

Sutter Elementary School

Home of the Frog Team



Sutter Elementary Student and Family Handbook

Sutter Elementary School
3200 Forbes Avenue
Santa Clara, CA 95051

Office: 408-423-4200

Attendance Line: 408-423-4211

Website: <https://sutter.santaclarausd.org/>

Email: sutter@scusd.net



Dear Sutter Families,

Welcome to Sutter Elementary School and the 2026–2027 school year! At Sutter, we are committed to creating a safe, inclusive, engaging, and high-achieving learning environment where all students are supported academically, socially, and emotionally. The contents of this handbook will inform you about Sutter Elementary. Please review it and keep it for reference through the school year. If you have any questions, please contact your child’s teacher. Our website is updated regularly and will also have current information. Website: <https://sutter.santaclarausd.org/>

Our staff works collaboratively to provide purposeful, research-based instruction while helping students build confidence, resilience, problem-solving skills, and strength of character. We believe in educating the whole child and maintaining high expectations alongside meaningful support and care. Please share in this commitment by supporting school activities, joining the PTA, volunteering your time when possible, and participating in our school wide events.

Our schoolwide expectations are to **Be Respectful, Be Responsible, Be Safe, and Be Kind**. These “4 Be’s” help guide our interactions, decisions, and community culture each day, and we encourage families to partner with us in reinforcing these values both at school and at home.

Sutter is proud of its diverse and welcoming community. Our students and families represent many cultures, backgrounds, experiences, and languages, and we celebrate the unique strengths each member brings to our school. We are also fortunate to have an incredibly supportive parent community that values collaboration and understands the importance of strong school-family partnerships in helping students thrive.

Thank you for being part of the Sutter community. We look forward to an outstanding year of learning, growth, connection, and opportunity as we continue developing our Sutter Frogs. Should you have any questions or concerns, we would appreciate hearing from you. We ask that you start with your child’s teacher as they should be the first contact. You are always welcome to reach out to me or the Sutter office staff for further information or assistance.

Sincerely,

Michelle Odle
Principal

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School Mission, Vision & Values

The Sutter Mission

Sutter fosters an inclusive, caring, and collaborative community by providing learning opportunities that support each individual's strengths and goals.

The Sutter Vision

Sutter Elementary School empowers life-long learners and cultivates compassionate, responsible citizens.

Sutter's Core Values

Sutter believes that putting students first and incorporating their voice is essential. We believe it is important to come from a place of compassion when supporting students. We believe in making Sutter a place of joyful learning.

Sutter believes in fostering a growth mindset as a staff and modeling this for the students to adopt. We believe in being open to different ideas and are willing to learn from others through collaboration.

Sutter believes in integrity and establishing mutual accountability in order to improve student outcomes. We believe in putting resources where they are needed most.

Sutter believes in the importance of family and community involvement to help foster a safe and welcoming environment.

Sutter is committed to ensuring equity and inclusion for our diverse community in order to help every student meet their full potential.

Sutter cultivates empathy for all to support a variety of perspectives and a community built on mutual respect and kindness.

Sutter believes that creativity and a culture of innovation is necessary to adapt to our ever-changing world.

The Sutter Pledge

I am Happy,
I am Healthy,
I am Successful,
I am Lovable,
I am Caring,
And every day,
In every way,
I'm getting better & better,
Believe it!

The Sutter Bunch Song

(Lyrics by Kathy Strach and George Casem)

It's the story of Sutter Students
Who were looking for a school year full of fun.
They were all bored, and doing nothing
But sitting in the sun.

It's the story of Sutter teachers
Who were looking for some students just to teach.
They were all bored and doing nothing
But going to the beach

Till the one day when the students met their teachers
And they knew it was much more than a hunch.
That this group, must somehow form some classrooms
That's the way we all became the Sutter Bunch

The Sutter Bunch
The Sutter Bunch
That's the way we became the Sutter Bunch!
badump badump bump

School Staff

Sutter Elementary Staff

A complete list of the Sutter Staff is located on the school website <https://sutter.santaclarausd.org/>

