



Cherrywood Handbook

2016-17

2550 Greengate Dr.
San Jose, CA 95132
(408)923-1915

Tina Tong Choy, Principal
Will Ector, Superintendent

WELCOME!

This handbook contains information about our school that we hope you will find useful and informative. Please read it carefully, and save it as a handy reference.

It is our intention to work closely with our community, sharing the responsibility of teaching and learning among parents, teachers and children while working towards every child's success academically, socially and emotionally. Our goal is to work with you as a partner in your child's education. As a school, we need your ideas, support and encouragement to build a strong school community. Together, we will be able to provide the best possible educational experience for your child.

Your support and collaboration are essential. If any questions or concerns should arise at any time, please feel free to give me a call or e-mail me. I look forward to working with you and your child.

Sincerely,

Tina Tong Choy, Principal

Cherrywood STAFF

| Grade | Name | Room # |
|-----------------|-------------------|--------|
| Preschool (SDC) | Radha Bala | 1 |
| K | Silvia Chan | 17 |
| K | Trang Quach | 16 |
| 1 | Peter Davis | 19 |
| 1/2 | Cindy Joe | 5 |
| 2 | Krista Lazier | 4 |
| 2 | Kathleen Murphy | 6 |
| 2/3 | Mehjabeen Shaikh | 3 |
| 3 | Winnie Lee | 8 |
| 3 | Holly Masulis | 2 |
| 4 | Judith Rocchi | 7 |
| 4 | Marlene Teehan | 14 |
| 5 | Larry Ramirez | 21 |
| 5 | Sibille Treffkorn | 22 |
| SDC K/1 | Anna Guerrero | 18 |
| RSP | | 9 |

| Position | Name | Room |
|--------------------|--------------------------|-----------|
| Principal | Tina Tong Choy | Office |
| Secretary | Debbie Logan | Office |
| School Clerk | Joanne Mah | Office |
| Library Specialist | Debbie Faria | Library |
| Social Worker | Jenna Rafalow | Counselor |
| Speech | Uduak Osom | LSH |
| Psychologist | | Office |
| Custodian: | Alex Martinez | Multi |
| Night Custodian: | Mario Monroy | Multi |
| Para Educator | Mark Corpuz | RSP |
| Para Educator | Barbara Ford-Gillette | RSP |
| Para Educator | Annie John | SDC |
| Para Educator | Lorie Misenhimer | RSP |
| Para/Noon Duty | Jamie Rodriguez | SDC |
| Para Educator | Martha Roza | SDC |
| Noon Duty Staff | Annie Rivera, Tom Rivera | |
| Noon Duty Staff | Jay Sagad, Kathy Giluso | |
| Noon Duty Staff | Lupe Rocchi, Suk Ng | |

Kindergarten Schedule

Early Birds 8:15 A.M.-12:15 P.M.

Late Birds 9:45 A.M. – 2:36 PM

First through Fifth Grade

8:15 A.M. – 2:36 P.M.



THURSDAY SCHEDULE

ALL Kindergarten 8:15 A.M.-1:00 P.M.

All 1st – 3rd Grade Students

8:15 A.M. - 1: 00 P.M.

All 4th - 5th Grade Students

8:15 A.M. - 1: 02 P.M.



OFFICE: The school office hours are from 7:30 A.M. - 4:00 P.M. on school days. The telephone will be answered during those hours and someone will be here to assist you during that time. Our office phone number is **(408) 923-1915**.

SCHOOL VISITATION: All visitors and volunteers must check-in at the office regardless of their purpose for being on campus. This is a district requirement. Parents are always welcome to visit. If you would like to visit a classroom, please arrange this in advance by calling the school office.

ABSENCES: Please telephone the school office

(408-923-1915), by 8:30 A.M. if your child is absent from school. You may call this number at any time and leave a message. Please identify the child's name, teacher and type of illness. Do not say the child is "sick" because we are required to document the specific type of illness.

If your child will be absent for 5 or more days, please contact the school office **at least 10 days** before your child will be gone. This will provide us the time to prepare an Independent Study Contract for your child. This will help your child stay current with his/her class, and make this an excused absence. A calendar is provided at the beginning of the school year indicating school vacation days. Please schedule absences during those days. If an Independent Study Contract is required, it is the parent's responsibility to instruct the child on assigned work. Independent Study Contracts are NOT available AFTER MAY.

ARRIVAL TIMES: Playground supervision **begins** at 8:00 A.M. and we urge you not to send your children to school before that time, as we cannot be responsible for their safety.

TARDIES: Tardies are disruptive to both your child and his/her class. Punctuality is a habit that needs to be established while children are young. We would appreciate your cooperation in helping your child learn this important habit. Children must be in their classrooms **by 8:15 A.M. (except Late Birds)**

LATE PICK-UPS: If you will be late picking up your child because of an emergency situation, please notify the office immediately. Being late to pick up your child often frightens the child. It is extremely important to pick your child up **ON TIME!**

PUPIL SIGN-OUT: Release of a child from school may only be made to a parent, legal guardian or someone listed on the emergency card. Release to persons other than the above mentioned may be made with written permission of parents or legal guardians. Anyone taking a child out of school must sign the appropriate register in the office and provide picture I.D.

