may be required or requested in March. In addition to the Fall and optional Spring conferences, parents may 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 they would like to discuss any ideas, questions, or concerns regarding their 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/October. Please refer to the report card comments to help guide your child's growth.

Back to School Events

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



Back-to-School Night is scheduled on Tuesday, August 11, from 5:30 to 7:00 pm. Flyers will be posted around the school campus, on the school website, and sent home via ParentSquare with details about the evening. The event begins in the classrooms, followed by the school-wide welcome and introduction in the multipurpose room, and concludes with time in the classrooms. Parents are invited to attend classroom sessions with their child's teacher. Teachers will be explaining classroom procedures, programs, policies, and plans for the year. This is an informational evening for adults. Please make arrangements for your child to stay at home.

Open House / Celebration of Learning

Open House is a wonderful opportunity to continue getting involved in your child's formal education and our school community. Open House at Abram Agnew Elementary is regularly scheduled on April 6, from 5:30 to 6:30 p.m. It is a fantastic celebration of our students' learning.

Parent Engagement Events

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

HELPING AT HOME

The Abram Agnew 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 that 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 school progress.
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 that are presented by the school for parents and the community. Be a member of our PTA and attend school meetings, such as School Site Council and ELAC meetings. Be a voice for the decisions made to maximize your child's education.
7. Cooperate with the school in maintaining standards of good behavior (Role Model).
8. Follow the school's recommended improvement suggestions.
9. Support the Positive Behavior Interventions and Supports (PBIS) program at Abram Agnew Elementary School.

Homework

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

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

GRADE LEVEL	HOMEWORK ASSIGNMENTS (MONDAY-THURSDAY)	PARENT INVOLVEMENT
K	Daily reading 20+ minutes No more than 10 minutes, 2 days per week	Adult reads to student daily The student reads a leveled book to an adult each week
1	Daily reading 20+ minutes 10-20 minutes, two to three days per week	Student reads a leveled book to an adult each week. Adult reads to student daily
2	Daily reading 20+ minutes of a teacher-selected book with oral comprehension questions. 10-20 minutes, three to four days per week	Adult discusses the reading guided by comprehension questions
3	Daily reading 20+ minutes of "just right" book. 15-25 minutes, three to four days per week	Check to be sure work is finished (but do not correct it). Provide help with long-term projects as specified in the assignment
4	Daily reading 20+ minutes of "just right" book. 30-40 minutes, three to four days per week	Adult checks to be sure work is finished (but do not correct it). Adult helps with long-term projects as needed
5	Daily reading 20+ minutes of "just right" book. 30-40 minutes, three to four days per week	Adult checks to be sure work is finished (but do not correct it). Adult helps with long-term projects as needed for time management

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

Long-term projects ask students to apply knowledge from a range of subject areas, including reading, writing, public speaking,

and more. Unfinished work can be from any subject area, including math, writing, science, social studies, etc.

Ask Questions

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

Homework & Makeup Work

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students with an opportunity to practice, reinforce, and apply previously taught skills and acquired knowledge, and prepare for future lessons, and is directly tied to classroom instruction.

Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the student's responsibility. 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 on 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.



ACTIVITIES

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 set by the organization that provides them. In addition, there is an after-school intramural sports program with many other elementary schools within Santa Clara Unified School District. Check in at the Welcome Center if your child wants to participate in intramural sports or, more importantly, if you would like to support as a coach.

Awards and Incentives

Abram Agnew Elementary gathers monthly for our Eagle Awards Assembly. These assemblies are a great time for staff members to recognize students in their classes who demonstrate the life skill focus of the month.

Golden Ticket & Golden Eagle Store - “The Nest”

Students demonstrating our four school-wide expectations of Be Safe, Be Respectful, Be Responsible, and Be Kind are given Golden Ticket slips. These Golden Tickets may be turned in to the principal for pencils throughout the week on the playground during recess and lunch. These slips may also be redeemed for various prizes and activities at The Nest, our Golden Eagle Store.

Library

All students at Abram Agnew 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 can participate in the Safety Patrol program at Abram Agnew Elementary. The Safety Patrol is a trained group of students who support the safe travel of students, families, and our community at crosswalks and in the drop-off/pick-up area.

If you are interested in joining the adult Safety Patrol group, please contact the principal or the Welcome Center.

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 the student council is to give students an opportunity to develop leadership skills by organizing and carrying out school activities and service projects.



STUDENT COUNCIL

USEFUL CONTACT INFORMATION

Abram Agnew Elementary School 669-369-4100
3534 Zanker Road
San Jose, CA 95134 <https://agnew.santaclarausd.org/>

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

Agnew Extended Learning 669-369-4185
<https://www.santaclarausd.org/families/extended-learning>

Right at School 408-690-1354
<https://www.rightatschool.com/>

SCUSD Nutrition Services 408-423-2077
<https://www.santaclarausd.org/about-us/departments/nutrition-services>

School Lunch
www.schoolcafe.com

SCUSD Family Resource Center 408-423-3528
1840 Benton Street
Santa Clara, CA 95050
www.santaclarausd.org/families/family-resource-center

SCUSD Transportation 408-423-2063
<https://www.santaclarausd.org/about-us/departments/transportation>