Grade/Program

SAI Preschool (Special Education)
Transitional Kindergarten
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Extensive Support Needs (ESN) TK-4
Resource Specialist TK-5
Visual Impairment Program
School Psychologist
Speech Language Pathologists
Wellness Coordinator
Behavior Specialist (BCBA)
Behavior Technicians
Occupational Therapist
ELSAT Coordinator
Cafeteria Satellite Cashier
Library Media Resource Assistant
Physical Education Teacher
Adaptive Physical Education Teacher
Music Teachers
Teacher on Special Assignment (TOSA)
Paraeducators

Administration & Office Staff & Custodians

Principal	Michelle Odle
Secretary	Julie Winter
Attendance Clerk	Bri Wood
Nurse	Drew Nguyen
Health Assistant	Bre'anna LiJon
Lead Day Custodian	Amalia Tiznado
Mid-Day Custodian	Adalberto Moran
Night Custodian	Maricel Medida

Bell Schedule

7:55	Students may arrive on campus for breakfast
8:05	Students come onto campus
8:10	Warning Bell
8:15	School begins

Breakfast	M-F	7:55-8:10
Recess	M-F	10:00-10:15

Monday | Tuesday | Thursday | Friday Schedule

Preschool	8:15-11:45am
TK	8:15-1:30pm
Grades K – 2	8:15-2:10pm
Grades 3 - 5	8:15-2:35pm

Lunch

TK	11:15-12:00pm
K	11:38-12:22pm
Grades 1-5	12:00-12:44pm

Wednesday | Minimum Day Schedule

Preschool	8:15-11:45am
TK	8:15-1:05pm
Grades K-5	8:15-1:21pm

Lunch

TK	11:15-12:00pm
K	11:38-12:22pm
Grades 1-5	12:00-12:44pm

The time each day from 8:15 a.m. to the first recess at 10:00 is very concentrated academic time, and will be used in all grades as a Literacy Block with a focus on teaching reading and writing. It is very important that all students arrive at school on time in the morning so as not to miss this important instruction. Efforts will be made to provide no interruptions to the classrooms during those hours.

If medical or dental appointments must be made during school hours, please schedule them in the afternoons whenever possible.

General School Practices

Sutter School is a closed campus. Students are not to leave the school grounds at any time unless signed out in the office by a parent/guardian. When taking your child out of school before the regular dismissal time, please arrange to receive your child at the school office. DO NOT go directly to a classroom. Please always sign your child out in the office, first.

Attendance and Absences

Reporting An Absence

Please telephone the school office at 408-423-4200 before 8:15 a.m. each day that your child will be absent.

Please be prepared to provide the following information:

- ☐ Student's name
- ☐ Teacher and/or room #
- ☐ Date(s) and reason for absence
- ☐ Your name and relationship to the student
- ☐ A phone number where you can be reached during the day.

If you have any questions please call 408-423-4200.

Absences

Regular attendance plays an important role in student achievement. Each person between the ages of 6 and 18 years (not exempt under the provisions of Chapter 3 of the Ed. Code, commencing with Section 48400) is subject to compulsory full-time education. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school-day established by law. (EC 48200, 48400: ne).

If your child has been ill the night before a school day, please keep him/her home for at least 24 hours.

If your child's fever is 100+, you MUST keep him/her home from school until the child has been fever-free for 24 hours.

A note should accompany your child upon return to school. During your child's absence, important work and notes will be gathered and made available to you upon request. Please call the school office before 8:15am the day of your child's absence to request the work. Material will be available for pick up after the regular school day. For more detailed information please visit the SCUSD Student and Parent Information Handbook.

ALL ABSENCES MUST BE CLEARED WITHIN 72 HOURS OF ABSENCE. *If your child is absent or sent home during the day due to illness they will need to remain at home and will not be able to attend any activity or functions being held at school that afternoon or evening.*

Tardiness

Learning to be punctual is an important personal habit to develop. Students who are late for class miss valuable instruction and unnecessarily interrupt their classes. All students arriving after 8:15am must report to the office for a late pass. If students are habitually tardy (unexcused), parents will be notified and required

to meet with school staff to remedy the problem. Continued problems will result in referral to the School Attendance Review Board (SARB) and a possible hearing with the Juvenile Justice Department.

