

# **GARDEN ROAD ELEMENTARY SCHOOL**

**14614 Garden Road  
Poway, California 92064**

**School Office: (858) 748-0230**

**Attendance: (858) 486-6273**

**Fax: (858) 748-2961**

**Web Site: <http://www.powayusd.com/gres>**

**ESS: (858) 486-1176**

**Preschool: (858) 748-3409**

## **2017 – 2018 Home-School Communication Parent/Student Handbook**



## GARDEN ROAD EAGLES

Welcome to Garden Road Elementary School, where students thrive in a caring atmosphere. We are known for our high level of student performance, competent and caring staff, and strong community participation.

We hope this **Parent/Student Handbook** will assist families at Garden Road Elementary School and answer questions which may arise during the year. It contains important information about how our school operates and the expectations we have for you. Please take the time to read through the entire booklet and then file it for reference throughout the school year.

Our goal at Garden Road is to create a safe and supportive environment where the educational, social and emotional needs of each student are met. We believe in “all students learning” and we strive to provide an enriched learning environment where students will be able to reach their full potential. To this end, we encourage strong communication and mutual support between home and school.

If you are not already involved with the outstanding and hard-working PTA and Foundation, we urge you to learn more about opportunities by contacting PTA President Jim Sytsma or Foundation Chairman Tom Nicholson. We would love to have you join our volunteers. Your time will be an investment that could change a life! We are looking forward to the 2017-2018 school year. We hope you feel welcome as part of the Garden Road Family.

Sincerely,

The Garden Road Staff, PTA Executive Board, and Foundation Executive Board

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The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

## GARDEN ROAD ELEMENTARY SCHOOL MISSION/VISION STATEMENT

*Our mission is to ensure that each student at Garden Road will develop the necessary knowledge, skills, and attitudes essential for success in school and daily living in a diverse society. Parents and community are vital to the success of this mission.*

*To fulfill our mission*

- Students will be encouraged to develop independence, responsibility and respect for all people*
- The professional, caring staff, which recognizes each child's uniqueness, will provide an integrated, comprehensive curriculum for students utilizing a wide variety of learning strategies*
- The staff, parents, and community will provide a positive, safe learning environment for all students*

*We Embrace and Model these Character Counts Traits:*

*Trustworthiness*

*Respect*

*Responsibility*

*Fairness*

*Caring*

*Citizenship*



## **SPECIAL INSTRUCTIONAL PROGRAMS**

**THE ARTS** –Art instruction is integrated into all subject areas and is provided by the classroom teachers. Beginning in Kindergarten, students receive monthly art instruction funded through the PTA. Fifth grade students are given the opportunity to participate in weekly, District-sponsored, band instruction and Fourth graders learn to use recorders in the spring.

**CHARACTER COUNTS**—This is a program designed to teach students good character. The Six Pillars of Character (Respect, Responsibility, Caring, Trustworthiness, Fairness and Citizenship) are taught and modeled throughout the year. Students who exemplify these traits are recognized at Morning Flag Ceremonies as members of the Character Crew and can earn Character Coupons for Lunch with the Principal.

**EXTENDED STUDENT SERVICES (ESS)**—This program extends the excellence of each child's school experience into the before and after school time period (6:30 a.m. - 6:00 p.m.). The staff provides for the academic and social needs of children in a safe and nurturing environment. For more information, please contact ESS Director Mary Nichols at (858) 486-1176.

**GIFTED AND TALENTED (GATE)** – All students in grades 2-7 are eligible for nomination by parents or teachers for GATE evaluation. Prior to grade 2, students who are determined by classroom teachers to exhibit behaviors indicating possible giftedness are provided with differentiated instruction as needed. Teachers may differentiate or modify, content, learning processes, and/or learning products/assignments. They may also differentiate instruction based on student readiness, interest, or learning styles. Parents interested in having their child tested for GATE need to register on the PUSD website between September 5<sup>th</sup> and November 30<sup>th</sup>. Students will be assessed at school the week of January 23rd.