STAYING AFTER SCHOOL: State law allows school personnel to detain children up to one hour after school for assistance, to make up time due to tardies, for behavioral reasons, etc., provided the parents are notified. Your child's teacher will contact you. Parents are responsible for arranging transportation home following this after-school time.

HEALTH SERVICES: Berryessa's Health Services are provided by a school nurse who serves the needs of the district's schools. The school nurse's chief concern is the physical and emotional health of the students. To this end, she implements a number of programs such as: screening tests for vision, hearing, dental health and scoliosis (abnormal lateral curvature of the spine). Please contact the school if your child has been diagnosed with a communicable disease, such as strep, lice, pink eye, etc. You will be notified if your child has been exposed to a particular communicable disease at school.

MEDICATION: Medication is not administered at the school unless your physician has completed the school medication form. Most medications can be timed so that they can be given at home by the parent. All medication is kept in the school

office. Do not send medication (cough drops, etc) to school with your child.

MEDICAL AND DENTAL APPOINTMENTS: Please make appointments **before** or **after** school hours. If this is not possible and your child must be released from school, please send a note and ask that your child be in the office at a designated time. Bring a note from the doctor upon the child's return to school. All students must be signed out of the office prior to release from school.

EMERGENCY PROCEDURES: Schools practice emergency procedures once a month. In the event of a real emergency our district emergency calling system (NTI) will notify you.

PARKING LOT SAFETY: Please observe and practice safe driving around our school. Students and staff may be directing traffic, please treat them in a respectful manner. **NO PARENT PARKING IN THE STAFF LOT.**

CHILD ABUSE/NEGLECT REPORTING: All school employees are required by law to report any suspected abuse or neglect cases to Child Protective Services. All reports will be kept confidential.

WAYS TO COMMUNICATE to STAFF: Every teacher has email, voice mail and a mailbox in the office. Don't hesitate to use these avenues of communication. Your ideas, suggestions, or concerns are important to us, and we will respond in a timely manner.

CHANGE OF ADDRESS/TELEPHONE: Please notify the office ASAP of **any change in your address or telephone number** (home and place of employment). We would also appreciate being informed if the names/phone numbers of your emergency contacts change, including childcare.

TRANSFERS: When a student is moving, please notify the office at least a week in advance. Teachers need to prepare placement information for the new school.

HOMEWORK: Homework is an integral part of the student's total program. It is important for learning responsibility, good work habits, and good study skills. It is an extension of classroom learning experiences and requirements vary within each grade level.

Suggestions to parents: Provide a regular time and a quiet place for your child to do his/her work. Be available to help when asked. Review the finished work. If your child has had a great deal of difficulty doing the work, let the teacher know by note or phone. You may wish to ask the teacher for specific suggestions.

LOST & FOUND: Students who have lost an item at school should look in the "Lost and Found" area in the Multipurpose Room. Parents are welcome (and urged) to double check our "Lost & Found" at any time. **Marking students' jackets, coats and belongings with their first and last names will help us return the articles to the correct classrooms.**

LUNCH PROGRAM: Lunch available on a daily basis for all students. Lunch may be purchased in advance at school or online or paid for daily. **Lunch is \$3.00.** Free and reduced lunch applications are available in the main office.

SUPPORT PROGRAMS

ELL (English as a Second Language): Children who do not speak English at a tested standard receive instruction individually or in groups as a part of the regular program.

STUDENT STUDY TEAM (SST): The SST meets to share information about children who have been referred by the teachers because of academic, social and emotional concerns. Members of the committee carefully assess the child's needs, gather information, and make recommendations to help the child find success. The SST may consist of the school Psychologist, Counselor, Language and Speech Specialist, Resource Specialist, Classroom Teachers and Principal. Special Education services are considered only after the resources of the regular education program have been explored and utilized.

SUPPLEMENTAL INSTRUCTION: The Supplemental instruction program is provided for students who are falling behind academically. In order to qualify, a student must be identified as being recommended for retention.

BEHAVIOR EXPECTATIONS

Note: Specific classroom and playground rules will be covered with the students during the first week of school and reviewed periodically.

GENERAL EXPECTATIONS: We expect the students to use good judgment in their actions at school and to respect themselves, their teachers, and the rights of other students. Good behavior is essential for effective learning. Those who lack self-discipline not only interfere with their own learning, but also prevent others in the class from learning. We want all of our students to be successful at school.

BERRYESSA SCHOOL DISTRICT BEHAVIOR STANDARDS

1. While at school or on the way to and from school, students are expected to observe standards of behavior developed by the school and district.
2. Students are expected to recognize and respect the authority of the teachers, principal, and other school staff, including substitute teachers, teacher aides, secretaries, custodians, cafeteria personnel, noon supervisors, bus drivers and school volunteers working in the school.
3. **Students are expected to be in school every day, and should not be tardy to any class.**
4. Students are expected to respect the rights, feelings and property of others.
5. Students are expected to use appropriate language at all times and refrain from using profanity, obscene gestures, and racial slurs.
6. Students are not to cause, threaten, or attempt to cause physical injury to another person.
7. Students are required to remain at school during school hours unless signed-out through the school office.