Truancy

Under state regulations, a student absent three times without being excused or late three times in excess of thirty minutes is considered truant. (Note: The state allows only medical/dental appointments and illness as excused tardies.) If the truancy is not corrected, referral will be made to the School Attendance Review Team (SART), and then if necessary to the Santa Clara Unified School District's School Attendance Review Board (SARB) and Truancy Court. For children to receive the full benefit of their education at Sutter, it is necessary for them to be in school daily, and ready to work when class begins at 8:15 a.m. Please help us to instill good habits in your child.

Appointments

Students are allowed to leave school during school hours for medical, dental or emergency appointments. However, for your child's protection, no student will be allowed to leave school grounds without being signed out by his/her parent or guardian in the school office.

Student Success

Homework Guidelines

1. Appropriate homework assignments include practice or enrichment activities, research or individual study projects, reading in preparation for class, and review for unit tests and examinations. Principals and teachers will work together so that every reasonable attempt will be made to balance the number of papers, assessments and projects that are due on any given day.
2. Homework should be based on students' needs, abilities, individual skills and/or interests.
3. Homework guidelines should be clearly communicated to students and parents (AR 6154).

Teachers should 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 should have intermediate checks by the teacher. In addition to the recommended minimum 20 minutes of reading, the following guidelines are suggested minimums and based on students developing regular practice to reinforce classroom learning.

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

The school Principal or designee shall be responsible for coordinating the school's homework practices so that assignments are balanced with respect to amounts given in any one day and in any particular subject area.

ALL STUDENTS ARE ENCOURAGED TO READ A MINIMUM OF 20 MINUTES PER DAY BEYOND ASSIGNED HOMEWORK.

Student Progress

The Sutter Staff will communicate clearly to parents the progress of their children in the areas of academic achievement and social development. Two primary avenues of communication are:

- ❑ **Parent/Teacher Conferences:** In the fall, conferences are scheduled with all parents. In the spring, conferences are scheduled on an as needed basis.
- ❑ **Report Cards:** These are objective, written evaluations given three times per year. In November, March and June, you will be given these formal evaluations for your children. Please contact your child's teacher for interim progress reports.
- ❑ **IEP Progress Reports:** Progress reports are sent home each trimester at the end of the grading period for those students who have an Individualized Education Plan (IEP).

Parents should stay in regular contact with their child's teacher regarding any concerns. The teachers and principal monitor students progress on an ongoing basis. A problem solving team meets regularly to guide teachers who are working with all learning levels. If you have concerns about your child please reach out to your child's teacher.

Arrival and Dismissal

Arrivals

Children arriving on campus before **7:55** are expected to wait outside the gates, as there is no adult supervision on the campus at that time. The Breakfast Gate (Gate 8) will open at 7:55 for students eating breakfast. Breakfast eaters should go directly to the cafeteria to eat. Parents may accompany their child to breakfast. Students who are not eating breakfast should wait outside the gate until the **8:05 am** bell. Students and families may participate in the Walk and Talk activity on the blacktop from 8:05-8:10. At **8:10**, a warning bell will sound to signal students to line up on the blacktop by their room number. Any student arriving after **8:15 must** stop in the office for a tardy slip. The Safety Patrol is on duty from **8:00 to 8:15** daily. Students can be dropped off no earlier than 7:50 am. Students begin school at **8:15 am** each day. Please note that the playground and play structure is closed before and after school.

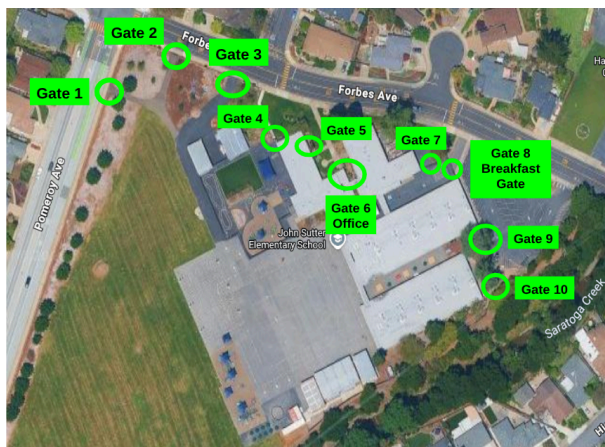
Dismissal

Parents will wait outside the school gates at dismissal time. Students will be brought out to designated dismissal locations. Students are expected to leave school at dismissal time. All Students are to be picked up on time at the end of school. Your effort on arriving on time helps keep students safe and it allows teachers to begin their work in planning and professional development. The Safety Patrol is on duty from the time school is dismissed until approximately ten minutes later.