**INTERVENTION PROGRAMS** (General Education) – Students not working to their potential may be referred by staff to participate in a number of supplemental programs:

**Students Offered Academic Reinforcement (SOAR):** before and after school computer program practice with Compass Learning (grades 2-5) and DreamBox and Lexia (K-1) held in the computer lab. **Impact:** Some students are referred by their teacher to work with an Impact teacher during the day to supplement their classroom instruction. **Student Services Assistant (SSA):** Each day our SSA works with students on the playground and provides classroom lesson on the *Second Step* program to build problem solving skills. **Counselor:** Our counselor is on campus two days each week to work with individuals and small groups of students to help with problems that interfere with their classroom learning and social behavior. Usually students are referred to her through the S3 process. **Student Support Team (S3):** Students who do not respond to general education interventions that have been tried are referred to the S3 Team. These students are monitored and assessed to evaluate the effectiveness of classroom interventions. After all general education modifications and interventions have been implemented and evaluated, an **Intervention Assistance Team (IAT)** meets, if necessary. This committee composed of the resource specialist, parents, psychologist, classroom teacher, speech pathologist, principal and District nurse (if needed), work collaboratively to determine if further assessment for Special Education services is required.

**TRANSITIONAL KINDERGARTEN** *The Kindergarten Readiness Act of 2010* requires school districts to establish a two year Kindergarten program known as Transitional Kindergarten or TK. TK uses a modified Kindergarten curriculum that is age and developmentally appropriate. Children whose fifth birthdays are September 2, 2017 through December 2, 2017 will be enrolled in TK.

Additionally, many children entering Kindergarten at a younger age benefit from being given additional time to develop the self-confidence and readiness skills necessary for academic success. Poway Unified School District will continue to offer TK for our younger kindergarten students, born between June 1<sup>st</sup> and September 1<sup>st</sup> on a space-available basis.

**PHYSICAL EDUCATION** –All students participate in weekly PE instruction. **SPARK** (Sports, Play and Active Recreation for Kids) is the foundation of our physical education program. SPARK targets the development of healthy lifestyles, motor skills and movement knowledge, and social and personal skills. Twice weekly, all students are encouraged to participate in the **Running Club**, with top runners recognized at monthly Morning Flag Ceremonies.

**SAFETY PATROL**—Each year, a select group of responsible 5<sup>th</sup> grade students, recommended by their teachers, serve to monitor and assist students and families as they arrive and depart from school. Parents and students need to treat Safety Patrol members with respect and courtesy, as their primary responsibility is to promote the safety of everyone at Garden Road.

**SCHOOL IMPROVEMENT** – Garden Road Elementary School has a comprehensive instructional program beginning with Preschool and continuing through Grade 5. Parents are encouraged to attend School Site Council meetings where important instructional and financial issues are discussed. The council has equal voting representation from both parents and staff. Site Council meets approximately five times per year.

**SPECIAL SERVICES** (Special Education) – A full-time **Resource Specialist** provides Special Education assistance for qualified students. Two **Speech and Language Specialists** serve students referred for speech improvement and /or language development. Services of a **Psychologist** are provided two days a week for assessment and consultation. Additionally, Garden Road has three special day classes for students with autism or learning disabilities.

**STUDENT COUNCIL** – Students in grades 3, 4, and 5 represent their classmates on a student council that plans special events and activities, teaches the democratic process, and provides students with a forum to discuss school policies, procedures, and activities.



## **POLICIES**

**(In alphabetic order)**

**ANIMALS AT SCHOOL** – Animals, with the exception of service dogs, are NOT allowed at school, as per District policy. Parents are asked not to bring dogs on campus when walking children to and from school.