8. Students are never to have, or be under the influence of drugs, alcohol or tobacco.

9. Students are not to possess, sell or supply any firearm, knife, or explosive.

10. Students are expected to dress in a clean, safe and appropriate manner consistent with school dress codes.

DISTRICT DRUG, ALCOHOL AND TOBACCO REGULATIONS:

The Berryessa Board of Trustees goal is to keep students free from tobacco, alcohol and drugs. They recognize that student use of these substances adversely affects their ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences and they will not be tolerated on any school campus. The Board supports cooperation between schools, parents/guardians, students, law enforcement, and other appropriate community agencies and organizations which are involved in tobacco, alcohol, and other drug prevention programs.

The Superintendent or designee will take appropriate action to eliminate possession, use and sale of tobacco, alcohol, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia will be subject to disciplinary procedures which may result in suspension or expulsion.

DISTRICT HARASSMENT POLICY

The Governing Board prohibits harassment of or by any student, or by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not tolerate any form of harassment including any racial or ethnic slur.

Any student who engages in harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

The Board expects students or staff to immediately report incidents of harassment to the principal or designee or to another district administrator. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.



COMMUNICATION

COMMUNICATION NOTICES: Keeping parents informed about our school program, special events and other newsworthy items is very important to us. The school newsletter will be sent home bimonthly. Please look for the newsletters and other notices that are sent home. Be sure to review them, as they will contain information pertinent to you, your student, and the

school. This is our most direct line of communication between the home and the school.

CONFERENCES/REPORT CARDS: Conferences for all parents are scheduled in **November** and **March**. If a conference is needed at any other time, please call the teacher. There may be a change to your child's schedule during conference periods. Please check the school newsletter for dismissal times.

TELEPHONE: Students may use the school phone for emergency use only. Generally, forgotten homework, books, lunches etc. are not considered emergencies. Every teacher has a phone in their room. Please make sure you record your teacher's number for future reference.

CELL PHONE POLICY: Students may bring cell phones to school if they have their parents' permission; the cell phones must be kept in their backpacks and are NOT allowed to be used during school hours. If a cell phone is seen or heard, it will be confiscated and released only to the parent of the student. The school is not responsible in any way for the loss or theft of the phone.

PARENT ORGANIZATION: The goal of the Home & School Association is to encourage cooperation between the home, school and community, for the best opportunities for our children. Our goal is to work together to sponsor diverse activities for you and your children such as Movie Nights, Walk n' Roll and the Garage Sale.

SCHOOL SITE COUNCIL (SSC): California state law requires that schools to establish a School Site Council. Our Council will include the principal, parents, community members, and staff members. The Council meets monthly to review and update the school plan and provide community input. Elections are held in September. If you would like to participate or be an officer, please contact Mrs. Choy.

BACK TO SCHOOL NIGHT: On Back to School Night you will have an opportunity to visit your child's classroom and hear the teacher explain expectations and the program for the school year. Back to School Night will be held on Thursday, September 15th from 6:30 P.M. to 7:30 P.M.

OPEN HOUSE: In May, an Open House is held. It provides an opportunity for both students and parents to visit the classrooms together, talk with the teacher, and view some of the work students have completed throughout the year.

VOLUNTEERS: Parents are encouraged to volunteer at school. Please contact your child's teacher if you are available. This is a powerful way of showing your child how important their schooling is to you. A TB test is required and copy of the results should be filed with the office. The results are valid for 4 years. In addition, a NEW form for all volunteers will need to be completed PRIOR to volunteering.

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| | NO SCHOOL 15- Back to School Night |
| October | 5 - Pictures 31 - Halloween Parade |
| November | 9-18 Conference Week ADJUSTED SCHEDULE 11 - Veteran's Day NO SCHOOL 15 - Picture Make-ups 21-25 - Thanksgiving Week NO SCHOOL |
| December | 19-Jan 2 - Winter Break NO SCHOOL |
| January | 2 - Winter Break - NO SCHOOL 3 - School Resumes 16 - Martin Luther King Day NO SCHOOL 23-27 - 5 th Grade Science Camp |
| February | 2- 100 th Day of School 13-17 - Friendship Week 20-24 - President's Week NO SCHOOL |
| March | 9 - Spring Pictures 3-10 - Parent Conferences ADJUSTED SCHEDULE |
| April | 17-21 - Spring Break NO SCHOOL |
| May | 25 - Open House Night 29 - Memorial Day NO SCHOOL |
| June | 9 - Last Day of School 5 th Grade Promotion 9:00 am Kinder Promotion 11:00 am |



CALENDAR OF EVENTS

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|-----------|------------------------------------|
| August | 22 - 1 st Day of School |
| September | 5 - Labor Day |