Morning Drop Off

In the morning, please enter through Gates 1 & 2 (Pomeroy/Forbes), Gate 6 (office), or Gate 8 (Breakfast Gate) to drop off your child. You may enter the gates when the 8:05 bell rings. Only use Gate 8 if you are coming for breakfast. When the 8:10 bell rings, students should line up at their number on the blacktop. Preschool, TK and Kindergarten students will enter their yard through the gate by the shed and then line up by their classroom at the designated spots.

Sutter Gates



Dismissal Gates (See map above)

Preschool (Room D)/ TK (Room C), Kindergarten- **Gate 4** (next to Froggy Hollow Garden, facing Forbes Avenue.

Room 11 (TK)- **Gate 6** (next to the office)

1st grade- **Gate 8** (breakfast gate)

2nd grade - **Gate 9** (next to parking lot)

3rd grade - **Gate 6** (next to the office)

4th and 5th Grades - **Gate 10**

PEDESTRIAN SAFETY

All children walking to school should utilize the crosswalks located at Pomeroy Avenue/Forbes Avenue, Forbes Avenue/Cornell Avenue and Forbes Avenue/Forbes Court (see map below). An adult crossing guard, organized through the City of Santa Clara, will be on duty at each of these crosswalks before and after school. Children must wait for the crossing guard's assistance to cross. Our School Safety Patrol will be on duty in the front parking lot and breakfast area before school.



Student Drop Off via Vehicle

The area in front of the school on Forbes Avenue is only for dropping off and picking up students. People parking illegally will be ticketed. This is for the convenience of parents and the safety of our students. Pick up and drop off for students is also available along the fence on Pomeroy Avenue. **Only allow your child to exit through the car door closest to the campus sidewalk.** Do NOT allow your child to exit the far side of your vehicle and walk around the car. We all want to prioritize student safety and support the line of cars moving efficiently to get you on your way.

Please keep your student safe by observing the painted curbs:

White Zone: The white zone is to be used only for loading and unloading students. It is to be used for stopping only while your child is getting out of the car. Parents should remain in the car at all times. If you need a little more time to find lunches, put on coats, find homework etc., please park in a regular parking spot and walk your child to the safety of the sidewalk or nearest crosswalk.

Red Zone: This zone is a NO PARKING zone.

If we all work together, we will be able to have a safe parking lot for Sutter students. Thank you!

Parking Lot Safety

The school parking lot is for staff members only. We have a very large staff and very limited parking. The parking lot is closed twenty minutes before and after school for student safety purposes. Students should not be in the parking lot at any time. Parents should park in the church lot across the street from the school or in any unmarked spaces along Forbes Avenue, Pomeroy Avenue, or Cornell Avenue.

Bicycle Safety

All students riding bicycles and scooters to and from school must:

1. Be well versed in, and follow, basic safety rules.
2. Wear bicycle helmets as required by state law.
3. Lock their bicycles while at school.
4. Walk their bicycles on and off the school campus.

Please Note:

- ☐ Sutter School has two bike racks where students should lock up their bikes. One is located in front of the school next to the parking lot and the other is located directly inside Gate 8 (Breakfast Gate).
- ☐ All other rolling equipment such as skateboards, scooters, “wheelies”, or roller blades may not be ridden on campus. Students must walk and carry their equipment on and off campus.
- ☐ The school is not responsible for theft or vandalism.
- ☐ Students may not operate motorized scooters on or around the school campus during or after school. The law prohibits children under age 16 from operating motorized scooters.

Campus Access After School

We are a closed campus until 6:00 p.m. All students must leave the school campus unless they are attending After School Care or involved in an after-school activity.



Student Expectations

Maintaining a Safe School Environment

At Sutter School, we believe that education is important and we maintain an environment that is safe, free of distraction, and supportive of learning. Each child is expected to behave appropriately in all school settings and activities, and accept responsibility for his/her actions and the consequences of those actions.