### **ATTENDANCE**

- **ABSENCES:** - There is probably no more important factor in a child's education than maintaining regular attendance. The only excused absences according to California State law are illness, quarantine, medical or dental appointments, attendance at a funeral of one's immediate family, or exclusion for failing to meet immunization requirements. All other absences will be marked "unexcused." Parents are urged to notify the school by phone for all student absences, as all absences must be cleared. **PLEASE CALL (858) 486-6273 to report your child's absence.** This phone line is on 24 hours a day so you may call as early as you would like. We verify all absences every day and appreciate your calling us with this information.
- **ARRIVAL:** Unless students are involved in special activities before school, they are not to arrive before 7:40A.M. There is no supervision prior to that time. **Students in grades 1-5 are encouraged to arrive between 7:40 and 7:50 A.M.** TK and Kindergarten students should arrive at 7:55AM, as there is no supervision on the kindergarten playground before school. At 7:55, a warning bell rings, signaling students that it is time to line up for class. The instructional day begins at 8:00 A.M. **Students who arrive at class after the 8:00 bell rings are must enter school through the office and be marked tardy. Remember: 8:00am is Late!**
- **MEDICAL APPOINTMENTS:** Parents are urged to schedule doctor and dentist appointments after school hours.
- **VACATIONS: PLEASE DO NOT SCHEDULE VACATIONS DURING SCHOOL.** There are several week-long breaks in the school year. Please refer to our school calendar when planning vacations. Students who are taken out of school for 5 days or more need to complete an Independent Study request prior to the trip. Parents who choose to vacation five days or more must request an Independent Study Contract from the office at least a week in advance.



**BICYCLES** –Students in grades 3-5 are permitted to ride their bikes to school. All students should be aware of and follow safe routes and laws in order to ride their bikes. Bicycles should always be walked on sidewalks and school grounds. Bikes must be locked in the bike area when parked. Students should not double lock their bikes with another child.

Those parents of students in grades 3-5 who wish to allow their children to ride their bikes to school must fill out a **Bike Registration Form**, which can be obtained from the Office. The school is not responsible for damage or loss of bicycles. Helmets are required. No helmet, no ride. Skateboards, scooters, shoes with wheelies and roller blades are not allowed on campus at any time.

**CELL PHONES**—District policy permits students to possess cell phones in school, on school property, at after-school activities, and at school-related functions provided that use of the cell phone does not disrupt the instructional process. Their use, including text messages and taking photographs, is prohibited during school hours. Cell phones seen or heard during the school day will be confiscated and must be picked up by a parent, guardian or person listed on the student’s emergency card. The District takes no responsibility for lost or stolen phones.



## COMMUNICATION PROCEDURES

**---WITH SCHOOL PERSONNEL** – The principal at Garden Road School maintains an Open Door policy, meaning that parents are always welcome to discuss issues with which they have a concern. For the parents' convenience, it is better to call /e-mail for an appointment due to the principal's busy schedule. **IF THE ISSUE IS REGARDING A CLASSROOM SITUATION, PLEASE TALK WITH THE TEACHER FIRST.** It is a professional courtesy to speak with the teacher prior to speaking with the principal. Teachers cannot be interrupted while they are teaching and they have a busy schedule of meetings and other professional duties. If you wish to have an appointment with the teacher, or speak with him/her regarding your child, please leave a message on their voice mail or email and you will be contacted at their earliest convenience. If a parent comes in unexpectedly, there is a chance the teacher's time may already be committed. **Please do not interrupt classrooms during instructional times.**

**--COMMUNICATION WITH YOUR CHILD** –**Please make advance arrangements for your child's transportation and childcare and communicate those arrangements CLEARLY to your child PRIOR to their arrival at school.** When parents call during the day to request that a message be delivered to their child, it takes away valuable time from the school office personnel. The office staff is able to assist in times of true emergencies. The school office phone is a business telephone and personal calls by students are not permitted except in cases of emergency.

**DISMISSAL** - All students must be picked up from school within 15 minutes of dismissal. Supervision ends at this time. Only students participating in after-school programs are allowed on campus at this time. The ESS program runs from 6:30 A.M. until 6:00 P.M. and has the use of our facilities and playground area. **For the safety of these students, the school grounds are off limits to other students while ESS is in session.**



**DRESS CODE** – Students are expected to come to school dressed appropriately. Clothing should be worn that will allow students to participate in all school activities, including physical education, and promote a positive learning environment. Clothing should be neat and clean and not distract from the educational program. Unsuitable clothing includes:

Halter-tops	Spaghetti straps	Bare midriff	Short shorts (including board shorts)
Open-toed or heeled shoes	Thong sandals	Skate shoes (heelies)	Pajamas
Underwear style tank tops	Hats are not allowed in the classroom and must be worn correctly		
Clothing with symbols or slogans oriented toward degrading culture, gender, or ethnicity			
Clothing with suggestive or foul-language		No clothing or hairstyles that are suggestive of gangs	

