

**GARDEN ROAD ELEMENTARY SCHOOL**  
**Parent/Student Handbook**  
**2022 – 2023**



**14614 Garden Road**  
**Poway, California 92064**

**School Office: (858) 748-0230**  
**Attendance: (858) 486-6273**  
**Fax: (858) 748-2961**  
**Web Site: <https://powayusd.com/gres>**  
**ESS: (858) 486-1176**  
**Preschool: (858) 748-3409**

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 all students can learn 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 Vani Pemble or Foundation Chairman Chris Knight. 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 2022-2023 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

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 STATEMENT**

**Mission:** At Garden Road our students are **empowered learners** who **lead themselves and others** to **contribute to a better world**.

**Theory of Action:** If we **provide opportunities for students to lead themselves and others**, then **students will be empowered to take ownership of their learning** and **positively impact the community**.

### **7 Habits of Highly Effective People:**

1. Be Proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, then to be understood
6. Synergize
7. Sharpen the Saw

**Positive Behavior Core Values:** *Be Respectful - Be Responsible - Be Safe - Be Kind*

**We Embrace and Model these Character Counts Traits:**  
*Respect, Responsibility, Fairness, Caring, Trustworthiness, Citizenship*

## **SPECIAL INSTRUCTIONAL PROGRAMS**

**LEADER IN ME:** Garden Road is continuing the Leader in Me program this year. The Framework provides a unique approach to integrating highly effective practices throughout a school's culture. Instead of focusing on academic measures alone, *Leader in Me* embodies a holistic approach to education, redefining how schools measure success. This approach empowers educators with effective practices and tools to: teach leadership to every student, create a culture of student empowerment, and align systems to drive results in academics. At Garden Road we will establish a whole-child mindset with a belief that every child has genius and every student has the potential to become a leader.

**THE ARTS** –Art instruction is integrated into all subject areas and is provided by the classroom teachers. The classroom teachers, along with parent volunteers, utilize the **Arts Attack** program to plan and implement monthly art projects and instruction. The students will produce art pieces each month representing the skills and knowledge they have learned. We will have an end of the year Art Fair to highlight and showcase the individual work of each of our students. Fifth grade students are given the opportunity to participate in weekly, district-sponsored band instruction.

**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 am - 6:00 pm). 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.

**PE STATE STANDARDS INSTRUCTION** – Students will receive 200 minutes of Physical Education instruction over each 10-day period. The Physical Education instruction follows the State Standards which provide the students with foundational skills in movement, body support, balance, and sports skills and targets the development of healthy lifestyles, motor skills and movement knowledge, and social and personal skills. Instruction is provided by the classroom teacher with the support of a PE Instructional Aide funded by our Foundation. Twice weekly, all students are encouraged to participate in the **Running Club**, with top runners recognized at monthly Friday Flag Ceremonies.

**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 on-line programs supporting phonics, reading comprehension and strategy skills 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 utilizing research based instructional material

tied to the student's needs with phonics, phonemic awareness and reading comprehension and strategies.

- **Counselor:** Our counselor is on campus three 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. Students are referred to her through teacher referrals, parent requests and our S3 process.
- **RtI 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.
- **Intervention Assistance Team (IAT)** 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, 2019 through December 2, 2019 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 1st and September 1<sup>st</sup> on a space-available basis.

**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 SITE COUNCIL (SSC)** – 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. SSC meets six times per year.

**SPECIAL SERVICES** (Special Education) – Two full-time **Education Specialists** provide 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 four special day classes for students with autism or learning disabilities.

**STUDENT COUNCIL** – Students in 5<sup>th</sup> grade have the leadership opportunity to represent the school as Student Council Officers. They work with our Student Council staff sponsors each month and help plan special events and activities, help lead the monthly Friday Flag activities and do the morning announcements. These Student Council leadership opportunities provide students with a forum to discuss school policies, procedures, and activities, which benefit our school.

## **POLICIES**

**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:** A very significant factor in a successful early elementary education is 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.** We verify all absences every day and appreciate you calling us with this information.

**ARRIVAL:** Unless students are involved in special activities before school, they are not to arrive before 7:45am There is no supervision prior to that time. **Students are encouraged to arrive between 7:45 and 7:55 am.** 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 am **Students who arrive to class after the 8:00 bell rings must enter school through the office and be marked tardy.**

**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.

**BIRTHDAY PARTY CELEBRATIONS** – Classroom birthday celebrations are appreciated and will be FOOD FREE due to numerous student allergies and food restrictions. You are welcome to come and celebrate with other non-food items.

**CELL PHONES/iWatches**—All cell phones and iWatches brought to school must be kept in the student’s backpack and turned off during the school day and while on school campus, so that it does not disrupt the instructional process. Students are not to use their phones to take videos and or pictures, unless under the direction of staff and for school learning. Videos and pictures are not to be posted on any social media sites due to privacy rights. Thank you for partnering with us as we help students develop digital citizenship skills. Phones used inappropriately will be confiscated by staff 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.

**CLASSROOM PARTY CELEBRATIONS** – Classroom parties and celebrations are coordinated by the room parents. All food brought in must be store bought, with labeled ingredients, and peanut free due to numerous student allergies and food restrictions.