Parents and staff share the responsibility for maintaining and supporting the school's behavioral objectives and working together to correct problems that arise. Parents are encouraged to speak with the classroom teacher first before going to the principal. The teachers and principal are in constant communication and will work together with parents to resolve situations.

School Rules

At Sutter School, we expect all students to follow our school's 4 Bes:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
- **Be Kind**

General Student Expectations

Be Respectful by... ● Following directions and requests from adults and peers. ● Using respectful words and tone of voice to express your thoughts, preferences, opinions and perspectives. ● Walking quietly as you move around the school. ● Following the classroom and school rules.	Be Responsible by... ● Coming to school on time and ready to learn. ● Complete all assignments. Bring all work and materials to class. ● Choosing a different activity, peer group, or place to play when you are mad, sad or frustrated. ● Taking care of your supplies, materials and classroom and school items.
Be Safe by... ● Leaving gum, toys, and toy/real weapons at home. ● Getting help from a staff member when you are not able to solve your problem. ● Keeping hands, feet and belongings to yourself. ● Walking in the hallways and around the school grounds. ● Playing on the blacktop and field areas.	Be Kind by... ● Keeping the campus and classroom clean. Even if you didn't create the problem, you can help solve it. ● Sharing equipment ● Taking turns ● Helping others ● Greeting others

Positive Behavioral Interventions & Supports

PBIS is a program that promotes positive behavior. It is based on teaching students citizenship and social skills through the 4Bs. In addition to explicitly teaching the school rules, students are taught what the expected behaviors are across settings on campus such as the playground, classroom, cafeteria, library, office, etc. All students are taught the same expectations and the same rules from TK thru 5th grade, promoting behavior consistency across the campus. Students learn the expectations outlined in our Behavior Matrix, which is posted throughout classrooms and campus buildings.

Staff members will acknowledge students' positive behaviors by rewarding them with a Froggy Ticket acknowledgment slip when they are observed following the 4 Bes. Froggy Tickets can be used for classroom-based rewards and also contributes to earning school-wide rewards. The staff works to celebrate both individual and community behavior achievements throughout the year!

Bullying/Cyberbullying

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined by Ed Code Section 48900.2, 48900.3 or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

See SCUSD Handbook for more specifics about bullying/cyberbullying.

Major Infractions are in direct violation of the Education Code and cannot be tolerated:

1. Theft and/or damage to the school or private property.
2. Unprovoked actual or threatened physical injury to another person.
3. Possession of dangerous weapons or objects.
4. Unlawful possession or use of alcoholic beverages or tobacco on school premises.
5. Persistent willful defiance of school personnel.
6. Sexual or verbal harassment or gestures.
7. Use of unacceptable language or racial expressions.

Students are subject to suspension and possible expulsion for committing any of these offenses.

Classroom Rules

Each classroom teacher will inform you and your child of classroom rules, consequences, and rewards at the beginning of the school year.

Recess & Playground Expectations

Be Respectful by... • Playing on the blacktop, play structure or field in sight of the supervisor. • Displaying good sportsmanship. • Using kind words	Be Responsible by... • Getting an adult's permission before leaving the playground. • Getting drinks and using the restroom before the end of recess. • When the bell rings, stop playing, move to blacktop, and sit quietly until the whistle is blown – then walk to the class line and wait in an orderly manner for the teacher.
Be Safe by... • Asking a grown up to help you solve a problem or if you are hurt. • Walking on the play structures • Keeping your hands and feet to yourself.	Be Kind by... • Sharing equipment • Taking turns • Inviting others to play with you.

Cafeteria/Lunch Expectations

Be Respectful by... • Sitting down while eating or talking. • Waiting to be excused by a supervisor • Only taking what you can eat.	Be Responsible by... • Ask a grown up for help • Using your words to say “stop” or “I don’t like that.” • Eating with your mouth closed.
Be Safe by... • Walking in the eating areas • Raising your hand to get help • Carrying your lunch tray with two hands	Be Kind by... • Allowing others to sit near you • Talking in a quiet voice to others at your table. • Throwing away all trash and cleaning up after yourself

Health and Wellness

School Nurse

A credentialed Nurse is generally scheduled on campus one day per week, and is available to staff at all times for consultation and emergencies. A Health Assistant is available daily to provide first aid and clerical support. School Nurse services are not intended to take the place of regular medical care by a qualified physician for your child. Please do not refer a child to the nurse for a diagnosis or first aid for an illness or injury that has occurred at home.