**DROP OFF/PICK UP PROCEDURES**—Safety is our greatest concern, so it is important that parents and students follow these safety rules. Students are to arrive and leave school as per the Arrival policy stated above. Students and parents are to use sidewalks and crosswalks, avoiding walking in the parking lots or crossing unguarded streets. Gates are open before and after school to allow students to arrive and depart in the following locations:

- Front of school, by the office
- Back Field
- Multipurpose Building (MPR)

Supervised Drop Off/Pick Up is by the MPR curb. No parking on the MPR curb is allowed.

Garden Road—parents may park in indicated areas and drop off and pick up in the yellow loading zones. Traffic laws need to be obeyed for the smooth flow of traffic and the safety of students. No double parking, speeding or parking in loading zones.

**Remember—when you drop off students between 7:40 and 7:50AM, there is no congestion.**

**Staff Parking Lot:** For staff parking only.

**ESS Parking Lot:** This is only for use by parents checking their students in or out of ESS.

**EARLY RELEASE** - In the event it is necessary for you to take your child out of school before the regular dismissal time, please come to the office to sign the release form. Your child will be released from the office and not from the classroom. Students will be released **ONLY** to those persons listed on the emergency card and with a picture ID. There is **NO** exception. This is for your child's protection.

**EMERGENCY AND CIVIL DEFENSE INFORMATION**—Garden Road maintains a focus on student safety, health, and well-being. We have a comprehensive School Site Safety Plan that is reviewed and updated annually. Our plan includes a variety of monthly disaster drills. Emergency supplies are stored on campus. In the event of an earthquake or other emergency, students will gather on the playground. All parents, those who work at home and outside the home, should make arrangements with friends who can pick up and care for their child in the event that the parents are detained or injured. **It is critical that parents keep emergency information current at all times. Report all changes in address, home and work phone numbers, day care providers and emergency contacts as soon as changes occur.**

**GATES** – For the safety and security of our students, staff and facilities, all gates are closed except twenty minutes prior to the beginning and end of the school day. The campus is closed after school, evenings and weekends except for groups who have scheduled through the District facilities department. This decision is based upon the need for the safety of our students and staff in after school programs, including ESS and the need to minimize school vandalism.

**HEALTH** – Students who appear ill should not be sent to school. If a child has had a fever, they should be kept home for at least 24 hours after the temperature has returned to normal. Students who become ill or injured at school will be assisted in the Health Office. Your child will be sent home from school if they have a fever and/or has vomited while at school. **ALL MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE. THIS INCLUDES OVER THE COUNTER DRUGS SUCH AS ASPIRIN AND COUGH DROPS AND INHALERS. NO MEDICATION WILL BE DISPENSED WITHOUT THE PROPER RELEASE FORMS THAT CAN BE OBTAINED FROM THE OFFICE.** All medications must be in original pharmacy containers. PLEASE notify the school when your child has a communicable disease such as measles, mumps, chicken pox, head lice, etc. This is an important step in the control of the disease. Children recovering from communicable diseases must be readmitted to school with a release from the physician and must be cleared by the office before re-entering the classroom. **Students who are sent home with head lice will not be readmitted to class until they are nit-free.**



**HOMEWORK** – Homework supplements and reinforces classroom teaching and learning. Homework may not be a daily occurrence; rather it will reflect pupil needs. It will be given only when it will benefit the student, rather than just to keep them busy. Length of homework assignments will vary according to purpose and level.

**HOMEWORK RESPONSIBILITY OF THE STUDENT:**

- Write down homework assignments and due date before leaving class.
- Make sure to fully understand the assignment and the concepts to be practiced. Ask your teacher to explain it again if you are not sure or if you have questions.
- Organize your materials. Take home the assignment and any necessary books or supplies.
- Do your homework away from distractions (i.e. T.V., friends, and activity). Stay on task.
- Demonstrate good study habits by budgeting the necessary time to complete the assignment.
- Demonstrate responsibility by neatly finishing your homework and by placing the completed work in a spot where you will see it before you leave for school each morning.