**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 or email for an appointment due to the principal’s busy schedule. If the issue is a class related issue, please talk to 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 email or leave a message with the office or on their voicemail 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 am until 6:00 pm 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 learning environment. Shirts/tops should adequately cover the student’s chest, back and stomach area. Shorts, skirts, pants, and dresses need to be appropriate size for school and must cover all undergarments.

**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 between 7:45 am and 7:55 am and leave school after the school dismissal bell rings at 2:20 pm.

Monday-Thursday and 12:40 on Fridays. Students and parents are to use sidewalks and crosswalks, avoiding walking in the parking lots and 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 and 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.

***Parent Parking Lot:*** Across the street

***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. If you need to pick up your child during the school day, please call the office 10 minutes prior to the time you will be picking up your child and the office staff will call your child down to the office for dismissal.

**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 such as Fire Drills, Secure Campus Drills, Lock Down Drills, Earthquake Drills and 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.

**FIELD TRIPS** – Field trips are decided by each grade level to support and enhance the grade level curriculum standards and to provide experiential learning experiences for the students. The grade level teachers will inform the parents about the field trip plans, expectations, and costs. Our PTA and Foundation have generously agreed to offset the cost of the field trips by paying for the transportation bus costs of the field trips up to a certain amount by grade level. It is the expectation and desire that every student attends the field trips, so please contact the school office if there are any financial or other challenges.

**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. Students who become ill or injured at school will be assisted in the Health Office. A child must be fever free without the use of medicine for 24 hours before returning to school. Upon returning to school, your child will have his/her temperature checked and be asked when the last time he/she took medicine. If the child is found to have a fever or took medicine less than 24 hours ago he/she will not be allowed in the classroom. Your child will be sent home from school if they have a fever and/or have vomited while at school.

**ALL MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE.** This includes over the counter drugs such as aspirin, cough drops, or 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 in Poway Unified School District will:

- Promote lifelong habits of literacy and learning
- Serve as an extension of the classroom in providing students with the opportunity to practice, reinforce, and enhance skills previously learned
- Be developmentally appropriate, engaging for students, and a way to make learning meaningful and foster independence
- Connect home and school in a meaningful way

### **Elementary Guidelines:**

We believe in a balance of learning, family time, and play. We recognize that homework is not the only circumstance under which after-school learning takes place.

- In elementary schools (TK-5) homework will consist primarily of reading.
- Teachers may provide enrichment activities in addition to reading in order to advance the spirit of learning, curiosity, and inquiry.
- The length and frequency of homework assignments shall take into account the academic and developmental level of each student.
- Assigning unfinished classwork as homework should be the exception rather than the rule.
- Careful consideration should be given when assigning consequences related to incomplete homework.

### **Teachers will:**

- Communicate the homework policy via a syllabus and/or through technology that is accessible to all parents/students
- Ensure homework is aligned to current learning in the classroom, as well as research-based practices
- Provide timely feedback to students on completed homework, while also assessing the students understanding of academic content
- Ensure homework is improving student learning, and can be completed independently
- Encourage ongoing student feedback on assigned homework
- Clearly explain objectives, timelines, assessment rubrics (as needed), and required materials associated with the assignment.
- Teachers should encourage students to monitor their own assignments
- Clearly articulate the role homework plays to support learning in their course and communicate to students and parents their grading policy. (Middle School & High School)
- Inform parents and students of opportunities for student assistance.
- Allow students full makeup privileges without penalty for any work missed during observance of major religious holidays, or excused absence

**Students will:**

- Ensure understanding of the expected learning from homework assigned and seek clarification or help when needed
- Put forth their best effort to produce quality work
- Share with parents homework expectations of their teacher(s)
- Advocate for themselves by communicating with their teacher & parent when homework has become overwhelming, or cannot be completed independently
- Monitor assignments, due dates, & obtain materials required to complete assignments as needed
- Seek additional assistance as needed in completing work assigned

**Parents/Guardians will:**

- Provide an environment (space, time) to facilitate homework completion
- Be aware of teacher expectations, and purpose of homework
- Engage in reflective conversations with their student/child that foster insights into student strengths, interests, curiosity, & passions
- Communicate with your student/child about their learning on a regular basis
- Be an advocate for their child, while encouraging the child to advocate for herself/himself
- Encourage reading at all grade levels
- Provide a healthy balance between homework, extra and co-curricular activities, and family commitments
- Contact the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise

**LOST AND FOUND** – Lost clothing is stored in the lunch area. **Please label all removable items like jackets, 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 receive them at school. Students may not go home for lunch unless the parent signs them out at the main office. This year all student lunches are free. We encourage all families to complete a FREE and REDUCED Meal Application online at <http://www.myschoolapps.com>.

**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. Students may bring a snack to have during the morning recess. Snacks should be nutritious.

## **PROGRESS REPORTING**

**November:** 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:** Second Trimester Progress Reports

**June:** Final Pupil Progress Reports

**TOYS AND ELECTRONICS AT SCHOOL** – Toys are not permitted at school at any time. This includes balls, iPads, 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 is not permitted at any time. The school assumes NO responsibility for personal belongings. Toys may be confiscated if interfering with the learning environment.

**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. 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.

## **PARENT VOLUNTEERS: Parents Make the Difference!**

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
- Assist in the office
- 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 through the Meghan's Law 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. Volunteer forms are available in the front office. There are also changing regulations for volunteers due to the COVID-19 pandemic. Current information is available in the front office.