Student Illness

Students who become ill in class will be sent to the office to be cared for by the nurse or a member of the office staff. It is essential that the Emergency Release form be kept up to date with contact information and all health issues.

If a student has been ill, he/she should not return to school until his/her temperature is normal (without medication) and there has been no vomiting or diarrhea for 24 hours.

If a student must be out of school for an extended period (over 3 days) for health reasons, the parent/guardian must obtain documentation of the illness from a healthcare provider.

Injuries and First Aid

School personnel are trained to perform emergency first aid and to determine when it is necessary for a child to be taken from school. Pupils injured or becoming ill while at school are taken care of in the following ways:

- Injuries may be inspected by the teacher, and students will be kept in the classroom for observation.
- Your child may be sent or taken to the office for observation by office personnel or the nurse if on campus. School personnel are permitted to clean the area of injury and bandage it. They are not permitted to treat your child in other ways. Children not feeling well will be allowed to rest in the Nurse's Office.
- Parents are routinely notified about any injuries that could be potentially serious (e.g. injuries to the head) whether or not it appears serious.
- If it is determined that your child should be taken home or be examined by a physician, parents will be called immediately. You will be asked to pick up your child who has a fever 100 degrees; has vomited; has an earache; exhibits evidence of communicable diseases such as pink eye or rash; has a severe headache; complains of feeling ill when the child has been home ill the day before or felt ill before coming to school that day; or has been injured such that school personnel recommends examination by your medical provider.
- Your child will be sent home if complaining of a tooth hurting and school personnel recommend an examination by your dental provider.

Other Health Screenings

Vision and hearing screenings are done for all children in grades K, 2, and 5, and for other children as needed. You will be notified if there is a concern. If you would like to be present while your child participates in these screenings, please submit a written request to the school principal in advance.

Medication

No medication, prescription or nonprescription, may be administered by school personnel without written approval from a physician.

Any student who must take medications (prescription or over the counter) during school hours may be assisted by school staff provided there is: 1) A written prescription from the California licensed health care provider detailing the name of the medication, dosage, time to be given, frequency, route and duration and 2) Written parental request and permission for student to receive the medication as prescribed (EC 49423). Medication Authorization Forms are available from the school office and must be renewed annually. School office personnel will assist in dispensing medication when appropriate forms and the medication in their original containers are provided. Students **are not to have pills or other medication in their possession (including cough drops).**

Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their health care provider that includes a statement that the student is able to self-administer such medication, and a statement from the parent consenting to the self-administration, as well as a release (EC 49414, 49414.5, 49423, 49423.1, 49480; ne).

Student Wellness & Classroom Celebrations

Food and beverages that are commonly considered unhealthy will not be permitted to be sold or served on campus during school hours. The easiest way to think about this is no candy, cookies, cupcakes or carbonated beverages. For your child's protection, we do not permit homemade foods to be distributed at school.

In keeping with the Board Policy, when students share special events, such as birthdays, with the entire class we encourage parents to bring:

- ☐ Non-food items, such as pencils, unique erasers, or arrange for music or storytelling.
- ☐ If food items are brought to class, we encourage that they all be healthy food items.
- ☐ All food provided for parties should be store bought and have a label with ingredients to protect those with food allergies.
- ☐ Arrange all classroom celebrations or birthdays with the classroom teacher ahead of time.

Breakfast and Lunch

Sutter School provides breakfast and lunch daily. Breakfast is offered daily at 7:55 a.m. There is **no cost** for breakfast or lunch. Breakfast and lunch menus are updated once a month. Please ask the office staff for a hard copy of the menu or visit the [Menu website](#) to view this month's meals and nutrition information. Questions concerning the food service program and food allergies should be addressed to the Child Nutrition Department.