**HOMEWORK RESPONSIBILITY OF THE PARENTS:**

- Do not allow your child to simply tell you that their assignments are completed. Ask for them to show you each assignment.
- Arrange a quiet environment for homework with a table or desk, chair, and lighting.
- Be available to assist the child with homework, but remain a “consultant” and not a “completer.” Encourage, be available for questions, and support your child with participation only when requested by the teacher.
- Demonstrate that homework is a priority in your family by establishing regular time to study. Encourage your child to utilize this quiet time for pleasure reading even if there is not homework assignment.
- Encourage your child to read for pleasure. Either read to your child or provide a time every day for pleasure reading.
- Finally, avoid family arguments or power struggles over homework. If a conflict occurs please send a note to the teacher with the incomplete assignment. If you are not satisfied after the teacher has spoken with the student, schedule a conference with the teacher.

**HOMEWORK RESPONSIBILITY OF THE TEACHER:**

- Provide assignments that are appropriately related to the instructional level and content of the classroom learning.
- Give clear, concise directions and check for understanding on all homework assignments.
- Provide regular and specific feedback to students regarding their progress in all academic and behavior areas.
- Conduct occasional checks to ensure that most students are able to complete their homework in a timely manner.

**LOST AND FOUND** – Lost clothing is stored in the Character Court area. **PLEASE LABEL ALL REMOVABLE CLOTHING, LUNCH BOXES AND BACK PACKS WITH YOUR CHILD’S NAME.** Hundreds of dollars’ worth of jackets and sweaters are given to charity every trimester because they go unclaimed. Please check the **Lost and Found** often.

**LUNCH** – Students may bring their lunches from home or buy them at school. Students may not go home for lunch unless the parent signs them out at the main office. If buying, parents are encouraged to purchase school lunches in advance for their children. Write a check to PUSD Food Services (write student’s name and pin number on the memo line) or deposit funds online at [www.powayusdnutrition.com](http://www.powayusdnutrition.com) (new website).

**SODA AND CANDY ARE NOT PERMITTED IN LUNCHES BROUGHT FROM HOME. PLEASE DO NOT bring fast food lunches** except during “Lunch With Special Person” weeks. Money is not lent to students who have forgotten their lunches.

LUNCH	=	\$3.00	ORANGE JUICE	=	\$0.75
MILK	=	\$0.75	WATER	=	\$0.50

Students may bring a snack to have during the morning recess. Snacks should be nutritious. **PLEASE, DO NOT SEND CANDY OR SODA FOR SNACKS OR LUNCH**

### **PROGRESS REPORTS**

- August 21** Back-to-School Night presentations for TK/ and Kindergarten
- August 31** Back-to-School Night presentations explain the goals and objectives for each curricular area, as well as accountability and homework policies/procedures.
- November 13-17** Parent/Teacher conferences are conducted to review pupil progress in each subject area, as well as study habits and citizenship. First Trimester Progress Reports given to parents.
- March 9** Second Trimester Progress Reports sent home.
- June 14** The final Pupil Progress report will be given to your child to take home.

**TOYS AND ELECTRONICS AT SCHOOL** – Toys are not permitted at school at any time. This includes balls, iPods, video games, and electronic games. Items for sharing are to be placed in a bag and left inside the room during recess and lunch breaks. Buying, selling and trading sports or game cards are not permitted at any time. The school assumes NO responsibility for personal belongings. The following consequences will occur if a toy is brought to school.

- 1<sup>st</sup> offense - warning and toy will be placed on the teacher’s desk for the remainder of the day
- 2<sup>nd</sup> offense - parent will have to pick up the toy from the teacher
- 3<sup>rd</sup> offense - the toy will remain in the teacher’s possession until the end of the school year



**VISITORS AT SCHOOL** – Parents are welcome to volunteer and participate in their children’s classroom activities. One of the best ways to understand your child’s classroom program is through participation. **CHECK IN WITH THE OFFICE PRIOR TO VISITING THE CLASSROOM. ALL VISITORS ON CAMPUS MUST CHECK IN WITH THE OFFICE. ANYONE WITHOUT A VISITOR’S BADGE WILL BE ASKED TO GO TO THE OFFICE IMMEDIATELY TO OBTAIN ONE. THIS IS FOR THE SAFETY OF ALL CHILDREN.** PUSD’s Board Policy for classroom observations requires at least 24 hours’ notice to the teacher and principal in order to schedule a mutually agreeable date and time, as parents are accompanied by the principal for up to a 30 minute period of time.