Technology

Cell Phone Free School Policy

Beginning with the 2025-26 school year, cell phones and personal electronic devices are prohibited during the school day at all SCUSD schools. We strongly discourage elementary students from bringing cell phones or any personal device to school. If a parent insists that their student bring a device, that student will be provided with a Yondr pouch to store their cell phone, smart watch, wireless earbuds, and other electronics. The cellphone must be powered off or in "Do Not Disturb" mode while inside the pouch. The pouch must be secured (locked) by the start of the first period of the day until the end of the last class period of the day. The pouch is to remain in the student's possession throughout the day, typically in the student's backpack.

If a student does not bring their Yondr pouch to school on a given day, that student must come to the office prior to their first period of the day and surrender their phone and any other personal electronic devices for the duration of the day.

Tampering with the pouch's locking mechanism, intentionally damaging the pouch, or losing the pouch will result in financial liability. Students/families will be responsible for the replacement cost of a new pouch in addition to school consequences up to and including detention and the loss of participation in school events/activities for repeated violations.

If a student has a specific health-related condition that necessitates access to cell phones, that student should bring their concern to their classroom teacher and/or the school health office for possible alternative protocols.

If a student is seen by a teacher or other staff member with a cell phone or otherwise not following these protocols, the staff member will immediately contact an administrator or supervisor for support. The consequences for unauthorized cell phone use given by that administrator/supervisor will be:

- 1st offense - verbal warning and re- Yondr the device
- 2nd offense - device is confiscated the rest of the day, and student can pick up the device in the office at the end of the day
- 3rd offense - device is confiscated until the parent/guardian can pick up the device, and have a conference about the behavior with the school administrator and the student.
- 4th offense - student will not be allowed to have personal devices in their possession on campus. That student must turn in all devices everyday to the office prior to school start time or keep devices at home.

Chromebooks

All SCUSD students are issued a chromebook and charger to be used at school. Students will have access to SCUSD district approved learning apps on this chromebook. Students will use their district issued Chromebook from Kindergarten-12th Grade. Students are expected to be respectful and responsible with their device. Please let the office staff know if your child has any issues with their chromebook.

Family Partnerships

Visitors

If you plan to be on campus, please check in at the front office and retain a visitors badge. All adults on campus will enter campus through the front office. During arrival and dismissal, adults will wait outside the fenced area.

School Volunteers

As a Sutter School parent, nothing is more worthy of your time and involvement than the early years of your child's education! This is an invitation for you to become involved with your school. The contributions you can make are much appreciated.

SCUSD is in the process of updating their volunteer process. More information will be made available at the start of school.

Parent Teacher Association (PTA)

General PTA meetings are held 3-4 times per year and are open to the public. The PTA board members meet monthly. Membership in the Sutter School PTA is \$10.00 per person. The PTA strives to enrich the children's education and lives by promoting a closer relationship between family, school, and community. Here at Sutter, we sponsor various programs and events, support teachers and staff, and serve as a resource for parents.

School Site Council (SSC)

SSC is composed of parents and school staff members. It advises the school on the planning, implementation, and evaluation of the school plan. Council meetings are held 3 - 5 times per year, and are open to the public. Agendas are posted on the office windows or display case.

English Language Advisory Committee (ELAC)

The ELAC committee advises the principal, staff, and School Site Council on the programs and services for English Learners and gives input on the school goals. This group meets 4 times a year.

HOME & SCHOOL COMMUNICATION

Wednesday Weekly Envelope

Wednesday Envelopes will be used to transport documents and homework to and from school. Wednesday Envelopes will be sent home on Wednesdays and should be returned the next school day. Teachers will use these envelopes to transport any communication or documents. We ask that you do the same when sending documents to the teacher or the school.

The Sutter Family Newsletter

Each Wednesday the The Sutter Family Newsletter will be shared with the Sutter community through Parent Square. The Sutter Family Newsletter will provide the most up to date events and information. You can also visit our website for more details on our specific programs and information. Website:

<https://sutter.santaclaraschools.org/>

Safety

Contact Information

It is important to keep your contact information up to date so we can provide you regular school communication. There may be times that we need to reach you during the school day. In the event of an emergency, it is important that you list all emergency contact persons.

Please telephone the school office whenever there is a change in your child's information.

Use of School Telephone

It is school practice to allow students access to the telephone in the office. All arrangements for the day should be made before your child leaves home if at all possible. Students are not allowed to use the phone to make after school play arrangements.

Comprehensive Safety Plan

Throughout the year, students and staff drill on fire, earthquake and active shooter procedures, including:

- ☐ Method for exiting the buildings in case of emergency.
- ☐ What to do in case of an earthquake, fire or active shooter.
- ☐ Assigned duties for all staff.
- ☐ Emergency equipment is available.

Sutter School procedures are clearly outlined in the schools Comprehensive Safety Plan. All school staff receive an updated copy of the plan on a yearly basis. Parents are welcome to review the school plan.

In the event of a major emergency, students would be held at school under faculty supervision until the severity of the damage is determined and that safety can be responsibly assured.

In case of a disaster, PLEASE DO NOT CALL THE SCHOOL. We must keep our phone lines open for emergency purposes. Be assured that we will take good care of your children until you are able to reach the school. We are on a communication system with our district office, and several staff members are CPR and first-aid certificated. We are well equipped with emergency first aid supplies and food and water for the short term. Each parent has provided emergency information on the Emergency Form which was sent out in June. This form is located in the front office and in your child's classroom red disaster bag. We will release your child only to persons indicated on the form. Be assured that if we need to contact you, we will do so. Do not further complicate our emergency procedures by calling the school. **IT IS IMPERATIVE THAT YOU UPDATE THE SCHOOL RECORDS EACH TIME YOUR EMERGENCY INFORMATION CHANGES.**

Court Orders, Custody Papers, Restraining Orders

Please inform the school office staff if any custody procedures should be followed. It is important to make court orders available to school personnel in order that correct procedures will be carried out. If we do not have the proper paperwork on file, we are obligated to release students to biological parents, even if he/she is not listed on the emergency card.

General Information

Dress Code

In order to secure a positive learning environment, the following clothing items may not be worn to school:

- ☐ Shoes with rollers, high heeled shoes, flip-flops or thongs, soccer/football cleats. Students should wear closed-toe shoes for Physical Education class.
- ☐ Baseball hats may be worn at recess and during lunch but not during class time.
- ☐ Halter tops, spaghetti straps, low cut or bare midriff tops
- ☐ Low-rise pants which allow underwear to show
- ☐ Short shorts
- ☐ Clothing similar to gang attire
- ☐ Shirts depicting any drug, alcohol, violence or inappropriate slogan or sign.
- ☐ Make-up

Parents will be called to bring appropriate clothing and/or shoes to school, as needed.

Field Trips

Parents may volunteer to chaperone on field trips. Please communicate with your child's teacher as to the need for chaperones. Each field trip and grade level will have different needs depending on the type and location of the field trip. An approved volunteer application and current TB test are required. A new volunteer application is needed each school year.

Lost and Found

All articles found on the school grounds will be put on the lost and found cart located outside of the cafeteria. This includes clothing, backpacks and lunch boxes: small items (such as jewelry and glasses) and cash will be turned in to the office. Lost and Found items will be kept for a reasonable length of time and will eventually be donated to a charitable organization. To help prevent the loss of clothing and personal items, it is suggested that ALL personal articles be labelled with your child's name.

Holidays and Minimum Days

Here is a list of the holidays and minimum days for the school year. Please mark your calendars and arrange for after school care for your child on these special days.

2026-27 Holidays and Minimum Days	
Dates	Description
August 10	Minimum Day, First day of School
August 25	Minimum Day, Back to School Night
September 7	Holiday, Labor Day
September 8	No School, Professional Development Day for Teachers
October 5-9	Minimum Days, Conference Week
October 12-13	No School, Fall Break

November 11	Holiday, Veterans Day
November 23-27	Holidays, Thanksgiving Week
December 18	Minimum Day, Winter Break begins
December 21-Jan 3	No School, Winter Break
January 4	No School, Professional Development Day for Teachers
January 18	Holiday, MLK Day
February 13-19	No School, February Break
February 26	Minimum Day, End of 2nd Trimester
March 16-17	Minimum Days, Spring Conferences
March 18-19	No School, Professional Development Day for Teachers
April 12-16	No School, Spring Break
May 11	Minimum Day, Open House
May 31	Holiday, Memorial Day
June 4	Early Dismissal for all students at 11:55 am

Welcome to Sutter Elementary School!
Home of the Frog Team!