**PARENTS MAKE THE DIFFERENCE!  
PARENT VOLUNTEERS**

Parents and members of our community are encouraged to become involved and volunteer. Your time will help to make the educational program at Garden Road among the best anywhere. Below are a few suggestions of activities you can participate in.

- Prepare materials for classroom use
- Listen to children read
- Play learning games
- Assist in the Library
- Reinforce basic skills areas
- Assist with motor development skills
- Help students to complete math and reading assignments
- OASIS tutors
- Assist on field trips, classroom cooking, music, art, science projects
- Many more!

Being a volunteer is not just a one way street, it is a very rewarding experience to know that you are helping children to learn.

To become a parent volunteer, contact your child's teacher or the office. Let them know what your interests are. You will be placed according to your interest and abilities. You can volunteer as much or a little as your schedule will permit.

Please Note: PUSD requires background clearances for all volunteers. Volunteers must be processed and cleared before they will be allowed to work at a school site. In addition, all volunteers must have a current TB (negative) skin test on file in the office in order to work on the campus.

**Garden Road Elementary School  
Respect and Responsibility Plan**

<b>Code of Conduct</b>	<b>Consequences (within the same week)</b>	<b>Reinforcement for Respectful and Responsive S.T.A.R. Behavior</b>
<p><b>TAKE CARE OF YOURSELF</b></p> <ul style="list-style-type: none"> <li>☐ Be prepared</li> <li>☐ Follow directions the first time</li> <li>☐ Follow school rules</li> <li>☐ Follow classroom rules</li> <li>☐ Stop playing when the bell/whistle sounds</li> </ul>	<p style="text-align: center;"><b>1<sup>st</sup> Referral</b></p> <ul style="list-style-type: none"> <li>☐ Verbal Warning</li> <li>☐ Written Referral</li> <li>☐ Reflection</li> <li>☐ Loss of Recess</li> </ul>	<p><b>Students Who: Stop, Think, and Act Responsibly will have opportunities to participate in :</b></p> <ul style="list-style-type: none"> <li>☐ Character Crew</li> <li>☐ Character Coupons</li> <li>☐ Lunch with Principal</li> <li>☐ Student Council Leadership</li> </ul>
<p><b>TAKE CARE OF OTHERS</b></p> <ul style="list-style-type: none"> <li>☐ Demonstrate good manners at all times</li> <li>☐ Respect all students and adults</li> <li>☐ Keep your hands and feet to yourself. Do not harm others.</li> <li>☐ Work and play cooperatively</li> </ul>	<p style="text-align: center;"><b>2<sup>nd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>☐ Time out to another room</li> <li>☐ Reflection</li> <li>☐ Restorative Practice</li> <li>☐ Parent Contact by Teacher or Principal</li> </ul>	<ul style="list-style-type: none"> <li>☐ Assemblies</li> <li>☐ Field Trips</li> <li>☐ Cross-Age Tutoring</li> <li>☐ Peer Tutoring</li> </ul>
<p><b>TAKE CARE OF THIS PLACE</b></p> <ul style="list-style-type: none"> <li>☐ Take care of all school property, materials and equipment</li> <li>☐ Treat restrooms and property with respect</li> <li>☐ Reduce, reuse and recycle</li> </ul>	<p style="text-align: center;"><b>3<sup>rd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>☐ Student may be placed on a behavior contract</li> <li>☐ Parent conference with teacher and/or principal</li> </ul>	
<p><b>Severe Clause:</b> Students who cause bodily harm to another person, defy adult authority, or bring weapons (real or make-believe) to school will be sent immediately to the principal's office for possible suspension. (Ed. Code 48900)</p>		

